OpsAuditHub opsauditihub.com	DOC ID: **SAF-0347**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.1200 / PCI-DSS Security Standards / ISO 45001**	AUDIT FREQUENCY: **Daily Pre-Shift**

Retail Cash Handling Safe Opening Audit Daily Log Sheet

Operational Scope: Establishes a mandatory daily verification protocol for opening retail cash handling safes, mitigating workplace violence, robbery risks, and internal cash discrepancies. Ensures full compliance with loss prevention protocols and occupational safety mandates prior to store opening.

MANDATORY PPE:	Uniform with Concealed ID Badge, Anti-Slip Footwear (ASTM F2413), Nitrile Gloves (Optional Cash Handling), Personal Duress Alarm / Panic Button
PREREQUISITES:	Confirm CCTV security cameras are actively recording the safe zone. | Verify store perimeter and interior are clear of unauthorized personnel prior to dual-custody entry.

ENVIRONMENTAL & PERIMETER SECURITY INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**CCTV Camera Angle & Visibility**	Security camera fully captures the entire safe opening zone without blind spots or physical obstruction.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Duress Alarm / Panic Button Test**	Silent panic button tests clear with monitoring station without triggering false dispatch.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Perimeter & Blind Spot Clearance**	Storage and corridor areas surrounding the cash office are free of loiterers or unverified individuals.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

SAFE HARDWARE & COMBINATION PROTOCOL

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Safe Exterior & Dial/Keypad Housing**	No evidence of tampering, drilling, skimming devices, or forced entry marks on housing.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Dual-Custody Compliance**	Two authorized management personnel present for opening sequence in accordance with company policy.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Time-Lock Functionality**	Time-lock mechanism operates correctly and delays opening according to programmed specifications.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Hinge & Bolt Mechanism**	Safe locking bolts retract smoothly without binding, grinding, or requiring excessive force.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

CASH DRAWER & RECONCILIATION PREP

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Initial Cash Tray Audit**	Primary float trays match expected closing balances from the previous business day log.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Deposit Bag Verification**	Previous day's deposit bags are properly secured, logged, and prepared for armored car pickup.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Safe Door Secure Closure**	Safe door is immediately re-secured and spun if left unattended during cash handling tasks.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

Lead Cash Office Auditor / Manager on Duty Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Store General Manager / Loss Prevention Director 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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