

COMMISSIONING CHECKLIST FOR CCTV SYSTEMS

Company Name:	Horticon Ltd		
Company Address:	Moor Lane Nursery, Wilmslow, Cheshire, SK9 6DN		
Telephone No:	01565 872151		
Customer:	Christie Hospital		
Customer Address:	Oak Road, Manchester, M20 4BX		
Job Number:	N1.00831	Date:	01-02-13

(Tick Yes / No & record any remarks below)

	Yes	No
1. Check that the installation is in strict accordance with the agreed specification and is to acceptable workmanship.	X	
Installation as agreed with consultant and main contractor Camera 129 and 130		
2. Check that the requirements of NCP 104 and BS EN 50132-7:1996 and all other relevant requirements are met.		
N/A relocation of existing cameras		
3. Check all wiring is correctly terminated.	X	
4. Check supply voltage is correct to all appropriate parts of system.	X	
5. Check that operation of all monitoring, switching, multiplexing and recording equipment is satisfactory.	X	
6. Check interfaces with alarms (e.g. movement alarms, fences) and correct triggering of alarms.		
N/A		
7. Check beam interruption detectors for correct alignment if used for triggering the CCTV system.		
N/A		
8. Check that appropriate notices have been provided.		
N/A existing units relocated		
9. Check that all indicator lamps are working.		
N/A		
10. Check that system continues to operate correctly to specification when mains supply is disconnected (if standby power supply specified).		
N/A no standby power		

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FOR EACH CAMERA (1 to 8) TICK WHEN CHECKED		1	2	3	4	5	6	7	8
A.	Check camera type and lens fitted is correct for each position.	X	X						
B.	Check correct operation of all automatic and / or remotely controlled camera functions (e.g. pan, tilt, zoom, focus, electronic iris, wiper).	X	X						
C.	Check correct setting of all pan and/or tilt limits.	X	X						
D.	Check that camera movement and field(s) of view seen through the appropriate monitor(s) is correct and free from obstruction.	X	X						
E.	Check operation of electronic irises and focus is satisfactory under the range of intended light levels.	X	X						
F.	Check satisfactory operation of supplementary lighting.	N/A	N/A						
G.	Check that warning labels are in place in respect of possible sudden movement of camera positioning equipment.	N/A	N/A						

FOR EACH CAMERA (9 to 16) TICK WHEN CHECKED		9	10	11	12	13	14	15	16
A.	Check camera type and lens fitted is correct for each position.								
B.	Check correct operation of all automatic and / or remotely controlled camera functions (e.g. pan, tilt, zoom, focus, electronic iris, wiper).								
C.	Check correct setting of all pan and/or tilt limits.								
D.	Check that camera movement and field(s) of view seen through the appropriate monitor(s) is correct and free from obstruction.								
E.	Check operation of electronic irises and focus is satisfactory under the range of intended light levels.								
F.	Check satisfactory operation of supplementary lighting.								
G.	Check that warning labels are in place in respect of possible sudden movement of camera positioning equipment.								

(Copy and paste above depending on number of cameras installed)

Outstanding work required if any of the above is not ticked:

CCTV Technician's Signature:	Andrew Hornby
Date:	01-02-13