

Tamper Prevention Inspections for Payment Card Terminals (perform monthly)

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| Department: | |
| Staff Member Performing Inspection(s): | |
| Staff Member's Signature and Date of Inspection | |

- A. All terminals should be inspected monthly and records maintained for internal and external auditors.
- B. **The FD-130 Duo terminals with the separate pin pad must be inspected as though they were 2 separate terminals.**
 (describe the base station in the Terminal1 column and the pin pad in the Terminal2 column)

| <u>TERMINAL DESCRIPTION</u> | <u>TERMINAL 1</u> | <u>TERMINAL 2</u> |
|--|-------------------|-------------------|
| 1. Serial number | 1. _____ | 1. _____ |
| 2. Make & model | 2. _____ | 2. _____ |
| 3. Location of terminal | 3. _____ | 3. _____ |
| 4. Color, size, condition & markings | 4. _____ | 4. _____ |
| 5. Security seals | 5. _____ | 5. _____ |
| 6. Cords – Color, number, & condition | 6. _____ | 6. _____ |
| 7. Number of connections or ports | 7. _____ | 7. _____ |
| 8. Manufacturer's security markings | 8. _____ | 8. _____ |
| 9. Describe device(s) attached or near the terminal | 9. _____ | 9. _____ |
| 10. Condition of ceiling (looking for potential camera installations designed to record payment card numbers and pin# during transactions) | 10. _____ | 10. _____ |
| 11. Number of Cameras (if applicable) | 11. _____ | 11. _____ |

| | Yes | No | Yes | No |
|--|------------|-----------|------------|-----------|
| 1. Is the serial number correct on the label and the screen? | | | | |
| 2. Is the terminal manufacturer's Make and Model correct? | | | | |
| 3. Is the terminal in its usual location? | | | | |
| 4. Are the color, size, and general condition of the terminal as described, with no additional marks or scratches (especially around the seams)? | | | | |
| 5. Are the manufacturer's security seals and labels intact? | | | | |
| 6. Are the cords/cables to the terminal as described using the same type and color of cables and with no loose or broken connectors? | | | | |
| 7. Count the number of connections or ports to the terminal. Does this agree with the number stated? | | | | |
| 8. Are the manufacturer's security markings and reference numbers as described? | | | | |
| 9. Are all devices near or attached to the terminal as described and no new devices such as a skimmer? | | | | |
| 10. Is the condition of the ceiling above the terminal the same as described with no new marks, holes or fingerprints? | | | | |
| 11. If surveillance cameras are used, is the total number the same? | | | | |
| 12. Has the total number of terminals in use changed? | | | | |
| 13. Has any department personnel or third party requested access to troubleshoot or 'upgrade' the terminal? | | | | |