# Example Unit Location Device Inspection Checklist

## **Physical Inspection Checklist for Merchant Location Devices:**

- Operations should use this checklist to routinely physically inspect their payment card processing devices

- Perform the following tasks daily to ensure the security and compliance of each device:

- Ensure that no attempts have been made to tamper with the device, using the following method:

## Best Practices:

- Inspect all equipment, even if other security methods exist (e.g., locked offices, etc.)

- Save photographs of new devices when installed (Report of Services)

- Reference the Equipment List provided at the time of installation

- Document how many connections (leads, plugs, cords, etc.) are normally associated with each terminal

- Note the condition and location of any labels, security decals, connections, etc.

| Answer below for each terminal: | Yes | No |
|---|---|---|
| Is the terminal in its usual location? | ☐ | ☐ |
| Is the manufacturer's name correct? | ☐ | ☐ |
| Is the model number correct? | ☐ | ☐ |
| Is the serial number printed on the label correct? | ☐ | ☐ |
| Are the color and general condition of the terminal as described, with no additional marks or scratches (especially around the seams or labels)? | ☐ | ☐ |
| Have any additional pieces or overlays been added to the device? | ☐ | ☐ |
| Are all connections to the terminal as described, using the same type and color of cables, and with no loose wires or broken connectors? | ☐ | ☐ |
| Htzsy꣱mj꣱szr gjw꣱ck꣱htssjhy꣱tsx꣱t꣱mj꣱jw꣱ nsf꣱jtjx꣱mx꣱flwjj꣱ nm꣱mj꣱szr gjw꣱xyfyjiD | ☐ | ☐ |
| Is the total number of terminals in use the same as the number of terminals officially installed? | ☐ | ☐ |