OpsAuditHub opsaudithub.com	DOC ID: **SAF-0344**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.37 (Means of Egress) & OSHA 29 CFR 1910.132 (Personal Protective Equipment / Workplace Security Considerations)**	AUDIT FREQUENCY: **Monthly Audit**

Retail Cash Handling Safe Opening Audit Inspection Checklist

Operational Scope: This inspection checklist establishes mandatory compliance protocols for safely opening retail cash handling safes and mitigating armed robbery or workplace violence hazards. It ensures all physical security mechanisms, access controls, and surveillance systems operate in strict accordance with corporate risk management standards.

MANDATORY PPE:	High-Visibility Vest (ANSI/ISEA 107), Puncture-Resistant Nitrile Gloves, Employee Identification Badge, Panic Button Integration Device, Anti-Slip Footwear (ASTM F2413)
PREREQUISITES:	Verify CCTV coverage of the cash office and safe zone is fully active and recording. | Confirm dual-custody personnel are present and authenticated prior to initiating the safe opening sequence. | Ensure all unauthorized floor staff and customers are cleared from the restricted cash handling zone.

SURVEILLANCE AND ACCESS CONTROL VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**CCTV Camera Angle & Recording**	Security camera directly captures the entire safe door approach and keypad without blind spots, with active timestamp logging.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Restricted Access Door Lock**	Cash office door remains securely locked from the inside, preventing unauthorized tailgating or entry during cash extraction.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Duress & Panic Alarm System**	Fixed and mobile duress alarms tested and confirmed connected to the central monitoring station without delay.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

SAFE HARDWARE AND MECHANISM INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Electronic Keypad & Time-Delay Function**	Keypad illuminates correctly, enters codes without sticking, and enforces the programmed mandatory time-delay before bolt retraction.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
5	**Safe Door Hinges & Locking Bolts**	Bolts retract smoothly with no grinding, and hinges are securely fastened without signs of tampering or structural deformation.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
6	**Relocker Mechanism & Anti-Drill Shield**	Internal glass relocker and anti-drill plates intact with no diagnostic warning lights or tamper indicators triggered on the safe chassis.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

CASH TRANSFER & ERGONOMIC SAFETY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Cash Tray and Trolley Stability**	Transport carts and deposit trays are structurally sound, free of sharp edges, and wheel locking mechanisms engage securely.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
8	**Lighting & Clear Egress Pathways**	Cash office lighting meets minimum foot-candle requirements, and escape pathways from the safe are completely unobstructed by boxes or equipment.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
9	**Dual-Custody Log Compliance**	Physical or digital entry logs accurately capture timestamp, employee IDs, and supervisor sign-offs for the current opening cycle.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

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

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