

# Daily Occurrence Sheet

Assignment No	Shift No	Day	Date	Start Time	End Time
31	658	Saturday	01-10-2022	06:00	06:00

Security Officer Name	Employee No	SIA License No
Bolaji Ogunshola		555

**OCCURRENCE REPORTING: PLEASE ENSURE ALL CHECK CALLS, PATROLS, MOVEMENTS, SITE VISITS AND INCIDENTS ON SITE ARE NOTARISED BELOW. WHERE APPROPRIATE INCIDENT REPORTS MUST ALSO BE COMPLETED**

Time of Occurrence	Entry No	Report and Action Taken	Initials	Time Stamp
05:48	01	Take over duty was successful		06:14
11:24	---	- Parking lot	PP	11:24
11:26	---	- Main entrance	PP	11:26
17:53	---	- First floor	PP	17:53
17:55	---	- Main entrance	PP	17:55
17:56	---	- First floor	PP	17:56
17:57	---	- Parking lot	PP	17:57
06:20	02	Handing over was successful		06:20