



CCTV & Alarm System Check

Daily / shift check of cameras, NVR health, alarm panel status, and fault escalation.

SITE	CONTROL ROOM / POST
OFFICER NAME	DATE / TIME
Check type	
☐ Start of shift ☐ Mid-shift ☐ End of shift ☐ Weekly deep	

1. Alarm panel

Panel status	☐ Normal ☐ Fault ☐ Isolate ☐ Alarm
KNOWN ISOLATIONS / ENGINEERING OVERRIDES	
Communications path to ARC / monitoring centre OK	
☐ Yes ☐ No ☐ N/A	
Keypads / readers responding	
☐ Pass ☐ Fail ☐ N/A	
ALARM EVENTS THIS PERIOD	

2. CCTV / NVR

NVR / VMS online; storage health acceptable	☐ Pass ☐ Fail ☐ N/A		
CAMERAS ONLINE / TOTAL			
Critical cameras (entry, perimeter, cash) displaying	☐ Pass ☐ Fail ☐ N/A		
Time sync correct on recorders	☐ Pass ☐ Fail ☐ N/A		
Spot playback test completed (sample camera)	☐ Yes ☐ No ☐ N/A		
FAULTY CAMERAS			
CAMERA ID / LOCATION	ISSUE	PRIORITY	RAISED TO

3. Escalation

Critical faults escalated to duty manager / maintainer	☐ Yes ☐ No ☐ N/A
NOTES / TICKET REFERENCES	

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	