

ACCESS CONTROL SYSTEM INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Physical Hardware

- ☐ Yes ☐ No — Card readers and keypads are securely mounted
- ☐ Yes ☐ No — Electronic locks and strikes engage correctly
- ☐ Yes ☐ No — Door sensors and contacts are aligned properly
- ☐ Yes ☐ No — Wiring and enclosures show no signs of tampering

System Software & Connectivity

- ☐ Yes ☐ No — Control panel communicates with the central server
- ☐ Yes ☐ No — User database and access levels are up to date
- ☐ Yes ☐ No — System logs record all entry and exit events
- ☐ Yes ☐ No — Backup power and batteries are fully functional

Emergency & Safety Features

- ☐ Yes ☐ No — Fire alarm integration releases locks as required
- ☐ Yes ☐ No — Emergency exit buttons and bars operate smoothly

☐ Yes ☐ No — Fail-safe and fail-secure modes function correctly

☐ Yes ☐ No — Audible alarms and visual alerts are operational

Credentials & User Management

☐ Yes ☐ No — Access cards and fobs are in good working order

☐ Yes ☐ No — Biometric scanners are clean and responsive

☐ Yes ☐ No — Revoked credentials have been removed from system

☐ Yes ☐ No — Administrative passwords meet security standards

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

☐ I confirm this inspection was completed accurately