



# SAFE DEPOSIT Report Card

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## Check your vault security

All financial institutions should be asked the following 30 safe deposit questions. If the answers are "YES" to all or a majority of them, these financial institutions have indicated that their vaults are run in a secure manner.

YES NO

1. Are renters prohibited from staying in the vault alone?
2. Are renter's keys removed from the door during the access transaction?
3. Are guard keys maintained in a secure protected location during the day and locked up at night?
4. Are privacy rooms available outside the vault for renters to view their box contents?
5. Are signatures required for each access and verified on all vault transactions?
6. Are full time and part time employees properly trained to handle all vault transactions?
7. Are locks rotated or tumblers changed on all released boxes before they are rented again?
8. Are keys to unrented boxes kept under strict dual control?
9. Is a copy of the safe deposit contract or the rules and regulations provided to all new renters?
10. If two or more renters request access at the same time, are they all required to sign the access form?
11. If visitors take part in the access transaction, do they sign and are their signatures approved by the renter?
12. Are employees prohibited from helping renters remove, find or place items in their box?
13. Are employees trained not to use words like waterproof, fireproof or burglarproof when referring to vault security?
14. Do employees refrain from calling their guard key a master key or pass key?
15. Between access transactions, does the vault day gate remain closed and locked?
16. Are contracts and access records maintained outside the vault to permit signature verification before entering the vault?

YES NO

- 17. Is adequate identification obtained before renting a new box?
- 18. Are alterations, erasures, strike-overs and white-outs not permitted on safe deposit contracts and access cards?
- 19. Are waste baskets prohibited inside the vault or viewing rooms?
- 20. Are all non-renter (ie locksmiths, cleaning crew, etc) vault entries documented, and are these people accompanied at all times by safe deposit personnel?
- 21. Are officers and employees of the financial institution prohibited from entering their personal box without signing and following correct access procedures?
- 22. Are box renters told or does the contract state that the financial institution does not insure their box contents?
- 23. Are all access procedures OUTSIDE the vault monitored by a security closed circuit camera?
- 24. Is there a written and up-to-date safe deposit policy and procedures manual in the safe deposit area?
- 25. Is the financial institution a member of any local, state or national safe deposit association?
- 26. Are safe deposit personnel knowledgeable of all safe deposit state laws and regulations?
- 27. Are exceptions to approved safe deposit procedures prohibited?
- 28. Are viewing rooms always inspected immediately after a renter comes out?
- 29. Does the vault attendant always accompany the renters to and from the vault?
- 30. Do the safe deposit personnel seem confident when answering these questions and performing their assigned duties?

\_\_\_ \_\_\_ Total: YES & NO responses



**Rate your vault security and Operating procedures below.**

**How many questions were answered "YES"**

All 30 – Excellent  
25 to 29 – Acceptable  
20 to 24 – Fair  
Under 20 – Poor

