DOCUMENT VERIFICATION EQUIPMENT INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Document Readers And Scanners

☐ Yes ☐ No — Document feeder accepts documents without jamming

☐ Yes ☐ No — MRZ reader captures document data accurately

☐ Yes ☐ No — RFID reader reads embedded document chips

☐ Yes ☐ No — Barcode scanner reads document barcodes correctly

Ultraviolet And Infrared Examination

☐ Yes ☐ No — UV light illuminates documents evenly

☐ Yes ☐ No — UV lamp produces correct fluorescence response

☐ Yes ☐ No — Infrared light reveals hidden security features

☐ Yes ☐ No — White light provides clear document illumination

Magnification And Visual Inspection

☐ Yes ☐ No — Magnifier provides clear enlarged document image

☐ Yes ☐ No — Microscope focus adjusts without sticking

☐ Yes ☐ No — Reticle markings are legible on magnified documents

☐ Yes ☐ No — Video display shows document security details clearly

Software And Reference Databases

☐ Yes ☐ No — Verification software opens without error messages

☐ Yes ☐ No — Document reference database is current

☐ Yes ☐ No — Software correctly flags altered document features

☐ Yes ☐ No — Forgery detection alerts display clearly to operator

Connectivity And Data Handling

☐ Yes ☐ No — Verification equipment connects to network without interruption

☐ Yes ☐ No — Verified document data transfers to system correctly

☐ Yes ☐ No — Stored verification records are retrievable

☐ Yes ☐ No — Scanned document images save in correct format

Calibration And Test Documents

☐ Yes ☐ No — Equipment calibration is within its due date

☐ Yes ☐ No — Test passport produces expected verification result

☐ Yes ☐ No — Test identity card produces expected verification result

☐ Yes ☐ No — Reference test documents are stored securely

Physical Condition And Safe Operation

☐ Yes ☐ No — Scanner glass is clean

☐ Yes ☐ No — Scanner glass is free of scratches

☐ Yes ☐ No — Document verification lamps are securely fitted

☐ Yes ☐ No — Verification equipment power cable is undamaged

FINAL NOTES

Inspector Comments:

_____

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Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

☐ **I confirm this inspection was completed accurately**

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