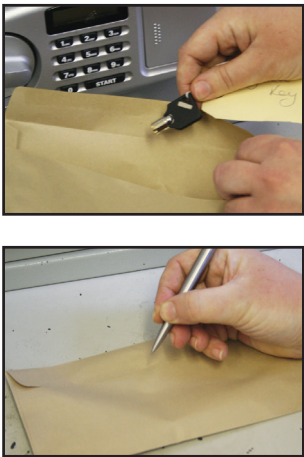



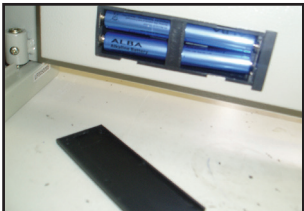



Cloth	N/A
PPE	N/A
Chemicals	N/A
Reference	• Cash Control policy
Step 1	 <ul style="list-style-type: none"> • The safe keys supplied with Digisafes must be placed into an envelope which is sealed by the pub manager. • The Pub Manager and a Shift Manager must sign across the seal. • The envelope must be placed in a location in the office known only to the management team and must be checked daily to ensure seal is not broken. • The location of the keys must be changed monthly and communicated to the management team only.
Step 2	 <ul style="list-style-type: none"> • The pub must have a generic code for the Digisafe which is known to all members of the management team. • If keeping a written copy, this must be kept in a sealed envelope in the pub's safe. This code must be changed : <ul style="list-style-type: none"> • Monthly. • When a manager leaves the business. • When a manager transfers to another pub.
Step 3	 <ul style="list-style-type: none"> • To change the code, open the Digisafe using the generic code. • With the Digisafe open, depress the button on the inside of the door. • Enter a the new code followed by the enter/start button.
Step 4	 <ul style="list-style-type: none"> • Before closing the door, turn the handle to lock the safe and check that the new code works. • If the new code fails to unlock the mechanism, repeat the process in step 3.
Step 5	 <ul style="list-style-type: none"> • The batteries are located on the door and must be changed every 6 months. • If the batteries fail while the door is locked, use the keys to open the door. • Follow the process in Step 1 after changing the batteries to resecure the key.
Step 6	 <ul style="list-style-type: none"> • Report any maintenance issues via the property maintenance system. • Do not force the lock mechanism by twisting the handle too hard. • The Digisafe must be secured to a suitable surface in the office.

Private and confidential – for internal use only