

Engineers always want to know what tests to perform while doing CCTV maintenance work. We've compiled a list of tasks that CCTV engineers should conduct to ensure that a CCTV system's credibility is maintained. Some of the checks mentioned here may not apply to you.

- Your governing body may require all engineers who visit the site to undergo an enhanced DBS check.
- All engineers must have an ID card with their most recent photo and the name and address of the organisation they represent, as well as an expiration date.
- Your work should be by the relevant code of practice.
- The work performed during the maintenance visit should be recorded by the security firm.
- To ensure the efficiency of the operating performance, the Quality Control System must be maintained and must comply with BS EN ISO 9001:2015.

PLANNED PREVENTATIVE MAINTENANCE

Security Company Name:

Address:

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For

Customer Name:

Address:

.....

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Site address:

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SYSTEM DESIGN PROPOSAL

Presented To:
Email:.....
Site Telephone Number:.....
Site Mobile Number:.....
Surveyor:.....
Date:.....
Issue no / Amendment no:.....
Quotation ref:.....
Surveyor:
(Surveyors Authorisation Signature & Date)

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MAINTENANCE PROCEDURE - CCTV

- Speak with the customer to make sure they haven't had any problems with the system.
- Look for obvious third-party damage.
- Compare all equipment and devices' installation, venue, and siting to records.

CONTROLS

- Analyze the physical state and cable links.
- Clean the keyboards as needed.
- Inspect the sensors, multiplexers, DVRs, NVRs, matrix modules, and switchers, as well as any external alarm interfaces that may be mounted.
- Check the time/date settings and make any appropriate adjustments.
- Inspect the telemetry controllers for proper operation.
- Clean and polish the lens and housing of the sensor.
- Test dome camera housings for wear and tear.
- Dome camera glass should be washed and polished.
- Equate the original design specifications to the satisfactory operation of all cameras, pan and tilt units (where applicable), housings, infrared lamps, other lighting, power, and recording equipment.
- Verify that dome camera units are working properly.
- If necessary, check the heater part in the camera housing.
- If necessary, check the dome housing heater part.
- If necessary, inspect supporting brackets and towers for signs of corrosion or damage.
- For internal wall mount racks units, double-check all fixings and door actions.
- For external control cabinets, check all fixings, door seals, and door locking mechanisms. Check for external signs of damage as well.
- Double-check that all camera bracket screws and clamping bolts are securely fastened.
- Check the function of the camera, the condition of the wiper blades, and the parking position of the wiper unit, adjusting the stop position as required.
- If necessary, check and replenish camera wiper fluid.
- Inspect the condition of the pan and tilt unit, adjusting the end stops as required.
- Make sure the motor gear isn't slipping or moving unevenly.

- Double-check both lens and pan/tilt motor preset locations.
- If necessary, double-check all dome camera preset tours.
- Verify that all versatile links are in good working order.
- Verify that both the standard and standby power supplies are operational.
- Check and maintain the control equipment according to the manufacturer's instructions.
- Check that any automated dialling equipment is functioning properly.
- Inspect any line signal equipment for proper service.
- Check that the public address voice overlay that is connected to the camera device is working properly.
- Verify that all audible alert and warning systems are working properly.
- Check that, where applicable, the central monitoring station is receiving images from communicating devices.
- Verify that the machine is up and running.
- Make a note in the maintenance logs of any devices or circuits that have been left switched off.
- Receive the customer's signature on the technicians' docket. The customer gets a copy of this docket.
- On-site entry of service specifics into the CCTV service book by the technician.

FIRST LINE TESTING

- Earth continuity test.
- Cable check.
- BNC check.
- Plug check.
- Camera voltage check.
- Damage check.
- Monitor termination check.
- Monitor condition check.
- Monitor clean screen.
- Monitor check operation of controls and calibrate to optimum picture quality.
- Colour cameras - auto white control test - colour registration test
- Intermittent faults test.

- Excessive beam current test.
- Black white cameras - minimum/maximum light level test.
- Clean lens assembly.
- Lens calibration filter set up.

DIGITAL VIDEO RECORDER (DVR) AND NETWORK VIDEO RECORDER (NVR)

- Check the condition of the units casing.
- Check the condition of all data leads.
- Check the condition of power leads.
- Check the time display.
- Check the picture capture rate format.
- Carry out test and search patterns.
- Check the record operation.
- Check the playback operation.
- Check the stop operation.
- Check the pause operation.
- Check reverse advance operation.
- Check forward advance operation.
- Check date and time settings and adjust as necessary.
- Check the operation of DVD re writer backup.
- Check the operation of USB memory stick back up where applicable.
- Check recording format has not been changed from the original set up.
- Clean the unit on completion of the test.
- Report any defects to the customer and note on the technician report docket.
- Provide a report of any defective equipment requiring replacement.
- Speak to the customer and check that they have/have not experienced any defects with the system.
- Check for visible damage by third parties.
- Check the installation, location and siting of all equipment and devices against records.

CONTROLS

- Check physical condition and cable connections.
- Clean keyboards as necessary.
- Check the operation of controls, multiplexers, matrix units and switchers including external alarm interfaces where installed.
- Check time/date settings and adjust as necessary.
- Check operation of telemetry controllers.
- Clean and polish the camera housing and glass.
- Clean and polish dome camera glass.
- Check dome camera housings for damage.
- Check the satisfactory operation of all cameras, pan and tilt units (where applicable), housings, infra red lamps, other lighting, control and recording equipment against the original design criteria.
- Check the satisfactory operation of dome camera units.
- Check camera housing heater element where applicable.
- Check dome housing heater element where applicable.
- Examine supporting brackets and towers for signs of corrosion or damage where applicable.
- Check that all camera bracket fixings and clamping bolts are tight.
- Check operation, blade condition and parking position of wiper unit, adjusting stop position as necessary where applicable.
- Check and top up camera wiper fluid as applicable.
- Check condition of pan and tilt unit, adjusting position of end stops as necessary.
- Check motor gear for slippage and uneven movement.
- Check all preset positions on lens and pan/tilt motors.
- Check all preset tours of dome cameras as applicable.
- Inspect all flexible connections.
- Check that normal and standby power supplies are in order.
- Check and service the control equipment in accordance with recommendations.
- Check the satisfactory operation of any automatic dialling equipment.
- Check the satisfactory operation of any line signal equipment.
- Check the satisfactory operation of the public address voice overlay linked into the camera system where applicable.

- Check the satisfactory operation of all audible alarm and warning devices.
- Check that the central monitoring station is receiving pictures from communicating systems, where applicable.
- Check that the system is fully operational.
- Enter in the maintenance records details of any of the equipment or circuits which have been left disconnected.
- Obtain signature of the customer on the technicians docket. A copy of this docket is given to the customer.
- The technician to enter service details in the CCTV service book on site.
- bell cut-off
- entry timer
- keypad check
- clean all control equipment