

## Tamper Prevention Inspections for Payment Card Terminals or Processing Device (perform quarterly)

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

- A. All terminals and devices should be inspected quarterly and records maintained for internal and external auditors. This includes Clover Go devices attached to an iOS phone or tablet.
- B. **The FD-130 Duo terminals with the separate pin pad must be inspected as though they were two separate terminals.**  
(describe the base station in the Terminal 1 column and the pin pad in the Terminal2 column)

<u>TERMINAL or DEVICE DESCRIPTION</u>	<u>TERMINAL or DEVICE 1</u>	<u>TERMINAL or DEVICE 2</u>
1. Serial number	1. _____	1. _____
2. Make & model	2. _____	2. _____
3. Location of terminal or device	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. _____

	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
1. Is the serial number correct on the label and the screen?				
2. Is the terminal or device manufacturer's Make and Model correct?				
3. Is the terminal or device in its usual location?				
4. Are the color, size, and general condition of the terminal or device 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 or device as described using the same type and color of cables and with no loose or broken				
7. Count the number of connections or ports to the terminal or device. 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 or device 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 or devices changed?				
13. Has any personnel or third party requested access to troubleshoot, upgrade or change the terminal or device?				