

Merchant ID responsible person's evaluation checklist

Merchant ID responsible person's name (or delegate) Date

Complete a copy of this checklist **every 2 weeks** to verify your terminals and the terminal environment (this form is designed for five terminals, T1–T5.). Keep the completed form in a safe location for audit purposes (**2 years**).

| Elements to check | T1 | T2 | T3 | T4 | T5 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|
| 1. Is the terminal in its usual location? | | | | | |
| 2. Does the correct manufacturer's name appear? | | | | | |
| 3. Is the model number the same as recorded for this terminal? | | | | | |
| 4. Is the serial number the same as recorded for this terminal? | | | | | |
| 5. <i>Does the correct serial number display on the screen? (This question is not applicable.)</i> | | | | | |
| 6. Are the colour and general condition of the terminal as recorded, with no additional marks or scratches (especially around the seams)? | | | | | |
| 7. Are the manufacturer's security seals and labels present, with no signs of peeling or tampering? | | | | | |
| 8. Are the manufacturer's security markings and reference numbers as recorded? | | | | | |
| 9. Are any expected ultraviolet markings present and as recorded? | | | | | |
| 10. Are all connections to the terminal made with the same type and colour of cables as recorded? Are all wires firmly connected and all connectors unbroken? | | | | | |
| 11. Does the number of connections to the terminal agree with the number recorded? | | | | | |
| 12. Are all display stands, charity boxes or other merchandising items within the vicinity of the terminal as recorded, with no additional boxes or display materials nearby? | | | | | |
| 13. Is the condition of the ceiling above the terminal the same as recorded? Are there no additional marks or holes on the ceiling? | | | | | |

14. Is the total number of terminals in use the same as the number of terminals that were originally installed?

- Yes
- No

15. Where surveillance cameras are used, is the total number of cameras in use the same as the number of cameras that were originally installed?

- Yes
- No

If you discover something suspicious on or inside the device:

- Carefully move any POS terminals to a secure area.
- Do not touch anything else, it may be considered a potential crime scene.
- Contact uOttawa Protection Services at 613-562-5411.