Summary of IAPSC Attendee Handout

Common Types of Security Consultant Reports:

\*Security Assessment Report: Prepares a conclusion of security assessment. Most common type of report. Format is up to the individual.

\*Design Concept Report: Explains security design concepts.

\*Architectural Design Phase Report: Prepared when working on an architectural design team.

\*Peer Review Report: Done when a consultant is hired to review the design by others.

Anatomy of Security Assessment Report:

Outside Cover (Client name, date, Keep simply and clean).

Inside Cover (Project address, consultant name and contact info, Certs of consultants).

Acknowledgements (Optional but recommended. List of participates, Can have powerful influence on/ceo’s ).

Table of Contents.

Executive Summary (Describes the most important info/decisions during project. 1-2 pages. Make it meaningful).

Introduction and Scope (who commissioned the assessment. Describes facility. What you did. Exclusions/what you didn’t do)

Description of Facilities (Brief description of site and building. Provides background. Site map)

Description of Existing security Program (Brief description of existing security program. Facts about existing conditions.)

Risk analysis (Analysis of client’s security risk and threats. May include loss history. Summary of high priority risks and threats).

Consultant’s Evaluation and Opinion (Optional. Sometimes called conclusion. Points out major strengths and weaknesses. Offers general strategies for security improvements).

Findings and Recommendations (point out specific problems in detail and recommend solutions. Most important part of report.)

Appendices (references. Examples: lighting surveys, crime data, loss history, personnel data)

Summary of Recommendations (Table that has one line summary of each recommendation listed by recommendation number. Very helpful to client. Can use to prioritize recommendations. Can contain estimates of initial and ongoing costs)

Report Writing Tips:

Understand the importance of the Report: Only tangible work product delivered by the consultant. Report serves as a lasting reminder of your knowledge, skills, and quality of work. Report can be widely distributed. Report can become legal document.

Consider who will be reading the report: Top-level executives who are unfamiliar with facility, existing security program, or problem being encountered. Insurance companies. Community groups. Elected officials.

Write a report Specifically for THIS client and THIS project.

Start writing Early.

Write simply and clearly.