Credit Card Inspection Log

(Created 02/2018)

PCI DSS Compliance states that all credit card payment terminals be inspected on a monthly basis.

When inspecting a terminal the following items need to be checked:

1	Are there any missing, damaged or altered manufacturer seals or labels?
2	Have the cables or buttons been altered?
3	Does the terminal feel rough or have damaged screws?
4	Has anything been added to the device?
5	Does the serial number match your records?
6	Is the correct keypad overlay on the terminal?
7	Is the terminal operating normally?
8	Is there difficulty inserting a chip and PIN card into the EMV slot?

Terminal Location Name: _____

Terminal Serial Number: _____

Terminal Make: _____

Terminal Model: _____

Date of Inspection	Inspector Name	Verify Terminal Serial Number	Result of Inpection