MDRP Existing Service Provider Management Checklist

Service Provider: ___________________________ Date: ______

MDRP Name: ___________________________ MDRP Signature of Approval ___________________________

**Please note: the MDRP is responsible for managing the Service Provider(s) utilized in their department.

EXISTING SERVICE PROVIDERS - ANNUAL DUE DILIGENCE

MDRP's must perform Service Provider "due diligence" on an annual basis or upon significant changes with the Service Provider. Please collaborate with the Service Provider to receive the current compliance document prior to the expiration of the documentation on file. Forward to the PCI Compliance Team. The following documentation is to be forwarded to the PCI Compliance Team annually:

_____ Service Providers must provide either an Self Assessment Questionnaire (SAQ) D-Service Provider Attestation of Compliance (AOC) or an On-Site Assessment AOC for Service Providers-Sections 1 - 4. Date Service Provider validated compliance ___________________.

_____ The AOC submitted must specifically note assessment for the services being provided - Part 2a on AOC.

_____ The AOC submitted must contain a Matrix of Responsibility - Part 2g on AOC. *Can be separate document.

_____ CARD PRESENT ONLY: Verify PCI SSC P2PE validation if applicable (Retail Food Op’s, Bookstore, Bluefin devices) P2PE Validation Number: ______________________

*Note: All Service Providers must complete either an Self Assessment Questionnaire (SAQ) D-Service Provider AOC or an On-Site Assessment AOC for Service Providers. Any other SAQ is not applicable to a Service Provider.

AOC Attestation of Compliance
SAQ Self Assessment Questionnaire