

POS Staff Quick Guide checklist

Employee's name

Date

Complete a copy of this checklist (or similar) **at the beginning of each day or before opening your POS** (this form is designed for five terminals, T1–T5.). Keep the completed form in a safe location for audit purposes (**2 years**). If more than one employee uses the POS terminal, establish a rotating schedule for the routine POS check in order to reduce the risk of anything being missed and to ensure that not only one person carries out all checks.

Elements to check	T1	T2	T3	T4	T5
Is the case broken?					
Is the seal broken?					
Is there an unusual wire under the overlay sticker that covers the keyboard area?					
Is the serial number different on the label?					
Is the electronic serial number different from the label serial number?					
Is there an overlay sticker covering the original sticker on your terminal keyboard?					
If you compare your POS terminal with pictures of one, does it appear that labels or stickers have been replaced?					
Are there wires sticking out of the credit card slot?					

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.