

FREE PRINTABLE AUDIT TEMPLATE

Jewellery Security Checklist

Use this 60-point checklist to assess physical protection, access, surveillance, alarms, high-value movements, transaction security, and incident readiness across jewellery stores.

STORE / LOCATION

AUDIT DATE

AUDITOR

SECURITY REVIEWER

1. Security governance, risk profile, and opening controls

- 1 Confirm the store, audit date, trading status, security lead, store manager, reviewer, and emergency escalation contacts.

JEWELLERY SECURITY

Finding	Owner	Risk	Due	Evidence

 Execution tip: Confirm scope, authority, and escalation routes before testing sensitive security controls.

- 2 Review the store security risk assessment, local threat profile, previous incidents, insurer conditions, and overdue security actions.

JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record

 Execution tip: Confirm scope, authority, and escalation routes before testing sensitive security controls.

- 3 Verify current SOPs cover opening, closing, lone working, high-value handling, cash, access, suspicious behaviour, robbery, and emergencies.

JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record

 Execution tip: Confirm scope, authority, and escalation routes before testing sensitive security controls.

- 4 Confirm security roles, authority levels, restricted zones, high-risk periods, and required staffing or guard coverage are clearly defined.

CRITICAL

JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record

 Execution tip: Confirm scope, authority, and escalation routes before testing sensitive security controls.

- 5 Check the opening security sweep covers perimeter, doors, glazing, alarms, CCTV, panic devices, vault, showcases, and signs of tampering.

CRITICAL

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

 Execution tip: Confirm scope, authority, and escalation routes before testing sensitive security controls.

- 6 Capture opening time, geo-location, responsible staff, initial security status, exceptions, and approved evidence before trading begins.

JEWELLERY SECURITY

NAME | Enter

TIME | :_:

SIGNATURE | Sign

 Execution tip: Confirm scope, authority, and escalation routes before testing sensitive security controls.

2. Exterior, perimeter, entrance, and public-area protection

- 7 Inspect storefront glazing, frames, shutters, grilles, locks, hinges, and anti-forced-entry features for damage or tampering.

JEWELLERY SECURITY

Secure

Monitor

Action required

Add evidence



Execution tip: Inspect from both customer and staff approaches, including blind spots and adjacent access routes.

- 8 Verify external lighting, entrance visibility, approach routes, parking, loading access, and blind spots support safe surveillance.

CRITICAL

JEWELLERY SECURITY

Secure

Monitor

Action required

Add evidence



Execution tip: Inspect from both customer and staff approaches, including blind spots and adjacent access routes.

- 9 Check entrances and exits remain controlled, unobstructed, observable, and aligned with emergency egress requirements.

JEWELLERY SECURITY

Compliant

Partial

Non-compliant

Add evidence



Execution tip: Inspect from both customer and staff approaches, including blind spots and adjacent access routes.

- 10 Confirm unauthorized rear-door, service-corridor, rooftop, basement, and adjacent-premises access risks are identified and controlled.

JEWELLERY SECURITY

Compliant

Partial

Non-compliant

Add evidence



Execution tip: Inspect from both customer and staff approaches, including blind spots and adjacent access routes.

- 11 Inspect public-area mirrors, barriers, queue layouts, seating, consultation rooms, and display positions for concealment or escape-route risks.

JEWELLERY SECURITY

Compliant

Partial

Non-compliant

Add evidence



Execution tip: Inspect from both customer and staff approaches, including blind spots and adjacent access routes.

- 12 Verify opening and closing staff use approved arrival, departure, escort, parking, and key-carrying precautions during vulnerable periods.

CRITICAL

JEWELLERY SECURITY

Secure

Monitor

Action required

Add evidence



Execution tip: Inspect from both customer and staff approaches, including blind spots and adjacent access routes.

3. Access control, keys, codes, and staff authorization

13

Verify the current authorized-person list matches active employees, guards, cleaners, contractors, managers, and approved visitors.

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record

Execution tip: Reconcile every credential to one accountable custodian and investigate exceptions immediately.

14

Reconcile physical keys, electronic credentials, access cards, safe codes, alarm codes, and emergency keys to named custodians.

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record

Execution tip: Reconcile every credential to one accountable custodian and investigate exceptions immediately.

15

Confirm leavers, transfers, role changes, lost credentials, and temporary access are removed, replaced, or time-limited without delay.

CRITICAL

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record

Execution tip: Reconcile every credential to one accountable custodian and investigate exceptions immediately.

16

Check key cabinets, code records, override devices, and spare credentials are securely stored with controlled issue and return logs.

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record

Execution tip: Reconcile every credential to one accountable custodian and investigate exceptions immediately.

17

Review sampled access logs for unusual times, denied attempts, repeated entries, shared credentials, or access outside assigned zones.

CRITICAL

JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence

Execution tip: Reconcile every credential to one accountable custodian and investigate exceptions immediately.

18

Verify visitors, vendors, maintenance teams, and delivery personnel are identified, logged, escorted, and restricted to approved areas.

CRITICAL

JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence

Execution tip: Reconcile every credential to one accountable custodian and investigate exceptions immediately.

4. Showcases, product handling, and sales-floor security

- 19 Verify showcases, counter locks, hinges, glass, alarm contacts, and display fixtures are secure and free from tampering or damage.

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Observe real product-handling behaviour without encouraging unsafe or deceptive test activity.

- 20 Check showcase keys remain under controlled custody and are never left unattended, visible, duplicated, or accessible to unauthorized staff.

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Observe real product-handling behaviour without encouraging unsafe or deceptive test activity.

- 21 Observe whether staff count items before and after presentation and maintain control of trays, pads, keys, and open showcases.

CRITICAL

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Observe real product-handling behaviour without encouraging unsafe or deceptive test activity.

- 22 Confirm only approved quantities are presented to one customer or group at a time, according to the store risk procedure.

CRITICAL

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Observe real product-handling behaviour without encouraging unsafe or deceptive test activity.

- 23 Verify high-value, loose-stone, lightweight, easily concealed, or frequently handled items receive enhanced supervision and handover controls.

CRITICAL

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Observe real product-handling behaviour without encouraging unsafe or deceptive test activity.

- 24 Check staff positioning, customer movement, consultation areas, fitting points, and closing routines reduce distraction, substitution, and grab-and-run risk.

JEWELLERY SECURITY

Compliant Partial Non-compliant Add evidence

Execution tip: Observe real product-handling behaviour without encouraging unsafe or deceptive test activity.

5. Vault, safe, stockroom, and high-value storage

25 Inspect vault, safe, strong-room, stockroom, cabinets, cages, locks, bolts, doors, walls, ceilings, and tamper indicators for integrity.

CRITICAL

JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence



Execution tip: Use approved dual-control and privacy rules when reviewing vault, safe, or high-value storage.

26 Confirm vault and safe access follows dual-control, time-lock, code, key, biometric, witness, or authorization rules where required.

CRITICAL

JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence



Execution tip: Use approved dual-control and privacy rules when reviewing vault, safe, or high-value storage.

27 Verify access logs, opening and closing records, code-change history, key custody, and exception approvals are complete and current.

CRITICAL

JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record



Execution tip: Use approved dual-control and privacy rules when reviewing vault, safe, or high-value storage.

28 Check high-value, loose-stone, repair, reserved, customer-owned, and restricted items are securely segregated and clearly controlled.

JEWELLERY SECURITY

Secure Monitor Action required Add evidence



Execution tip: Use approved dual-control and privacy rules when reviewing vault, safe, or high-value storage.

29 Confirm unattended display stock, closing stock, overnight stock, and non-trading-day stock are moved to approved secure storage.

JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record



Execution tip: Use approved dual-control and privacy rules when reviewing vault, safe, or high-value storage.

30 Review whether vault occupancy, storage layout, emergency release, fire protection, humidity, and safe operating condition support secure use.

JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record



Execution tip: Use approved dual-control and privacy rules when reviewing vault, safe, or high-value storage.

6. CCTV, alarms, duress, and monitoring systems

- 31 Verify CCTV covers entrances, exits, showcases, cash points, vault approaches, stockrooms, receiving, corridors, and other high-risk zones.

CRITICAL

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Test systems only through authorized procedures and preserve fault references or monitoring confirmation.

- 32 Check cameras are correctly positioned, focused, time-synchronized, unobstructed, securely mounted, and producing usable recorded images.

CRITICAL

JEWELLERY SECURITY

Pass Partial Fail Add test evidence

Execution tip: Test systems only through authorized procedures and preserve fault references or monitoring confirmation.

- 33 Confirm recording retention, storage capacity, health alerts, user permissions, export controls, and privacy notices meet approved requirements.

CRITICAL

JEWELLERY SECURITY

Pass Partial Fail Add test evidence

Execution tip: Test systems only through authorized procedures and preserve fault references or monitoring confirmation.

- 34 Test intrusion alarms, door contacts, glass-break sensors, motion detectors, vault alarms, and monitoring-center communication as authorized.

CRITICAL

JEWELLERY SECURITY

Pass Partial Fail Add test evidence

Execution tip: Test systems only through authorized procedures and preserve fault references or monitoring confirmation.

- 35 Test panic buttons, silent alarms, duress codes, wearable devices, and fixed emergency controls without creating an unsafe response.

CRITICAL

JEWELLERY SECURITY

Pass Partial Fail Add test evidence

Execution tip: Test systems only through authorized procedures and preserve fault references or monitoring confirmation.

- 36 Verify faults, offline devices, masked cameras, failed tests, missed signals, and monitoring exceptions create immediate service and escalation actions.

JEWELLERY SECURITY

Pass Partial Fail Add test evidence

Execution tip: Test systems only through authorized procedures and preserve fault references or monitoring confirmation.

7. Receiving, transfers, repairs, couriers, and movement security

- 37** Confirm high-value deliveries and collections are scheduled, discreet, verified, and handled only by approved carriers and authorized staff. CRITICAL JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Maintain continuous custody records for every high-value handover, delay, rejection, or route change.

- 38** Check courier identity, vehicle, seal, package count, dispatch note, tracking reference, handover time, and signatures before acceptance or release. CRITICAL JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence

Execution tip: Maintain continuous custody records for every high-value handover, delay, rejection, or route change.

- 39** Verify receiving, dispatch, transfer, and repair handovers occur in controlled areas under required witness, CCTV, counting, and sealing procedures. CRITICAL JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record

Execution tip: Maintain continuous custody records for every high-value handover, delay, rejection, or route change.

- 40** Confirm packages are inspected for tampering, damage, substitution, weight differences, broken seals, or unexpected routing before opening. CRITICAL JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record

Execution tip: Maintain continuous custody records for every high-value handover, delay, rejection, or route change.

- 41** Track inter-store transfers, repairs, custom orders, customer-owned items, vendor-held stock, and goods in transit to a named custodian and secure status. CRITICAL JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence

Execution tip: Maintain continuous custody records for every high-value handover, delay, rejection, or route change.

- 42** Review overdue, missing, rejected, disputed, delayed, or unacknowledged movements and escalate every unexplained custody gap promptly. CRITICAL JEWELLERY SECURITY

Secure Monitor Action required Add evidence

Execution tip: Maintain continuous custody records for every high-value handover, delay, rejection, or route change.

8. Cash, POS, customer data, fraud, and transaction controls

43

Verify tills, safes, cash drawers, deposit bags, payment terminals, refund documents, cheque records, and high-value receipts remain securely controlled.

CRITICAL

JEWELLERY SECURITY

Secure

Monitor

Action required

Add evidence

🔍

Execution tip: Sample high-risk transactions and protect customer or payment information during evidence capture.

44

Check cash counts, till handovers, banking preparation, deposits, collections, variances, and safe access follow dual-control and approval rules.

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record

🔍

Execution tip: Sample high-risk transactions and protect customer or payment information during evidence capture.

45

Review sampled discounts, price overrides, voids, refunds, exchanges, cancellations, manual invoices, deposits, and financing approvals for unusual activity.

CRITICAL

JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence

🔍

Execution tip: Sample high-risk transactions and protect customer or payment information during evidence capture.

46

Confirm card terminals, POS devices, cables, seals, login controls, passwords, and user accounts show no signs of tampering or unauthorized use.

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record

🔍

Execution tip: Sample high-risk transactions and protect customer or payment information during evidence capture.

47

Verify customer identity records, valuation documents, payment information, addresses, repair details, and CCTV exports are protected from unauthorized access.

CRITICAL

JEWELLERY SECURITY

Secure

Monitor

Action required

Add evidence

🔍

Execution tip: Sample high-risk transactions and protect customer or payment information during evidence capture.

48

Check suspected fraud, counterfeit payment, identity mismatch, social engineering, chargeback, and unusual purchase patterns are recognized and escalated.

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record

🔍

Execution tip: Sample high-risk transactions and protect customer or payment information during evidence capture.

9. Incident response, robbery, emergency, and staff readiness

- 49 Confirm employees understand robbery, burglary, aggressive-customer, suspicious-package, fire, medical, and evacuation procedures without taking unsafe action.

CRITICAL

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record



Execution tip: Prioritize life safety, non-confrontation, communication, evidence preservation, and staff welfare.

- 50 Verify emergency contacts, police numbers, monitoring contacts, landlord security, insurer contacts, leadership escalation, and staff communication trees are current.

CRITICAL

JEWELLERY SECURITY

Pass

Partial

Fail

Add test evidence



Execution tip: Prioritize life safety, non-confrontation, communication, evidence preservation, and staff welfare.

- 51 Check staff know when and how to activate panic devices, protect customers, preserve life, avoid confrontation, and follow post-incident instructions.

CRITICAL

JEWELLERY SECURITY

Secure

Monitor

Action required

Add evidence



Execution tip: Prioritize life safety, non-confrontation, communication, evidence preservation, and staff welfare.

- 52 Review incident kits, evidence-preservation guidance, witness forms, camera-export procedures, scene protection, and business-continuity materials.

CRITICAL

JEWELLERY SECURITY

Pass

Partial

Fail

Add test evidence



Execution tip: Prioritize life safety, non-confrontation, communication, evidence preservation, and staff welfare.

- 53 Confirm drills, security briefings, new-starter training, refresher training, lone-worker guidance, and competency records are current.

CRITICAL

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record



Execution tip: Prioritize life safety, non-confrontation, communication, evidence preservation, and staff welfare.

- 54 Review previous incidents and near misses for root causes, response quality, evidence preservation, staff welfare, lessons learned, and completed prevention actions.

CRITICAL

JEWELLERY SECURITY

Current

Incomplete

Missing / incorrect

Attach record



Execution tip: Prioritize life safety, non-confrontation, communication, evidence preservation, and staff welfare.

10. Findings, corrective actions, verification, and sign-off

55 Summarize findings by perimeter, access, keys, showcases, vault, CCTV, alarms, movements, cash, fraud, incident response, and training.

JEWELLERY SECURITY

Person / item	Access / control	Record	Status	Evidence

 Execution tip: Keep critical findings open until temporary controls and permanent closure are independently verified.

56 Immediately secure exposed stock, isolate failed controls, restrict access, preserve evidence, and escalate every critical security weakness.

CRITICAL

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

 Execution tip: Keep critical findings open until temporary controls and permanent closure are independently verified.

57 Assign each finding an owner, risk level, immediate control, due date, required evidence, reviewer, and objective closure criteria.

CRITICAL

JEWELLERY SECURITY

Finding	Owner	Risk	Due	Evidence

 Execution tip: Keep critical findings open until temporary controls and permanent closure are independently verified.

58 Complete root-cause analysis for repeat or material issues and define preventive changes to equipment, layout, access, process, staffing, or training.

JEWELLERY SECURITY

Current Incomplete Missing / incorrect Attach record

 Execution tip: Keep critical findings open until temporary controls and permanent closure are independently verified.

59 Verify closure through inspection, controlled retesting, access-log review, CCTV confirmation, document checks, staff interviews, and approved evidence.

CRITICAL

JEWELLERY SECURITY

Secure Monitor Action required Add evidence

 Execution tip: Keep critical findings open until temporary controls and permanent closure are independently verified.

60 Record the final security result, unresolved restrictions, accepted risks, next review date, auditor, store manager, reviewer, date, time, and signatures.

CRITICAL

JEWELLERY SECURITY

NAME Enter	TIME __:__	SIGNATURE Sign
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 Execution tip: Keep critical findings open until temporary controls and permanent closure are independently verified.

RUN THIS CHECKLIST DIGITALLY

Turn every jewellery security weakness into accountable action and verified closure

Use Taqtics to schedule security reviews, test critical controls, capture approved evidence, protect exposed assets, assign repairs and actions, verify closure, and compare security risk across every jewellery store.

Try the Jewellery Security Checklist in Taqtics

Scheduled security reviews Critical control testing Approved evidence Immediate containment Repair and action tracking Security dashboards