

Security Guard Monthly Attendance Sheet (12-hour duties)

One sheet per site or post. Write one code per guard per day; total at month end; guard, supervisor and client sign.

Agency: _____ PSARA licence no.: _____ Client / site: _____ Post: _____ Month & year: _____

S. No	Guard ID	Guard name	Shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Duties	Nights	WO	A	OT hrs	Guard sign
1																																								
2																																								
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4																																								
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Codes: D = day duty N = night duty G = general shift DN = double duty (counts as 2) WO = weekly off A = absent L = leave H = holiday R = reliever duty
Duties = D + N + G + R + 2 x DN. Nights = N + DN. Fill every cell: a blank day reads as an unrecorded day.

Site supervisor (name, sign, date)

Client / facility manager (name, sign, date)

Agency operations (name, sign, date)

Kept at the guard room. Each guard writes actual times and signs on arrival and departure; the supervisor initials every row.

Client / site: _____ Date: _____ Shift: _____ Supervisor: _____

[illegible]

Write the actual time (07:52, not 08:00). Correct a mistake with one line through it, your initials and a remark - never overwrite.

Outgoing shift in-charge

Incoming shift in-charge

Site supervisor



Security Guard Monthly Attendance Sheet (8-hour, three shifts)

For posts run in three 8-hour shifts. Shift I, II and III replace D and N; III is the night shift.

Agency: _____ PSARA licence no.: _____ Client / site: _____ Post: _____ Month & year: _____

S. No	Guard ID	Guard name	Usual shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	I	II	III	Duties	WO	A	Guard sign	
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2																																										
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Codes: I = first shift (e.g. 06:00-14:00) II = second (14:00-22:00) III = night (22:00-06:00) WO = weekly off A = absent L = leave H = holiday R = reliever
Duties = I + II + III + R. A guard kept on for a second shift that day: write I+II and add 8 to OT in the remarks.

Site supervisor (name, sign, date) Client / facility manager (name, sign, date) Agency operations (name, sign, date)



Security Guard Monthly Summary - All Sites (head office)

One row per guard. Copy each guard's duties from every site sheet; the total drives salary, PF and ESIC. Each site column total drives that client's invoice.

Agency: _____ Month & year: _____ Prepared by: _____ Checked by: _____

S. No	Guard ID	Guard name	Category (U / A / S)	Site 1	Site 2	Site 3	Site 4	Site 5	Total duties	Night duties	OT hrs	Leave	Absent	Remarks
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
		Site totals (for invoices)												

Category: U = unarmed guard, A = armed guard, S = supervisor. Check: any guard above 30 duties in a month has double duties that need a reason.

Operations manager

Payroll

Billing



Reliever and Exception Log

Every day a post was not covered by its rostered guard: who was missing, who covered, and who approved it.

Client / site: _____ Month & year: _____ Supervisor: _____

Date	Post	Shift	Rostered guard	Reason (WO / L / A / late)	Covered by (reliever)	From	To	Hours	Approved by	Remarks

Mark R on the reliever's row of the monthly sheet and WO, L or A on the rostered guard's row for the same date, so the post shows exactly one duty.

Site supervisor

Agency operations