

University of San Francisco

Physical Inspection Guide for Point of Sale (POS) Devices PCI Compliance Standard Operating Procedure (SOP)

BACKGROUND

University of San Francisco leverages two types of POS (Point of Sale) devices associated with PCI DSS (Payment Card Industry Data Security Standards) compliance efforts: laptop computer utilizing USFCA PCI Network and iPad utilizing single application mode and direct-to-carrier Internet connection. Both types of devices are subject to Physical Security Requirements as per PCI DSS V3.1, Requirement 9.

Periodic inspections help us to detect tampering and substitution of POS devices. This document provides guidelines for regular inspection.

CONTENTS

- Target Audience
- Frequency of Inspections
- Laptop Inspection Procedures
- iPad Inspection Procedures
- Reporting Inspection Results

Target Audience

- CASHNet/NeuLion Cashiers

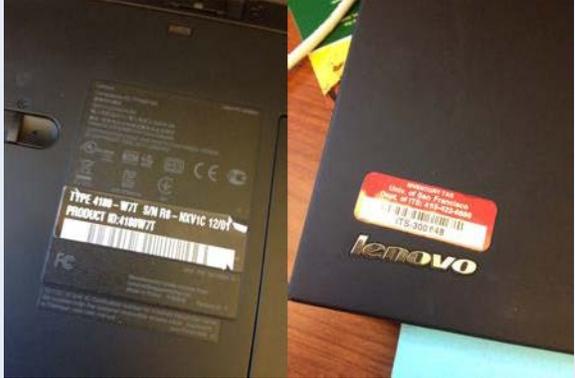
Frequency of Inspections

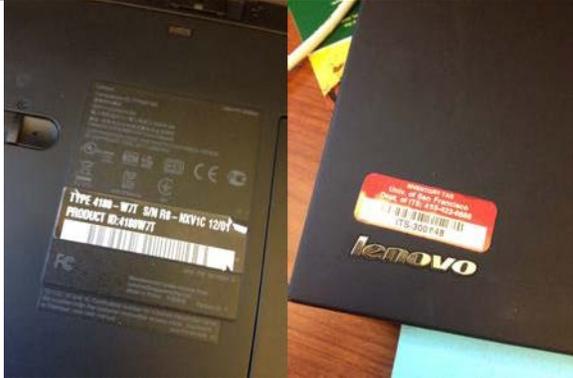
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Laptop Inspection Procedures

Examine the characteristic details of laptop and card reader such as color, manufacturer's name, model, serial number and asset tag. Please refer to "PCI POS Terminal Information Sheet" for the device.

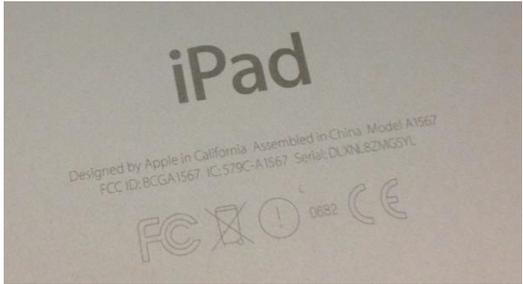
| # | Checking Item | Reference |
|----|--|---|
| 1. | Is the laptop in its usual location ? Look for any changes on the laptop and card reader (i.e.: color, existing marks, scratches). | <p>Example of laptop with card reader</p>  |
| 2. | Are laptop Manufacturer's Name and Model Number correct? | <p>Example of Manufacturer's Name on laptop</p>  <p>Example of Model Number on laptop</p> |

| | | |
|-----------|---|---|
| | |  |
| <p>3.</p> | <p>Are the <u>Manufacturer's Label</u> and <u>USF inventory Tag</u> present, with no signs of peeling or tampering?</p> | <p>Example of Manufacturer's Label and USF Inventory Tag on laptop</p>  <p>Example of manufacturer's label on card reader</p>  |
| <p>4</p> | <p>Are the <u>Serial Number</u> (printed on manufacturer's label) and <u>Asset Number</u> (printed on USF inventory tag) correct?</p> | <p>Example of Manufacturer's Label and USF Inventory Tag on laptop</p> |

| | | |
|---|--|--|
| | |  <p data-bbox="824 533 1333 604">Example of Manufacturer's Label on card reader</p>  |
| 5 | Count the number of connections to the device. Does this agree with the number stated? | Two cables |
| 6 | Are all connections to the device as described, using the same type and color of cables, and with no loose wires or broken connectors? | One yellow network cable to ethernet jack? One black USB cable between laptop and card reader (if applicable). |

iPad Inspection Procedures

Examine the characteristic details of laptop terminal (laptop/iPad and card reader) such as color, manufacturer's name, model number, serial number and inventory asset tag. Please refer to "PCI POS Cashier Terminal Information Sheet" for the device.

| # | Checking Item | Reference: |
|---|---|--|
| 1 | <p>Is the iPad in its usual location? Inspect iPad's and card reader's physical appearance (Are there any changes i.e.: color, existing marks, scratches?)</p> | <p>Example of iPad terminal</p>  |
| 2 | <p>Is iPad Manufacturer's Label correct?</p> | <p>Example of Manufacturer's Label on iPad</p>  |
| 3 | <p>Are the labels and USF Inventory Tag present, with no signs of peeling or tampering?</p> | <p>Examples of labels and USF Inventory Tag on iPad and card reader</p>  |

| | | |
|----------|--|--|
| | |  |
| <p>4</p> | <p>Are the <u>ATT Phone Number</u> and <u>IMEI Number</u> printed on labels? Is <u>Asset Number</u> printed on USF Inventory Tag correct?</p> | <p>Example of labels and USF Inventory Tag on iPad (Asset Number, ATT Phone and IMEI)</p>  |
| <p>5</p> | <p>Count the number of connections to the iPad. Does this agree with the number stated?</p> | <p>When iPad is charging: 1 cable – 1 thunderbolt cable between plug adaptor to iPad When iPad is not charging: no cable</p> |

6

Confirm that card reader is plugged directly into iPad headphone jack prior to use.

Example of card reader



Appendix A

PCI POS Device Information Sheet

Terminal Description

| | |
|---|--|
| Functional Area | |
| USF Asset Tag Number | |
| Location of Device (building and room number) | |
| Storage location (iPad only) | |
| Date: | |

Device Details

| | |
|---|--|
| Make | |
| Model | |
| Laptop/iPad Serial Number | |
| Card Reader Serial Number (if available) | |
| General condition and appearance (e.g.: color, existing marks, scratches, etc.) | |
| ATT Phone Number (iPad only) | |
| IMEI (iPad only) | |