


<div><div>BAGMANE</div></div>			<div>Bagmane Developers Pvt. Ltd. Integrated Management System CCTV Daily Inspection Checklist</div>																									<div>Document Number: BDPL IMSP 26 F-21</div> <div>Revision Date: December 31, 2024</div> <div>Rev. No.: 00</div>					
Campus/Building:			Equipment No:													Month:																	
Sl.No	Activities	Spec	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Check for physical damage, dirt, or tampering.	No visible damage or tampering.																															
2	Ensure the camera housing is securely mounted.	Firmly mounted, no loose fittings.																															
3	Inspect for dust, smudges, or moisture on the lens. Clean the lens.	Lens clean and clear.																															
4	Confirm there are no obstructions blocking the view.	Field of view unobstructed.																															
5	Verify the camera's field of view is unobstructed and aimed correctly.	Correct angle, no obstructions.																															
6	Look for signs of tampering, such as altered angles or damage.	No angle shifts or damage.																															
7	Ensure all cameras are powered on.	All cameras powered on.																															
8	Check for any power indicator lights.	Power indicators functioning.																															
9	Confirm camera is connected to the network or recording device.	Live feed without interruption.																															
10	Check for sharpness, color accuracy, and focus.	Clear, focused, and accurate color.																															
11	Test night vision functionality in low light.	Night vision displays clearly.																															
12	Ensure IR LEDs are operational.	IR LEDs functioning properly.																															
13	Verify DVR/NVR is operational.	DVR/NVR powered on, no errors.																															
14	Check recording status to ensure footage storage.	Active recording on all channels.																															
15	Ensure adequate disk space is available.	Minimum 20% storage free.																															
16	Confirm overwrite settings are configured.	Overwrite enabled for continuous recording.																															
17	Test motion detection features and notifications.	Motion detection alerts functioning.																															
18	Verify alerts are being sent to devices.	Alerts sent to configured devices.																															
19	Inspect cables for wear, damage, or disconnections.	No damage, exposed wires, or disconnects.																															
20	Ensure all connections are secure and corrosion-free.	Tight, insulated, corrosion-free.																															
21	Check all camera feeds for proper functionality.	Feeds active and functional.																															
22	Ensure no feeds are frozen or disconnected.	No frozen or disconnected feeds.																															
23	Check for weather-related issues, such as condensation or frost.	No condensation or frost.																															
24	Verify security measures are intact.	Locks and covers undamaged.																															
25	Check and ensure all BNC connectors are connected properly	Connected																															
Signature of Technician																																	
Date	Abnormality										Action Taken										Status					Done by							
Checked By Sign:										Verified By Sign:																							