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Access Control System Inspection Checklist Entry & Exit Security

Sample Inspection Report

No	Inspection Item	Status	Remarks
1	Check physical condition of access doors and gates	OK / PASS	
2	Test function of card reader/keypad entry	OK / PASS	
3	Verify locking/unlocking through access control panel	OK / PASS	
4	Inspect door sensor alignment and magnetic locks	OK / PASS	
5	Check emergency release override and fail-safe	OK / PASS	
6	Ensure alarm sounds on forced entry attempt	OK / PASS	
7	Test power backup system for access control	OK / PASS	
8	Inspect wiring for tampering or damage	OK / PASS	
9	Check log accuracy for recent access entries	OK / PASS	
10	Verify user access permissions in software	OK / PASS	

Signature (Technician): _____

Barcode: |||||