OpsAuditHub opsauditihub.com	DOC ID: **SAF-0345**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.1200 & ISO 45001**	AUDIT FREQUENCY: **Daily Pre-Shift**

Retail Cash Handling Safe Opening Audit Safety Audit Checklist

Operational Scope: This audit protocol establishes mandatory security and safety procedures during retail safe opening operations to mitigate armed robbery and physical injury risks. It ensures full compliance with workplace violence prevention standards and secure cash management protocols.

MANDATORY PPE:	Duress Alarm Badge / Wearable Panic Button, Company ID / Access Credential, High-Visibility Vest, Slip-Resistant Footwear (ASTM F2413)
PREREQUISITES:	Verify perimeter doors are locked and exterior surveillance feeds are operational prior to entering the cash office. | Confirm two-person rule compliance where mandated by corporate security policy.

PERIMETER & ENVIRONMENTAL SECURITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Cash Office Access Door**	Door must remain locked from the inside during safe opening procedures; automatic self-closing mechanism fully functional.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**CCTV Camera Coverage**	Security cameras covering the safe approach and keypad must be unobstructed and recording continuously.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Duress Alarm / Panic Button**	Silent panic button tests clear with central monitoring station without triggering false alarms.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

SAFE MECHANISM & PROCEDURAL COMPLIANCE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Time-Lock Functionality**	Time-delay mechanism engages correctly and prevents premature opening per established retail security schedules.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Combinations & Biometric Scanners**	Digital keypads and biometric readers show no signs of tampering, skimming devices, or physical damage.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Lighting & Sightlines**	Interior and exterior sightlines into the cash room are completely clear of pallets, boxes, or visual blockages.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

POST-OPENING ASSET TRANSFER & ERGONOMICS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Cash Tray / Cart Handling**	Cash transport carts roll smoothly without wheel binding, preventing musculoskeletal strain during drawer staging.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Drop-Safe Hopper Security**	Rotary hopper or drop slot anti-fish baffles are fully functional and secure against unauthorized extraction.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Incident Log & Audit Trail**	Physical or digital safe access logs are present, up to date, and reconcile with previous shift closure counts.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Cash Office Lead / Auditor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Store Operations Manager / Asset Protection Lead 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.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. **Start Free Mobile Audit →**