### PIN Pad Inspection Log

**INSTRUCTIONS:**
- Please print in BLOCK LETTERS (except initials/signature column)
- to be filled out weekly and submitted to pcicoordinator@queensu.ca quarterly as per the PIN Pad Security Training and Procedures
- if you answered "No" in columns labeled A, B, and/or E, contact the PCI Coordinator immediately as per the PIN Pad Security Training and Procedures
- if you answered "Yes" in columns labeled C and/or D, contact the PCI Coordinator immediately as per the PIN Pad Security Training and Procedures

<table>
<thead>
<tr>
<th>Date (YY-MMM-DD)</th>
<th>Employee Name</th>
<th>Employee Initials/Signature</th>
<th>Merchant Account #</th>
<th>Building</th>
<th>Room #</th>
<th>Model #</th>
<th>Base/Terminal Serial Number (if applicable - if not applicable N/A)</th>
<th>Base/Terminal Serial Number Confirmed (Yes/No)</th>
<th>PIN Pad Serial Number</th>
<th>PIN Pad Serial Number Confirmed (Yes/No)</th>
<th>Evidence of PIN Pad Tampering (Yes/No)</th>
<th>Evidence of Cable Substitution (Yes/No)</th>
<th>Physical Security Intact (Yes/No)</th>
</tr>
</thead>
</table>