



Generated file by QChecklists  
<https://quollnet.com>

# Keying and Access Control System Inspection Checklist

Interactive checklist for inspecting keying and access control systems. Tick, comment, and export as PDF/Excel for comprehensive security audits.

Project:

Date:

Filled by:

## Hardware Inspection

1	Check all keypads for physical damage and responsiveness.
2	Verify card readers are functioning and read cards accurately.
3	Test biometric scanners for speed and accuracy.

## Software Configuration

4	Review access permissions for accuracy and appropriateness.
5	Ensure software is updated to the latest version.
6	Check for any unauthorized changes to system settings.

## Security Protocol Review

7	Verify encryption settings for data protection.
8	Review user authentication methods for potential improvements.
9	Ensure compliance with industry security standards.

## Testing and Validation

10	Conduct functionality tests on all access points.
11	Simulate unauthorized access attempts to evaluate system defenses.
12	Check system alerts and notifications for proper configuration.

**Comments:**

Filled by:

Signature:

Introduction	How to use this checklist
<p>Inspecting keying and access control system programming is an essential task for ensuring the security and efficiency of a facility's entry system. This inspection involves evaluating the programming of the system, including key card access, pin codes, and biometric authentication mechanisms. By ensuring these systems are properly configured and maintained, you mitigate the risk of unauthorized access and maintain a secure environment. This checklist provides a comprehensive guide for inspecting these systems, with features that allow users to tick items, leave comments, and export the completed checklist for record-keeping and auditing purposes.</p>	<p>1. Prepare necessary tools such as system manuals, testing devices, and access credentials. 2. Click the "Use this checklist" or "Start Interactive Checklist" button to launch interactive mode. 3. Tick each item online as you complete it. 4. Add comments on individual items or the entire checklist. 5. Click "Share" or "Download" to download your completed checklist as PDF or Excel. 6. Review and secure the completed checklist with a digital signature. Use the QR code for authentication and traceability.</p>