

SECURITY CONTAINER INSPECTION REPORT

Inspector Name: _____

Inspector Identification Number: _____

Date: _____

Container Serial Number: _____

Control Drawer Serial Number: _____

Address/location of Container/Vault: _____

Custodian of Container/Vault: _____

Telephone Number of Custodian:(_____) _____

Re-Certification Approved

Re-Certification Denied

Re-Inspection Required

GENERAL INFORMATION

1. Container Type

File Cabinet

Legal

Letter

Number of Drawers _____

Indicate number and model(s) of lock mounted on each drawer.

Top Drawer _____

2nd Drawer _____

3rd Drawer _____

4th Drawer _____

5th Drawer _____

Map and Plan

Indicate design and lock Model: _____

Weapons Container

Indicate design and lock Model: _____

Field Safe

Indicate design, lock arrangement and lock Model: _____

Lug Door
Indicate lock Model: _____

Vault Door
Indicate design and lock Model: _____

2. MANUFACTURER

- Armor
- Art Metal
- Diebold
- Hamilton Products Group
- Herring-Hall-Marvin
- Hillside
- Lefebure
- Merritt
- Mosler
- Mosler/Diebold
- Overly
- Non-GSA approved (Including, but not limited to Remington Rand, Shaw Walker, Yale)
- Can't Determine
- Other _____

3. CLASS

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- For vault doors specify:
 - Type V
 - Type A - Armory
 - Type B - Ballistic
- Class 6
- Class 7
- Can't Determine

4. GSA LABEL

- Red Label
- Black Label
- Other _____
- Missing

5. IDENTIFICATION LABEL

- Present
- Missing

6. CERTIFICATION LABEL

- Present
- Missing

INSPECTION: The above described container/vault was inspected on the date listed on page one of this report. The inspection process involved the following:

For all containers:

All classified material was removed from this container by the authorized custodian prior to this inspection.
Comments: _____

All labels were inspected and deemed appropriate for this container.
Comments: _____

All six sides of the container body were inspected for unauthorized holes, openings or repairs.
Comments: _____

The lock on the container was checked to see that it is an appropriate model for this application.
Comments: _____

The cover panel of each drawer or door was removed, and the boltwork, linkage and latch mechanism inspected for proper operation, unauthorized modifications or missing parts.
Comments: _____

Every lock on the container was completely removed from the container and inspected inside and out for unauthorized modification, Missing parts, etc.
Comments: _____

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While the lock was removed, the inside and outside surfaces of the container that had been hidden by the lock were inspected for unauthorized holes, repairs, or modifications.

Comments: _____

The locks were correctly re-installed on the safe and checked for proper operation. The combination of each lock was:

Set by the inspector to the standard GSA combination.

Set by the custodian to a working combination.

Comments: _____

With the control drawer closed and locked, each drawer shall be inspected to ensure that they are locked and the interlocking system is operating property

Comments: _____

For Vault Doors:

All classified material was removed from this vault by the authorized custodian prior to this inspection, or was secured in appropriate containers inside the vault during the inspection.

Comments: _____

All labels were inspected and deemed appropriate for this vault door.

Comments: _____

The lock on the vault door was checked to see that it is an appropriate model for this application.

Comments: _____

The lock was completely removed from the vault door and inspected inside and out for unauthorized modification, missing parts, etc.

Comments: _____

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The cover of the vault door was removed, and the boltwork, linkage, and associated parts were inspected for proper operation, unauthorized modifications or missing parts.
Comments: _____

While removed, the inside and outside surfaces of the vault door that had been hidden by the lock were inspected for unauthorized holes, repairs, or modifications.
Comments: _____

The locks were correctly re-installed on the safe and checked for proper operation. The combination of each lock was:

Set by the inspector to the standard GSA combination.

Set by the custodian to a working combination.

Comments: _____

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SUMMARY: Based on the preceding inspection, it is the opinion of this inspector that:

The described container/vault door, as it stands, meets the current requirements of GSA and has been fit with re-certification label No. _____

The described container/vault door **DID NOT** meet GSA requirements when inspected. The following steps were taken at the time of inspection to restore this container/vault door to an acceptable state.

Comments: _____

This container/vault door now meets the requirements for GSA approval and has been fit with re-certification label No- _____

The described container/vault door **DID NOT** meet GSA requirements when inspected. The following steps need to be taken to restore this container/vault door to an acceptable state,

Comments: _____

Once the above steps have been taken, the container needs to be **re-inspected** in order to be considered for re-certification.

The described container/vault door **DOES NOT** and **CANNOT** meet GSA requirements, and is denied re-certification, and (if present) has had the GSA label removed

Comments: _____

Additional notes and comments, if extra space is required, use the back of form: _____

Inspector's Declaration:

I am a certified GSA Security Container and Vault Door Inspector, specifically trained by Lockmasters Security Institute. I have personally inspected this container or vault door to the best of my professional ability, and have arrived at the preceding conclusions after a thorough and unbiased inspection.

Inspectors signature: _____

Notes:

Leave 1 copy of this report with container custodian, maintain one copy for your own files, and send one to the training organization.

If any evidence of an unauthorized or undocumented entry method are discovered, the cognizant security officer shall be notified.