

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUEST FOR CCTV INSTALLATION	Ref. No.
DEPARTMENT :	INFORMATION TECHNOLOGY	ITD-15-12-0306
TO :	BRANCH MANAGER, AREA MANAGER, REGIONAL MANAGER	

### OBJECTIVE


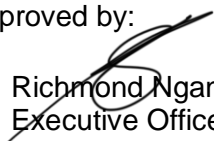
1. To inform branches on how to request for CCTV installation.
2. To be able to provide for needed security within branches and comply with government mandates of the need of such equipments.
3. Inform branches on how to safeguard and maintain CCTV equipment on premises.

### POLICIES

1. Branches are responsible for safeguarding their premises whilst installation or survey of said CCTV is being undertaken.
2. Any external parties on premises without the knowledge of branch employee should first confirm with head office of permission to access premise, concern is as per IT department.
3. CCTV cameras should be at all times monitored for proper function and working order. It is the branch's responsibility to care for CCTV cameras and report any malfunction of equipment.
4. The branch is accountable for all CCTV equipment.
5. It is the IT department's responsibility to provide for a working CCTV within 2 weeks of initiating request.



### PROCEDURE

1. Installing CCTV Cameras
  - 1.1. Upon receiving of government mandate to install CCTV camera, send scanned copy of mandate and request letter to IT department.
  - 1.2. Request letter should contain the following details:
    - 1.2.1. Date of mandate and deadline
    - 1.2.2. Floor plan of store premises
    - 1.2.3. Attached mandate letter
    - 1.2.4. Signature of Branch Manager and Area Manager or Regional Manager
  - 1.3. Upon approval, head office will then dispatch a CCTV surveyor to branch, where branch is responsible for safeguarding their premises.
  - 1.4. Upon installation of CCTV branch officers are responsible to confirm installation and proper working order of cameras.

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## 2. How to Maintain CCTV

- 2.1. Ensure that CCTV is connected to UPS or AVR for continuous and regular provision of electricity.
- 2.2. Ensure to keep the lens dusted and maintain the wires so that visibility and proper working order of cameras is ensured.
- 2.3. Make sure to keep DVR installed in an elevated area to avoid getting wet when flooded. The placement of DVR should be in a secure place.

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