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| --- | --- | --- | --- |
| **Premises name** |  | **Date** |  |
| **System administrator** |  | **Position** |  |
| **CCTV model** |  | **Number of cameras installed** |  |
| **Maintenance checklist** | **Compliant** | **Comments** |
| Number and type of cameras, including lenses, are in accordance with the camera surveillance plan specification and any amendments | Yes/No |  |
| Cameras, lens, covers and housings have been cleaned as necessary to ensure nothing obscures the field of view | Yes/No |  |
| CCTV record images are clear and void of any light flare | Yes/No |  |
| All cameras are functioning properly | Yes/No |  |
| Cameras provide coverage for all required areas (clause 6.3 of the [CCTV Codes of Practice](https://agd.nt.gov.au/__data/assets/pdf_file/0008/1145591/code-practice-cctv-system.pdf)[[1]](#footnote-1)) | Yes/No |  |
| All cameras are recording | Yes/No |  |
| Recording device is digital | Yes/No |  |
| The CCTV system operates at a minimum of eight (8) frames per second per camera | Yes/No |  |
| CCTV footage has a date and time stamp  | Yes/No |  |
| The CCTV system produces a digital copy of each recording stored on the equipment or device | Yes/No |  |
| Cameras positioned so that their view is not obstructed in any way | Yes/No |  |
| CCTV footage minimum retention period is 14-days | Yes/No |  |
| Camera lens is focused and adjusted properly | Yes/No |  |
| All cables and fixings remain properly supported, undamaged and showing no undue signs of wear | Yes/No |  |
| Check for sound physical fixings of all equipment including loosening or corrosion of supports and fixing | Yes/No |  |
| Check all glands and seals on external equipment to ensure no ingress of water into the equipment | Yes/No |  |
| All operations such as playback, backup and remote viewing are working | Yes/No |  |
| **Service detail** |  |
| **Revisit required?**  | Yes/No | **If yes, explain why below** |
|  |
| **Additional comments or recommendations** |  |

1. <https://agd.nt.gov.au/__data/assets/pdf_file/0008/1145591/code-practice-cctv-system.pdf> [↑](#footnote-ref-1)