**Terminal Storage Log**

You can use this document to track the access of authorized employees to the terminal storage facilities (such as a locked room or cabinet). In general, access to the terminals must be restricted.

Every time an employee accesses the terminal storage facilities, it must be documented and include:

* Date of entry
* Time of entry
* Name of employee accessing the facility
* Signature of employee accessing the facility
* Reason for access

**Example Log**

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| --- | --- | --- | --- | --- |
| **Date of entry** | **Time of entry** | **Employee Name** | **Employee Signature** | **Reason for access** |
| 02.05.2014 | 9-9:15 AM | Max Mustermann | X | Put new terminals in storage |
| 07.05.2014 | 10-12:00 PM | Max Mustermann | X | Performed inventory check |
| 10.05.2014 | 10-10:05 AM | Max Mustermann | X | Took terminal for shipment (serial No. 123-456789) |

**Terminal Storage Log**

Certification statement: *By signing an entry in this log, I hereby confirm that I did not exchange, substitute, or manipulate any of the terminals in the terminal storage facilities.*

*If I removed a terminal from or added new ones to the terminal storage facilities, I will document this activity in the terminal management system.*

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| **Date of entry** | **Time of entry** | **Employee Name** | **Employee Signature** | **Reason for access** |
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