OpsAuditHub opsaudithub.com	DOC ID: **SAF-0346**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.132 & OSHA 1910.37 (General Industry Security & Workplace Violence Mitigation)**	AUDIT FREQUENCY: **Monthly Audit**

Retail Cash Handling Safe Opening Audit Sop Template

Operational Scope: Establishes a standardized audit procedure for retail cash handling and safe opening operations to prevent workplace violence, asset loss, and internal security breaches. Ensures strict adherence to dual-custody protocols and physical vault integrity across all retail and supermarket locations.

MANDATORY PPE:	High-Visibility Security Vest, Anti-Slip Safety Footwear (ASTM F2413), Nitrile Inspection Gloves, Company ID Badge & Access Card
PREREQUISITES:	Verify CCTV coverage of the cash office and safe zone is fully operational and recording. | Ensure all exterior perimeter doors are locked and unauthorized personnel are cleared from the cash handling area. | Confirm presence of the secondary authorized witness for dual-custody compliance.

SECTION 1: PHYSICAL SECURITY & ENVIRONMENTAL ASSESSMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Cash Office Access Door**	Door must remain locked from the inside during safe opening; auto-closer mechanism functions correctly without obstruction.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**CCTV Camera Angle & Clarity**	Camera unobstructed view covers the entire safe combination input interface and drop chute without blind spots.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
3	**Duress Alarm / Panic Button**	Panic button tested via silent alarm diagnostic mode; monitoring station confirms signal receipt within 30 seconds.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Perimeter Sightlines**	Windows and security blinds configured properly to prevent exterior observation of cash handling activities.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

SECTION 2: SAFE VAULT HARDWARE & MECHANICAL INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Digital Keypad & Biometric Scanner**	Keypad buttons respond without sticking; biometric scanner surface clean and free of residue or tampering evidence.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Time-Delay Mechanism**	Time-delay countdown initiates accurately upon entering the primary code and cannot be bypassed prematurely.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
7	**Vault Door Bolts & Hinges**	Locking bolts extend and retract smoothly without grinding; hinges properly lubricated with no structural sagging.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
8	**Relocker Trigger Device**	Anti-tamper glass relocker intact and free from unauthorized drill marks or physical damage.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

SECTION 3: PROCEDURAL COMPLIANCE & DUAL-CUSTODY VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Dual-Custody Logbook**	Sign-in log matches current shift schedule, capturing exact entry/exit times and signatures of both authorized personnel.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
10	**Change Fund & Cash Drawer Audit**	Prepared tills balance against POS reconciliation reports with variance not exceeding allowable thresholds.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
11	**Deposit Bag Verification**	Prior day deposits securely locked in drop safe or verified by armored car pickup manifest logs.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

Certified Loss Prevention Auditor / OpsAuditHub Inspector Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Store General Manager / Regional Security 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.

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