



## Compliance Inspection Preparation Checklist

This Compliance Inspection Preparation Checklist form requests specific information about your site and the equipment to be inspected. To ensure a successful inspection and reduce last-minute complications, confirm that all pre-inspection steps have been completed and that all requirements have been met by completing this checklist.

Every question in this document must be answered before we can start the inspection procedure. This form must be completed by the person managing the inspection process (for example, the network or project manager).

Contact us [here](#) with any questions you may have about this form OR to email your completed form.

### Customer Technical Contact Information

\* The Customer Technical Contact must be available during the inspection to address any issues.

Company Name	
Technical Contact & Title	
Email Address	
Technical Contact Phone	
Technical Contact Cell / Pager	

### Requested Inspection Type

\* Choose one option. To learn more about the inspection types, please refer to the [Compliance Inspections Pack](#).

- Onsite Inspection
- Webex Inspection

Site Country	
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### Onsite Inspection Site Information

\* Skip this section if a Webex Inspection has been requested above.

Company Name	
Site Address (Street, City, Zip or Postal Code)	

### Product and Site Information

- I have attached output from the show tech command for each chassis to be inspected to the case email.
- I acknowledge that the technical contact will be available during the inspection.



For Webex Inspection, I acknowledge Console/SSH access will be available from a computer that has joined the Webex meeting. Customer Technical Contact must have at least Read Only access to run show commands.

1. What is the Chassis Serial Number?
2. What is the Chassis Model Number?
3. What is the Chassis MAC Address?
4. If the device is a Catalyst 4500, 6500, or 6800 switch and is in a VSS configuration, please specify the Serial Numbers of the paired VSS configuration below.
5. Is the equipment on site (per the address provided above)?
6. Is the necessary power available?
7. Is the product to be inspected connected and in use in an existing network?  Is an after-hours schedule necessary for downtime? If yes, please specify here:  If you answered yes, will we be able to have downtime to perform the inspection? * Cisco Inspection requires downtime unless a specific exception is granted by the Inspections Team.
8. Will passwords to the equipment be available the day of inspection? * Console access is required. Ensure that either a guest account is created for the technician or that a site contact with console access will be available during the time of inspection.  If no: (a) Will a technical contact be available via a remote Webex session to provide access?



\* CLI commands must be witnessed for the inspection to be completed.

(b) Do you authorize the tech conducting the inspection to do a password recovery?

\* Password or Password recovery authorization must be given for inspection to be completed.

9. Are there any special site considerations?

\* This includes security or site training, using specific building entrances, security check points, or reception desks, etc.

10. Please list any physical or operational problems that you have been made aware of from previous owner?

Upon receipt of the inspection's Cisco Sales Order Number, our delivery team will contact you to schedule an inspection date/time. Inspection lead-times are 5 business days in North America, and 10 business days in the Rest of the World.

**What the customer will receive upon inspection completion:**

The customer will receive a documented inspection checklist performed by a Cisco authorized technician. This checklist will determine whether the equipment can be put under a Cisco maintenance contract and will only be valid for 90 days after the inspection date. A copy will be sent to the main contact via email or fax once the inspection is completed along with a notification to confirm the inspection work has been performed (C2A – Click to accept).

\*THIS LIMITED EQUIPMENT INSPECTION IS RESTRICTED SOLELY TO THE CRITERIA SET BY CISCO AND IS NOT DESIGNED TO TEST WHETHER ALL OF THE EQUIPMENT'S FUNCTIONS MAY BE PERFORMED OR NOT. THIS LIMITED EQUIPMENT INSPECTION IS NOT INTENDED TO TEST WHETHER OR NOT THE EQUIPMENT FUNCTIONS IN THE CUSTOMER'S NETWORK ENVIRONMENT, FUNCTIONS WITH OTHER PRODUCTS IN THE CUSTOMER'S NETWORK ENVIRONMENT OR TO ASCERTAIN WHETHER OR NOT ANY SOFTWARE COMPRISING PART OF THE EQUIPMENT CONTAINS ANY BUGS OR ERRORS. THIS LIMITED EQUIPMENT INSPECTION WILL NOT RESULT IN ANY WAY IN THE EQUIPMENT BEING CERTIFIED AS "NEW", "NEARLY NEW" OR "REFURBISHED".

**PLEASE NOTE: Additional charges will be incurred if the inspection must be re-scheduled due to a lack of site readiness that is addressed in this Product Inspection Preparation Checklist. Please contact [services-compliance-support@cisco.com](mailto:services-compliance-support@cisco.com) if you have any questions regarding this document. Please notify the Cisco Inspections team at [services-compliance-support@cisco.com](mailto:services-compliance-support@cisco.com) of any postponements or rescheduling issues at least 24 hours prior to inspection date.**

Thank you for your co-operation and valuable assistance in completing this document to ensure a trouble-free inspection.