

ATM Installation Checklist

Financial Services

ATM DOORS

Did the door have deadlock?

☐ Yes☐ No☐ NA

Did the lock include slam lock feature?

☐ Yes☐ No☐ NA

Is the spy hole placed at proper height?

☐ Yes☐ No☐ NA

Did you notice deadlock available at the door?

☐ Yes☐ No☐ NA

Did the lock include slam lock feature?

☐ Yes☐ No☐ NA

Is the spy hole placed at proper height?

☐ Yes☐ No☐ NA

Did the airlock include alarm keypad feature?

☐ Yes☐ No☐ NA

Did the airlock include Panic Alarm button feature?

Yes

No

NA

Mention the lock type and serial number of ATM door

Describe the ATM door lock.

textarea

ATM TYPE

Discuss the house type of the ATM

Mention the LU Name / ATM ID

Please mention the model of the ATM

Did the Central Station confirm about the signals and the alarm set up?

Yes

No

AUDIT VERIFICATION

Date of inspection

DATE

2017-01-01

Upload ATM images if nearby

UPLOAD

Overall comments

textarea

Name and designation of the Store staff/ Representative

AUTHORISATION OF NCR

Were the works done as per planned?

Yes

No

Were the photos of the installation, internal and external and customer view being clicked?

Yes

No

Name and designation of the NCR

AUTHORISATION OF TESCO STORE MANAGER

For emergency purposes, how many sets of keys were available in the Store locker?

Mention the serial numbers of the Key pouch

AVAILABILITY OF KEYS AND SIGN OFF FACILITY

Did the ATM have skimming devices?

☐ Yes ☐ No

Were tamper available at the EPP?

☐ Yes ☐ No

How many sets of keys and Alarm Fobs have you received?

Did you notice any tamper on the PC core?

☐ Yes ☐ No

Were the installation of Lockpoint inner safe doors completed?

☐ Yes ☐ No

GENERAL

Branch Name

Branch Address

Contact Number

GENERAL ATM CHECKS

Was the ATM machine working properly and cleared the dispenser test?

Yes

No

NA

Was the ATM in good condition and had well fitted closures?

Yes

No

NA

Were the keys of the ATM, including FDKs functional?

Yes

No

NA

Were receipts being issued?

Yes

No

NA

Were the logo panel light of the ATM proper?

Yes

No

NA

Were the DDA height proper?

Yes

No

NA

Were an anti-duress guard present?(lockpoint safe)

Yes

No

NA

Was there any entry door at the ATM housing?

☐ Yes☐ No☐ NA

Were the locks and latches working properly?

☐ Yes☐ No☐ NA

Were there clean cylinders present as per needs?

☐ Yes☐ No☐ NA

Were the the outer door designed as suggested?

☐ Yes☐ No☐ NA

Were there ground anchors present as per needs?

☐ Yes☐ No☐ NA

Were the the ATM and lobby room and its floor being sealed?

☐ Yes☐ No☐ NA

Did you notice any lobby between inner and outer doors in case of more than 1 ATM in the room?

☐ Yes☐ No☐ NA

Was the room spacious enough for additional ATM?

☐ Yes☐ No☐ NA

Was the ATM well ventilated?

☐ Yes☐ No☐ NA

Did the ATM room have alarm facility?

☐ Yes☐ No☐ NA

Did the G4S receive required alarm fobs to activate / deactivate alarm if needed?

☐ Yes☐ No☐ NA

Was Panic Alarm button present in the room within reach of the ATM?

☐ Yes☐ No☐ NA

Was the telephone handset in good condition, if any?

☐ Yes☐ No☐ NA

Did you notice any spare power point for maintenance purpose?

☐ Yes☐ No☐ NA

Was the installation and segregation of the trunking for data and power cable containment proper?

☐ Yes☐ No☐ NA

Was the un-switched fused spur connected to the ATM power hard?

☐ Yes☐ No☐ NA

Incase the ATM room door is closed can the safe door and cash dispenser be moved freely?

☐ Yes☐ No☐ NA

Did the ATM have enough lights?

☐ Yes☐ No☐ NA

Did the Main part of the ATM room have 2nd internal light connection?

☐ Yes☐ No☐ NA

Did the Lobby have 2nd internal light connection?

☐ Yes☐ No☐ NA

Was a a canopy installed at the ATM housing if the ATM housing is not included within the store canopy?

☐ Yes☐ No☐ NA

SIGNAGE, SAFETY AND FITTINGS

Were external light available for customers and servicing?

☐ Yes☐ No☐ NA

Was external lighting proper for G4S servicing and customer usage?

☐ Yes☐ No☐ NA

Was the signage color and layout proper as per Tesco Design Standards Group Specification?

☐ Yes☐ No☐ NA

As discussed in DSG were the internal and external paintwork / decor carried out?

☐ Yes☐ No☐ NA

Were the security bollards designed at proper size and space?

☐ Yes ☐ No ☐ NA

Were the customer safety zone designed properly?

☐ Yes ☐ No ☐ NA

Was personal information be viewed clearly from the CCTV ?

☐ Yes ☐ No ☐ NA

Can the passers-by: shoulder surfing view the ATM from a distant?

☐ Yes ☐ No ☐ NA

Was the installation of Blue Security Box done?

☐ Yes ☐ No ☐ NA

Where was the Blue Security Box placed?