**Objective:**

To establish procedure for CCTV System

**Policy:**

Ensure smooth operation of CCTV network.

**Responsibility:**

BMS Operator/ Loss Prevention Officer

**Procedures:**

* Check for healthy power, Controls for all cameras.
* Ensure system is connected with UPS power.
* Check that all Cameras online.
* Check & ensure that all Digital video recorders, Pan Tilt zoom, Monitor & Multiplexers are connected online.
* Check recording capacity of DVR and insure minimum 40 days recording always available in the system.
* If alarm generated Accept Rectify reset the system.
* Take down system summary parameters and record in the logbook

**Revision Guide:**

Any change in the system needs review of SOP.