

# Self – Audit Checklist

## NACB SECURITY CHECKLIST

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- Did you conduct annual assessment of number of persons with access to each limited access area?
- Do you have the checklist for visitor access?
- Are your doors and windows closed and locked when not in immediate use?
- Are your keys and access credentials only with designated personal?
- If your facility has more than 20 people, are you using an electronic access control system?
- Did you conduct annual assessment to determine maximum number of customers and maximum ratio of customers to employees in the retail area?
- Does each patient or customer present identification if the customer to employee ratio exceeds 5-to-1?
- Did you conduct annual assessment to determine cash management risks and identify controls to safeguard cash for each transaction?
- Have you trained employees on cash controls?
- Have you segregated duties of receiving, depositing, recording and reconciling cash among multiple individuals?
- Have you determined annually the maximum amount of cash that should be allowed in a register at any given time?
- Are you recording all cash receipts and reconciling daily to the POS system?
- Is all cash that is not in a register kept in a safe with limited access?
- Do you have a looping prevention program?
- Are you preventing non-affiliated individuals from being on premises for more than 30 minutes?