

CCTV - SAPOL

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 14/06/2018						
1	CAMERAS (ACTIVITIES 1-13):					
2	Check the condition of all camera equipment for damaged, stressed or heated components.			Y	Y	
3	Check all equipment for proper ventilation.			Y	Y	
4	Check all camera views and operation; adjust and clean as required.			Y	Y	
5	Check auto iris function and adjust if necessary.			Y	Y	
6	Check zoom lens functionality.			Y	Y	
7	Check pan / tilt functionality.			Y	Y	
8	Check all functions of receiver / drivers.			Y	Y	
9	Check infra-red and other associated lighting for video cameras.			Y	Y	
10	Check camera focus.			Y	Y	
11	Check night focus needs in cooperation with operational staff.			Y	Y	
12	Clean domes, lenses & housing windows and interior of camera housings.			Y	Y	
13	Spray domes with anti-static fluid, where applicable.			Y	Y	
14	SYSTEM GENERAL (Activities 14-31)					
15	Check installation against records, record and report any discrepancy.			Y	Y	
16	Check status of all alarms and rectify as required.			Y	Y	
17	Check and reset system date and time on all equipment modules.			Y	Y	
18	Check operation, clean and adjust all control equipment as required.			Y	Y	
19	Where applicable, save set-up and operational parameters on a back-up disk or flash-drive. Clearly label back-up and retain on site.			Y	Y	
20	Check and test the operation of all cameras and camera controllers from the keyboard or control desk.			Y	Y	
21	Check operation of all control equipment.				Y	
22	Check all power supply sources for correct operation and record output voltages.				Y	
23	Undertake back up battery load test where applicable.				Y	
24	Check UPS operation (where applicable). Refer to TDS E15 for detail.			Y	Y	
25	Check on board battery, replace if use by date passed.				Y	
26	Check the condition of all control equipment for damaged, stressed or heated components.				Y	
27	Check all visible wiring, conduits, connections and manual interfaces for damage.				Y	

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28	Check all control and camera equipment for proper ventilation and weather protection.				Y	
29	Inspect and clean all equipment cabinets and enclosures.				Y	
30	Ensure all switches are set to normal position; mains power is on and connected to system.				Y	
31	Clean all workstation monitors.				Y	
32	CCTV MONITORS (Activities 32-36):					
33	Check that external alarms activate cameras and appropriate images on CCTV monitors.			Y	Y	
34	Check all CCTV monitors for correct operation.				Y	
35	Check CCTV monitor video quality for any visible hum, noise, distortion or other undesirable effects.				Y	
36	Where CRT monitors are in use; check picture tube condition and any burnt image on screen.				Y	
37	VIDEO RECORDERS (Activities 37-49):					
38	Check status of all alarms and rectify as required.			Y	Y	
39	Check and test operation of any alarm activated inputs and the DVR/NVR responds according to site requirements.				Y	
40	Check record modes, frame rates, and image resolution are set as per requirements.				Y	
41	Where video detection is employed, ensure all detection grids, sensitivities, etc. are set with reference to the appropriate cameras.				Y	
42	Inspect and clean / replace air intake and exit filters.				Y	
43	Check all fans are operating.				Y	
44	Check and clean directory.				Y	
45	Check directory raid array.				Y	
46	Ensure Archiver 1,2,3,4 (and additional if applicable) are cleaned and raid array checked.				Y	
47	Check signal levels.				Y	
48	Generate all alarms: - Rack over temp alarm. - Archive fail alarm. - Encoder / decoder fail alarm. - Video loss alarm.				Y	
49	Clean workstation 1,2,3,4,5,6,7 (and additional if applicable).				Y	
50	SOFTWARE LICENCE (Activities 50-52):					

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51	Renew Software Licence (if due within 12 months).				Y	
52	Attach copies to the claim and the Customer Service Report.				Y	
53	RECORD ALL THE RESULTS IN THE LOGBOOK (Activities 1-53).			Y	Y	

**Special Comments and Technical Data**

C SERVICE SIX MONTHLY (DEFAULT).  
 D SERVICE ANNUAL (CRITICAL SAPOL SITES SIX MONTHLY).  
 THIS SERVICE IS TO BE SCHEDULED IN CONJUNCTION WITH E15 - UNINTERRUPTIBLE POWER SUPPLY (UPS).  
 BEFORE ANY TESTS ARE DONE, NOTIFY THE MONITORING STATION.  
 DO NOT DISCONNECT, BRIDGE OR REMOVE ANY DEVICE WITHOUT NOTIFYING THE SITE REPRESENTATIVE AND THE MONITORING STATION.  
 ENTER ALL ACTIONS INTO THE LOGBOOK/REPORT WITH DETAILED REASONS FOR THE ACTION.  
 A SPECIALIST ELECTRONICS CONTRACTOR REQUIRED FOR THIS WORK.

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