OpsAuditHub opsauditihub.com	DOC ID: **SAF-0348**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.37 (Means of Egress) & ANSI/SPRI ES-1 / Workplace Violence Prevention Standards**	AUDIT FREQUENCY: **Monthly Audit**

Retail Cash Handling Safe Opening Audit Compliance Checklist

Operational Scope: Establishes a standardized audit framework for retail cash safe opening procedures to mitigate armed robbery risks and ensure employee physical security. Mandatory compliance is required for all store supervisors, loss prevention personnel, and cash office operators.

MANDATORY PPE:	Uniform without loose lanyards, Anti-Slip Footwear (ASTM F2413), Identification Badges, Panic Button Wristband / Pendent, Nitrile Gloves (Cash Handling)
PREREQUISITES:	Perimeter security and CCTV feeds verified as operational by loss prevention. | Authorized personnel only within the designated cash room boundary.

SECTION 1: ENVIRONMENTAL & ACCESS CONTROL VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Cash Room Door Access**	Cash office door remains locked from the inside during opening procedures; no unauthorized tailgating permitted.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**CCTV Coverage & Blind Spots**	Security cameras clearly capture the safe door and operator without obstruction from open doors or shelving.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Duress & Panic Alarms**	Fixed duress buttons and mobile panic pendants tested and verified functional with central monitoring station.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Clear Line of Sight**	Convex mirrors and hallway sightlines are unobstructed, allowing operators to check for potential threats before exiting.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

SECTION 2: SAFE MECHANICS & OPERATIONAL COMPLIANCE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Time-Delay Mechanism**	Safe time-delay lock engages correctly and cannot be overridden prematurely without proper dual-custody authorization.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Combination & PIN Security**	Combinations and digital PINs comply with rotation schedules; no written passwords stored near the safe housing.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Dual-Custody Protocol**	Two authorized personnel are present during high-value safe opening and drawer allocation as per company policy.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Hinge and Bolt Integrity**	Safe door bolts retract smoothly without binding, grinding, or requiring excessive physical force.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

SECTION 3: EMERGENCY PROCEDURES & RECORDKEEPING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Robbery Response Protocol Posting**	Current 'What to Do in Case of Robbery' instructions and local law enforcement emergency numbers posted visibly inside office.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Audit Log Documentation**	Previous shift opening logs, cash discrepancies, and incident reports are accurately documented and filed securely.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Loss Prevention Auditor / Lead Supervisor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Store Operations Manager / General Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

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