**Merchant Capture Device Periodic Inspection Procedure Form**

Follow this checklist each time terminal(s) inspections/evaluations are performed within the merchant environment. If devices are secured and not publicly accessible, then device inspections should be performed at least quarterly. All publicly accessible terminals should be inspected daily. Contact PCI@missouri.edu if you have any questions regarding the terminal device inspection procedures.

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|  | **Terminal and associated systems characteristics** |
| Step 1 - | Record date and initials of individual performing inspection on the capture device inventory log |
| Step 2 | Verify make / model of your **terminal(s)** with capture device inventory log |
| Step 3 | Verify physical location of **terminal(s)** with capture device inventory log |
| Step 4 | Verify device serial number for your **terminal(s)** with capture device inventory log |
| Step 5 | Verify tamper tape serial number(s) are consistent with capture device inventory log and verify that tape has not been removed, manipulated, or altered. |
| Step 6 | Physically Inspect Device to verify color and general condition of the **terminal** is as described with no additional marks or scratches (especially around the seams). Complete this step for all terminals on your capture device inventory log |
| Step 7 | Physically inspect that all connections to the **terminal** are as required, using the same type and color cables, and with no loose wires or broken connectors? Complete this step for all terminals on your capture device inventory log |
| Step 8 | Verify all connections to the **terminal** and that only required connections exist. Complete this step for all terminals on your capture device inventory log |
| Step 9 | Verify nothing has been added to the card swipe portion of your **terminal**? Complete this step for all terminals on your capture device inventory log |
| Step 10 | Verify that the **terminal** have not been substituted or tampered with in any way? Complete this step for all terminals on your capture device inventory log |
| Step 11 | Initial and date capture device inventory log that verification has been completed.  |
| Step 12 | If any tampering is suspected, follow procedures outlined in Incident Response Plan. |