

Technician Name: _____
PLEASE PRINT

Technician Identification Number: _____ Date: _____

If the GSA Label was missing, it has been re-fit with Recertification Label No: _____

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)

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INSPECTION: The above described container/vault was inspected on the date listed on page one (1) of this report. The inspection process involved the following:

For All Containers (Except Vault Doors)

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

Comments: _____

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

Comments: _____

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

Comments: _____

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

Comments: _____

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

Comments: _____

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

Comments: _____

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: _____

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: _____

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

Comments: _____

For Vault Doors

All classified material or AA&E 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: _____

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

Comments: _____

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

Comments: _____

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

Comments: _____

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: _____

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: _____

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:

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: _____

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SUMMARY: Based on the preceding inspection, it is the opinion of this inspector that:

----- Choose ONLY ONE of the following!

The described container/vault door, as it stands, DOES MEET the current requirements of the GSA and DoD Lock Program. If the GSA label was missing it has been refit with re-certification

Label No.: _____ Date: ___/___/_____

Label Color: Red Black Blue Green

The described container/vault door DID NOT MEET GSA requirements when inspected. The following steps were taken at the time of inspection to restore this container/vault door to GSA and DoD Lock Program requirements.

Comments: _____

This container/vault door now meets the requirements for GSA approval. If the GSA label was missing it has been fit with re-certification.

Label No.: _____ Date: ___/___/_____

Label Color: Red Black Blue Green

The described container/vault door DOES NOT MEET GSA requirements upon inspection and the following STEPS NEED TO BE TAKEN to restore this container/vault door to GSA & DoD Lock Program requirements PRIOR TO USE AND RE-INSPECTION:

Once the above steps have been taken, the container needs to be re-inspected in order to be considered for re-certification.

The described container/vault door DOES NOT and CANNOT EVER MEET GSA & DoD requirements and is PERMANENTLY DENIED re-certification and has had the current GSA label (if present) removed.

This container/vault door can not be used to store classified information or weapons.

Comments: _____

Additional Comments on Separate Sheet

REQUIRED INFORMATION	
INSPECTOR'S DECLARATION: I am a Certified GSA Security Container and Vault Door Inspector, specifically trained by Lockmasters Security Institute. I have personally inspected this container or vault door to the best of my ability, and have arrived at the preceding conclusions after a thorough and unbiased inspection.	
Inspector's Signature: _____	Date: ____ / ____ / ____
Inspector's Contact Ph#:(____) _____	Inspector's email: _____

FORM INSTRUCTIONS:

Fill in "INSPECTION RESULTS" block on front page.

Leave 1 copy of this report with the container custodian, maintain one copy for your own files, and mail (hard copy), or email 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