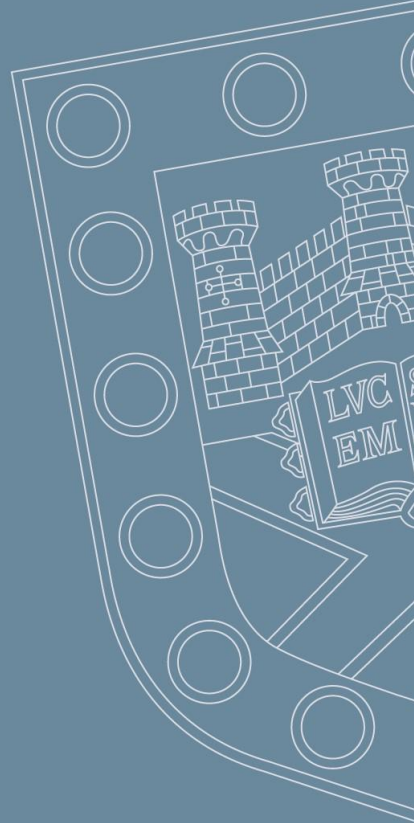




Point of Sale Daily Check Policy

Finance Services

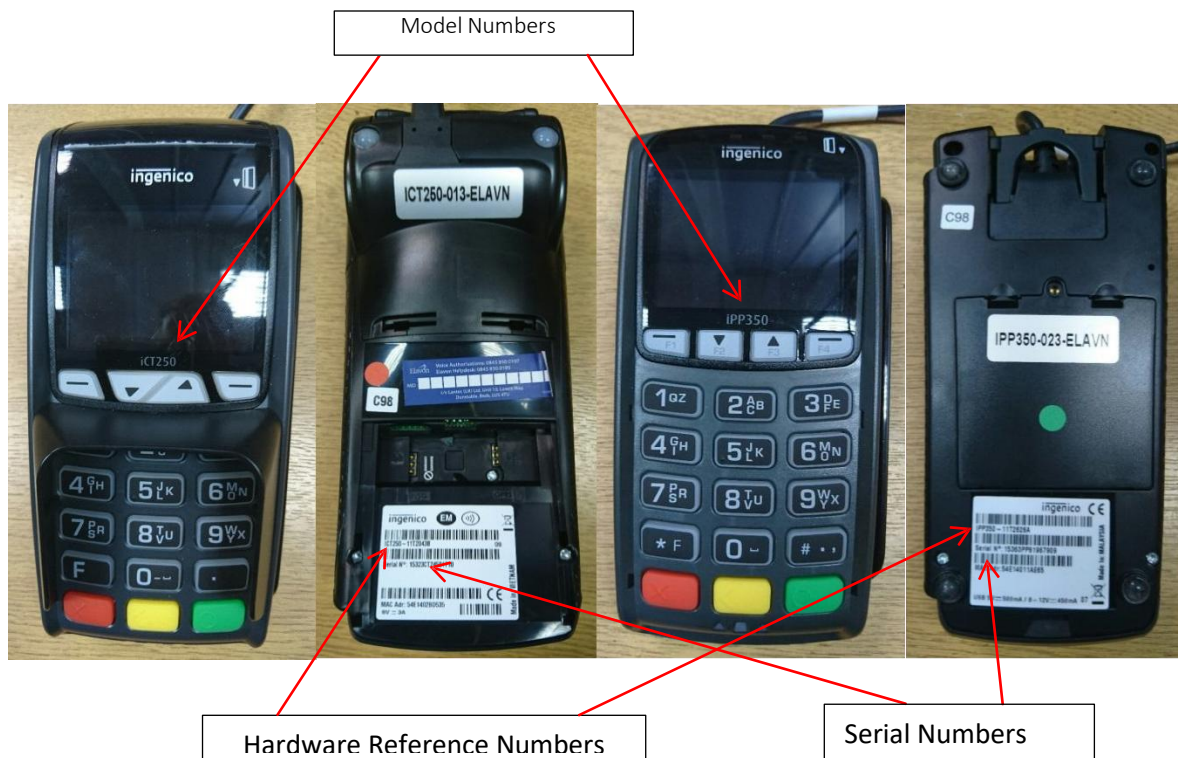
Last Review and Update: 19th August 2026

Next Review: August 2027

CHIP AND PIN PAD Daily Checklist

Information about your device	
Outlet Name	
Location	
Team Manager	
Type of Device	CHIP & PIN PAD
Serial Number	
Hardware Reference Number	
Merchant Number :	
Terminal ID:	

PLEASE NOTE: If any of the above details have changed please contact the Cash Operations immediately (see authorised /visitors list)



CHIP AND PIN PAD Daily Checklist

What to check each day

Threat – how thieves steal card data	Check – how do we stop this
Extra cables or a key logger (small extra device) connected	The device should only have 2 connections phone and power point.
Card only skimming device	Card reader slot looks as in the above photo
Separate PIN PAD	Different serial number to the CHIP AND PIN DEVICE
Full skimming device card and PIN PAD	Visual check does the device look different in any way, bigger, different Ingenico , Verifone logo etc
Break into the device or Replace the device	Device serial number same as checklist serial number Serial number plate in place and not damaged Device seams not obviously tampered

Using the Device

- Don't Handle Customer's Cards
- Don't Ask For PIN Numbers
- Remind Customers that Contactless is faster
- Don't write or store card data
- Check the device daily
- Don't leave the device unattended if you are away from the till move the device so it cannot be seen by customers

Maintaining the Device

- Contact the Cash Operations Team for
 - New and Replacement Devices
 - Reporting Faults
 - If you have **an unexpected visitor** (not on the Authorised Visitors list below) who wants access to the Chip and Pin Device **do not** give them access until the Cash Operations Team confirm this is OK.

Cash Operations Team will contact you about

- Updates on fault fixes
 - Engineer visits for installation or repair
 - Internal device checks
- All visitors accessing the device
 - Ask for ID - **No ID No Access** even if they are expected.
 - **External Visitors** must provide current ID issued by their company or other ID that the Cash Operations Team has confirmed is acceptable
 - **Internal Visitors** must provide current University ID
 - Update the visit log
 - who
 - when
 - what for
 - what was done
 - Store the visit log safely – the Cash Operations Team will collect this from you

CHIP AND PIN PAD Daily Checklist

- For New Devices and Replacement devices immediately send the following to the Cash Operations Team :
 - Model Number
 - Serial Number
 - Is the device colour or black and white
 - Hardware Reference Number
 - Location

Authorised Visitors

- The following staff are authorised to access your Chip and Pin Devices at any time
 - Cash Operations Staff
 - Service list staff
 - Financial Operations Staff
 - Third Party Supplier – approved by the Cash Operations Team
- They must provide current University ID (**No ID No Access**)

Daily Checklist – Chip and Pin Device

Visit Log

Outlet Name –

Date and Time	Outlet Staff Name	Authorisation provided by and Date	Who Visited	What For	What was done

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Daily Checklist – CHIP AND PIN PAD

	<u>Month</u>			<u>Year</u>			
	1	2	3	4	5	6	7
Result							
Name							
	8	9	10	11	12	13	14
Result							
Name							
	15	16	17	18	19	20	21
Result							
Name							
	22	23	24	25	26	27	28
Result							
Name							
	29	30	31				
Result							
Name							