

1. Warehouse Location

- Assess the location of the warehouse.
- Comment on whether the environment is suitable for the business operations.
- Specify if the warehouse is part of the distributor's residential property or a standalone facility.

2. Security Systems

a. Alarm System

- Confirm if an alarm system is installed.
- It must be a priority and is **compulsory** for every distributor.
- Check if the system is linked to the distributor's phone for immediate alerts.

b. CCTV Surveillance

- Check for the presence of CCTV cameras.
- Verify how long the footage is retained (recommended: **minimum 1 month**).
- Note the camera coverage areas and functionality.

c. Locking Mechanism

- Inspect the types of locks used on entry points.
- Ensure that locks are durable and provide adequate security.

3. Fire Safety

- Check for the presence of **fire extinguishers**.
- Ensure they are easily accessible and regularly maintained.

4. Overall Security Assessment

- Provide a general comment on the overall security measures in place.
- Note any gaps or areas of concern.

5. Action Plan

- If improvements are needed, discuss them with the distributor.
- Agree on the actions to be taken, the **deadline for implementation**, and set a **follow-up date**.