



Retail

NZ

# RETAIL CRIME CHECKLIST

## Take your security walk to prepare loss prevention at Christmas

We've created a basic checklist for you to prepare your business ahead of the Christmas season. This audit will help you easily identify problem areas when it comes to retail crime, loss prevention and security.

This security audit begins outside the store and then through the building looking at areas such as POS area, product security, staff-only areas, access control, cash control, staff safety and emergency planning.

### Environment

- Tidy up problems areas outside your business or public areas close by, such as car parks or graffiti on the building.
- Check your inwards goods controls and facilities to ensure deliveries will not be left unattended in a public space.
- Identify or create a plan to prevent and report any car break-ins in surrounding parking areas.
- Identify employee parking and ensure it is well lit at night.
- Maintain a secure and tidy rubbish area outside.

### Building security

- Check that all external and internal doors, windows, grilles, locks and alarms are in good working order and are secure.
- Make a note of who has keys and the key identification numbers, including staff, security, builders or contractors, cleaners or delivery personnel.
- Check stockroom security to ensure it is not easily accessible by customers.
- Review stocktake systems in place will be easily maintained.
- Check staff room or back office to ensure staff have a safe place to keep belongings. Consider introducing a bag check policy for all employees.
- Check safe locks properly and make a list of everyone who has the combination.
- Prepare a callout list for building maintenance or in case of emergency.
- Check all back cupboards or storage areas and ensure that they are not accessible to wandering customers.
- Check that all tills are secured properly.
- Check any other areas that require keys or a staff code for access.

#### Have you got the Retail NZ Crime Management Guide?

Retail NZ has prepared a comprehensive guide with advice about preventing and managing the risks of crime. It's FREE for Retail NZ members (or \$95 plus GST for non-members) so get your copy today by emailing [advice@retail.kiwi](mailto:advice@retail.kiwi).

