

CCTV SYSTEM

LOGBOOK

CAMERA RECORDS • COMMISSIONING • MAINTENANCE

SITE / COMPANY _____

SITE ADDRESS _____

SYSTEM / REFERENCE _____

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CCTV Pack

Site Details	
Client Name	
Client Address	
Contract No.	
Date Installed	
Monitored By	
Pathway	
Chip No	
Response Type	

Site Opening Times						
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**

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CCTV Commissioning Checklist

The following commissioning checks on the CCTV installation have been completed in accordance with BS EN 50132-7.

	Checked	Remarks
1. Ensure that the customer (or the customer's representative) is still fully conversant with the operation of the CCTV system and all documentation is provided. Including handover and user documentation.		
The CCTV system shall be commissioned, checking the following items:		
2. All cameras, including lenses, are in accordance with that stated in the specification and any amendment		
3. Indicator lamps are working correctly		
4. Warning labels are still in place.		
5. All cables and conduit (including those that are flexible) are properly supported and labelled.		
6. Ensure sound physical fixings of all equipment including supports and fixings, including towers and brackets. Lubrication is applied to tower mechanisms, where applicable.		
7. Brackets are installed in accordance with manufacturers' instructions.		
8. Check all glands and seals on external equipment		

ENGINEERS COMMENTS:

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The CCTV system shall then be functionally inspected, checking the following items:	**Checked**	**Remarks**
9. The picture quality of each camera and correct display selection.		
10. Check covers and housings are clean and secure.		
11. All automatic and remote control camera functions comply with specification (e.g. pan, tilt, zoom, electronic iris, focus, wipers, washers, heaters) and that camera movement and fields of view are free from obstruction.		
12. Operation of all displaying, switching, multiplexing and recording equipment (including time and date generators) is satisfactory and correct.		
13. All equipment, in particular video recording equipment, is installed in accordance with manufacturers' recommendations and instructions.		
14. Function of all interfaces with alarms is satisfactory including correct triggering of alarms.		
15. Operation of supplementary lighting is satisfactory.		
16. Check transmission system through to the RVRC and ensure that suitable quality of transmitted video and alarms are satisfactory.		
17. Check that the performance of the system(s) meets the agreed specification / operational requirement according to the periodic test scheme agreed with the customer.		
18.Utilise standardised test target to evaluate the performance of the CCTV system.		
19. System installation meet operational requirements.		

SIGNED…… **SIGNED**……

PRINT NAME…… **PRINT NAME**……

DATE……

On behalf of the Installation Company On behalf of the Customer

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NVR Information

NVR Location	
NVR Manufacturer	
Model No.	
Serial No.	
Firmware	
Storage TB	
Cameras Added	
Alarm Input	
Alarm Input	
Alarm Input	
Alarm Input	
Alarm Input	
Alarm Input	
Alarm Input	
Alarm Input	
Alarm Output	
Alarm Output	
Alarm Output	
Alarm Output	
Alarm Output	
Alarm Output	
Alarm Output	
Alarm Output	
Audio Out	
Monitor Output	

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Camera Information

Channel No.	Make	Model No.	SN
1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
12			
13			
14			
15			
16			
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Camera Information

Channel No.	Make	Model No.	SN
33			
34			
35			
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Camera Information

Channel No	Designation	Camera Type	Resolution	Frame Rate	Bitrate	Encode Type	IVS Type
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
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PTZ Information

Channel No	Preset	Designation	PTZ Linkage To Channel	Home Position	IVS On Preset	Tracking Time

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Work Carried Out:

Work completed, and system left in full working order: Yes / No

Engineer Comments:

Additional work required: Yes / No

Date: …… **Time of Arrival**: …….. **Time of Departure:** …….

Engineer Signature: …… **Client Signature**: ……

Client Comments:

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Notes: