

Self Evaluation Guide For Jewelers

Crime	Yes	No
Are you a member of the Jeweler's Security Alliance?	<input type="checkbox"/>	<input type="checkbox"/>
Are the Premises protected by a UL Certificated Burglar Alarm System? Are all building openings protected (doors, transoms, windows, skylights, vents, etc.)? Are interior areas protected by motion detection devices? Is the alarm system connected to a Central Station or to the local Police Department? Is the system protected by UL Listed Line Security Devices?	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors secured by Double Cylinder Dead-Bolt Locks? Are extra keys properly secured?	<input type="checkbox"/>	<input type="checkbox"/>
Is the store interior well lighted at night? Are side and/or rear exits and alleyways locked at night?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a UL Listed TL-15 or better safe? Is it secured to the structure to prevent it from being easily removed? Is it readily visible from the street? Is it well lighted at night? Is the safe connected to the alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
Are high-value items locked in a safe or vault at night?	<input type="checkbox"/>	<input type="checkbox"/>
Are display windows and display cases glazed with shatterproof glass?	<input type="checkbox"/>	<input type="checkbox"/>
Are all windows (other than display windows), skylights, etc. protected by Burglar Screens or Bars?	<input type="checkbox"/>	<input type="checkbox"/>
Is particular care taken when opening and closing the premises for business (preferably at least two persons would be in attendance)? Openings and closing should not be before or after regular business hours.	<input type="checkbox"/>	<input type="checkbox"/>
Are bank deposits made on a daily basis? Large amounts of cash should not be kept on the premises, stored in the safe, or carried home at night.	<input type="checkbox"/>	<input type="checkbox"/>
Is there a Silent Hold-Up Alarm connected to either a Central Station or to the Police Department?	<input type="checkbox"/>	<input type="checkbox"/>
Is care taken when trays of merchandise are removed from display cases to assure they are returned promptly and are never unwatched? Are keys to display cases always kept secure?	<input type="checkbox"/>	<input type="checkbox"/>
Is the safe combination changed whenever someone who knows it leaves the employ of the store?	<input type="checkbox"/>	<input type="checkbox"/>
Are Pre-Employment checks completed and references contacted on all new hires?	<input type="checkbox"/>	<input type="checkbox"/>
Are accurate merchandise inventory controls in place?	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action Should Be Taken On All Items Checked "No". Contact your local Great American Loss Prevention Specialist for additional information.

Are outside bank deposits made at varying times each day? Is the bank messenger accompanied?	<input type="checkbox"/>	<input type="checkbox"/>
If merchandise is displayed off premises, (trade shows, fashion shows, etc.), are security measures adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Employee Safety	Yes	No
Are employees instructed as to how to conduct themselves in case of a robbery?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed as to the safe handling and storage of Compressed Gas Cylinders used to fuel torches? Cylinders should be stored in a cool, dry place, away from sources of ignition, out of danger from falling objects, and secured to prevent accidental tipping.	<input type="checkbox"/>	<input type="checkbox"/>
Are polishing machines equipped with dust hoods and exhaust systems to prevent inhalation of harmful dusts?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees properly instructed on the safe handling and use of cleaning compounds, polishes, epoxy glues, and other hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
Fire Prevention	Yes	No
Are heating devices safely installed and well maintained with adequate clearance to combustibles?	<input type="checkbox"/>	<input type="checkbox"/>
Is smoking restricted in work areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids (cleaners, rinses, solvent, lubricants) safely stored in approved containers, away from sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical wiring and fixtures installed according to local code and in good repair? Use of temporary extension cords restricted? Electrical equipment properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>
Is work area safely arranged with a good standard of housekeeping maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders secured?	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability	Yes	No
Are work areas restricted to customers?	<input type="checkbox"/>	<input type="checkbox"/>
Are glass display cases free of cracks, chips, and sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>
Are expanses of glass properly marked to keep persons from bumping or walking into them?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors and floor coverings well maintained, free of slip, trip, or fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are display lamps protected to prevent accidental burns?	<input type="checkbox"/>	<input type="checkbox"/>
Are entrance ways, sidewalks, and parking lots in good repair and adequately lighted? Are they cleared of ice and snow in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>

The information presented in this publication is intended to provide guidance and is not intended as a legal interpretation of any federal, state or local laws, rules or regulations applicable to your business. The loss prevention information provided is intended only to assist policyholders in the management of potential loss producing conditions involving their premises and/or operations based on generally accepted safe practices. In providing such information, Great American does not warrant that all potential hazards or conditions have been evaluated or can be controlled. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Great American Insurance Company and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them.

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