

Technician Name: _____
PLEASE PRINT

Technician Identification Number: _____ Date: _____

Container / Vault Door Serial Number: _____

Control Drawer Serial Number: _____

Address/Location of Container/Vault: _____

Custodian of Container/Vault: _____

Telephone Number of Custodian: _____

GENERAL INFORMATION

1. Container Type (Choose ONE of the following types)

File Cabinet Shipboard Weapons Special Size

Letter

Legal

Number of Drawers: _____ SL ML DL DM

Indicate quantity, manufacturer and model(s) of lock mounted on each drawer.

Top Drawer: _____

2nd Drawer: _____

3rd Drawer: _____

4th Drawer: _____

5th Drawer: _____

Map and Plan

Indicate Lock Model _____

Weapons Container

Indicate Lock Model _____

Field Safe

Indicate Single or Dual Lock and Model _____

Lug Door

Indicate Lock Model _____

Vault Door

Indicate Lock Model _____

Type-V Security Type A - Armory Type B- Ballistic

IPS Container

Indicate Lock Models _____

2. MANUFACTURER

- A & H
- Alpha Safe
- Armor
- Art Metal
- Brown
- Diebold
- Diebold/Mosler
- Fedsafe
- Hamilton Products Group
- Herring-Hall-Marvin
- Hillside
- International
- LeFebure
- Merritt/Trusted Systems
- Millenium
- Modular Vault Systems
- Mosler
- Overly
- Schwab
- Will-Burt

3. CLASS

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7

4. GSA LABEL

- Red Label Present
- Black Label Present
- Blue Label Present
- Green Label Present
- Label MISSING

5. IDENTIFICATION LABEL

- Present
Date of Manufacture
____ / _____
- Missing

6. CERTIFICATION LABEL

- Present
- Missing

7. WARNING LABEL (If Manufactured after

April 20, 2007)

- Present
- Missing
- N/A

8. CONTAINER COLOR

- Gray
- Black
- Parchment
- Woodgrain
- Other _____

9. DUST COVER

- Present
- Missing
- N/A -(For NON-GRADUATED DIALS)

SECURITY INSTITUTE

A Division of Lockmasters, Inc.

Document all deficiencies encountered and the actions taken to remedy them.

For All Containers (Except Vault Doors)

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

Comments: _____

Actions Taken: _____

All Non-Factory installed stickers/labels were inspected and deemed appropriate for this container.

Comments: _____

Actions Taken: _____

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

Comments: _____

Actions Taken: _____

The lock of the container was checked to see that it is an appropriate model for the container's intended storage.

Comments: _____

Actions Taken: _____

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

Comments: _____

Actions Taken: _____

Every lock on the container was completely removed from the container and inspected inside and out for unauthorized modifications, missing parts, etc.

Comments: _____

Actions Taken: _____

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For All Containers (Except Vault Doors) CONTINUED

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, improper repairs or modifications.

Comments: _____

Actions Taken: _____

The locks were correctly re-installed on the container and checked for proper operation. (If Mechanical Lock, a NEW spline key was installed.)

The combination of each lock was:

Set by the technician to the standard GSA combination

Set by the custodian to a working combination

Comments: _____

Actions Taken: _____

With the control drawer closed and locked, each drawer was inspected to ensure that it was locked and the interlocking system is operating properly.

Comments: _____

Actions Taken: _____

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: _____

Actions Taken: _____

All Non-Factory installed stickers/labels were inspected and deemed appropriate for this container.

Comments: _____

Actions Taken: _____

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The lock on the vault door was checked to see that it is an appropriate model for the vault's intended storage.

Comments: _____

Actions Taken: _____

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

Comments: _____

Actions Taken: _____

The inspection panels of the vault door were removed, and the boltwork, linkage, and associated parts were inspected for proper operation, unauthorized modifications or missing parts.

Comments: _____

Actions Taken: _____

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

Comments: _____

Actions Taken: _____

The locks were correctly re-installed on the vault door and checked for proper operation. (If Mechanical Lock, a NEW spline key was installed.)

The combination of each lock was:

Set by the technician to the standard GSA combination.

Set by the custodian to a working combination.

Comments: _____

Actions Taken: _____

The Emergency Escape Mechanism was checked for proper operation, the access door keys are within easy reach and written instructions for using it are posted on the inside of the door in easy to read lettering.

Comments: _____

Actions Taken: _____

Notes/Comments: _____

Additional Comments On Separate Sheet

REQUIRED INFORMATION	
TECHNICIAN'S DECLARATION: I have personally inspected this container/vault door and made repairs if needed. I do hereby warrant as a Certified GSA Safe & Vault Technician that the information contained herein is correct to the best of my knowledge/ability.	
Technician's Signature: _____	Date: ____ / ____ / ____
Technician's Contact Ph#:(_____) _____	Technician's email: _____

FORM INSTRUCTIONS:

***Leave 1 copy of this report with the container custodian, maintain one copy for your own files, and mail (hard copy), or email a PDF version to the training organization (LSI).
email address: reports@gsareports.com**

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

CERTIFIED GSA Safe & Vault Technician and Inspector Training Organization:
Lockmasters Security Institute / LSI
200 John C. Watts Dr.
Nicholasville, Kentucky 40356
866-574-8724
www.LSIeducation.com