Appendix B: Evaluation Forms

This Appendix provides sample forms that you can use to verify the integrity of your terminals and terminal environment.

Terminal Characteristics Form

Complete one copy of this form (or similar) for each terminal (PIN entry device) used at your location. Use photographs to validate the device.

Terminal Description			
Location:		Location when not in use:	
Make:		Model Number:	

Terminal Details	
Serial number (on printed label):	
Serial number (on screen, if applicable):	
General condition and appearance: (color, existing marks, scratches, etc.)	
Location of manufacturer's security seals or labels:	
Details of manufacturer's security markings or reference numbers:	
Details of any UV markings applied to the terminal:	
How is this terminal connected to its host device?	
▪ Connection #1: Connector type, color of lead:	
▪ Connection #2: Connector type, color of lead:	
▪ Connection #3: Connector type, color of lead:	
▪ Connection #4: Connector type, color 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 (include scuffmarks, fingerprints, dislodged tiles, etc.).	

Merchant Evaluation Checklist

Complete a copy of this checklist (or similar) each time you evaluate your terminals and terminal environment. (This form assumes there are five terminals deployed, T1–T5.)

With reference to the relevant Terminal Characteristics Form, for each terminal:	T1		T2		T3		T4		T5	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Is the terminal in its usual location?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Is the manufacturer's name correct?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Is the model number correct?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Is the serial number printed on the label correct?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Is the serial number displayed on screen correct?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Are the color and general condition of the terminal as described, with no additional marks or scratches (especially around the seams)?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Are the manufacturer's security seals and labels present, with no signs of peeling or tampering?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Are the manufacturer's security markings and reference numbers as described?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Are any expected ultra-violet markings present, and as described?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Are all connections to the terminal as described, using the same type and color of cables, and with no loose wires or broken connectors?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Count the number of connections to the terminal. Does this agree with the number stated?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Are all display stands, charity boxes, or other merchandising within the vicinity of this terminal as described, with no additional boxes or display materials near to the terminal?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Is the condition of the ceiling above the terminal the same as described, with no additional marks, fingerprints, or holes?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Is the total number of terminals in use the same as the number of terminals officially installed?	☐ Yes ☐ No									
Where surveillance cameras are used, is the total number of cameras in use the same as the number of cameras officially installed?	☐ Yes ☐ No									

The intent of this document is to provide supplemental information. Information provided here does not replace or supersede PCI security standards and requirements.

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