

Security owner-dependency scorecard

Business and review date go above the table. For each task, name the primary person and permitted deputy, then identify the record supporting that cover. Use the second sheet to test the handover.

Business and review date

Responsibility	Primary person	Permitted deputy	Evidence and limits
Guarding rota			
Quotations			
Night escalation			
Keyholding instruction			
Customer authority			

Unresolved dependency, person responsible and next review date

Type your answers in and save a copy, or print the page and fill it in by hand. Nothing you enter is sent to us.

Test the handover

Use an agreed, safely covered absence trial. Record what happened, every owner intervention and the next action. A blank result is an open question, not a pass. Keep detailed records securely with the business.

Business and trial period

Responsibility	Absence trial and result	Owner intervention	Next action and date
Guarding rota			
Quotations			
Night escalation			
Keyholding instruction			
Customer authority			

Stop points, remaining dependency and decision before the next trial

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