

# PIN Audit Preparation – Course Overview



## Duration: 4 days

The purpose of this course is to educate bank staff in the content, purpose and benefits of the PIN Audit and also to assist the bank in its own PIN Audit preparations. The example forms and procedures used in the course may be adapted for adding to the bank's own procedures.

**Encryption and Key Management:** A jargon-free explanation is given to clarify the understanding of encryption and its uses within CR2 products and associated systems, the terminology is identified and uses explained. This will include key replacement and key migration between systems. Key Management procedures will be reviewed with an explanation of PIN Audit considerations.

**PIN Audit Overview:** The Objectives and Compliance Requirements of PIN Audit will be summarised. Suggestions will be made for which bank staff to be involved in the PIN Audit; for example, Manager/ Supervisor with overview knowledge of all procedures/resources (i.e., who, where, why, when, how, logging).

**Review of a Past "Live" PIN Audit:** A copy of the PIN Audit Report will be discussed to highlight the auditing steps followed during the visit, the questions asked and the comments made. The priorities of the Auditor will be highlighted to emphasize how the standards should be implemented.

**Update of Existing Bank Procedures:** The Procedures Addendum document pack will be worked through to identify Forms and Procedures relevant to the bank's key management and system security requirements.

Specific items to be covered will include:

- a) Monitoring and documenting hardware installation for all PIN processing or Key creation, transmission or storage devices (i.e., HSMs, ATMs, POS, Card/PIN production, DR/Backup sites).
- b) Key Management: Documenting the creating, installing, moving, storing, updating, removing and destroying of LMK or KEK/Zone Key components and keys.
- c) Managing the handover of responsibility for security documents/procedures when nominated staff (or their deputies) change jobs.

**Day 4 will close with a review of the course and course evaluation.**

## Delegate Audience

**Bank Operations Staff:** Responsible for daily business operations, hardware errors, ATM availability/service levels, disaster recovery, CR2 reporting procedures.

**Bank ATM Custodians:** ATM installation/maintenance, receipt/journal paper, printer ribbons, etc.

**Management Staff:** Responsible for business planning, transaction history, auditing, and future expansion.