

Please reprint copies of this form as required.

Complete one copy of this form for each terminal in your store and place in a secure location.

Use this form to do a comprehensive check of each terminal in your store on a frequent basis (e.g. monthly).

TERMINAL DESCRIPTION

Location in the store

Location when not in use

Make

Model number

TERMINAL DETAILS

Serial Number (on printed label)

Serial Number (on screen, if app)

General condition & appearance (colour, existing marks, scratches, etc)

Location of the manufacturer's security seal or labels

How is the terminal connected to its host device?

Conn # 1 Type, colour of lead

Conn # 2 Type, colour of lead

Conn # 3 Type, colour of lead

Conn # 4 Type, colour of lead

How many connections in total (all leads, plugs, aerials, etc)?

Describe any display stands, charity boxes, or other merchandising materials that are normally placed within the vicinity of this terminal

Describe the "normal" condition of the ceiling above the terminal (including scuffmarks, fingerprints, dislodged tiles, etc)