

Security logbook

Company _____

Site or post _____

Shift _____

Date _____

Coordinator _____

Sheet _____

Sheet ____ of ____

No.	Start time	End time	Person	Callsign	Task or incident	Location	Notes	Initials
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Security logbook · Roll call

Company _____

Site or post _____

Shift _____

Date _____

Coordinator _____

Sheet _____

Sheet ____ of ____

No.	Name	Callsign	Present	Absent	Time	Note
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

How to use it

1. Fill in the top fields when the shift starts: company, post, shift, date and who coordinates.
2. Take roll call on the “Roll call” sheet: mark present or absent and write the time.
3. On the “Logbook” sheet, one row per task or incident: start time, end time, who, what and where.
4. If a time is corrected, strike it with one line and write the new one beside it with your initials; never erase it.
5. When the shift closes, sign the last row used and keep the sheet.

Operational record. It does not replace any attendance record required by labor law in your country.

Tired of rewriting the logbook? Aumekai Logbook records the same with one tap, exact times and the report ready: bitacora.aumekai.com