|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)