**SOP 14**

**CCTV Operations**

The camera monitoring system on site involves a series of monitors, these are situated in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where they are monitored \_\_\_\_\_\_\_\_\_\_\_\_\_\_by security personnel. Coverage of the onsite cameras are of external locations around the building and internal critical areas

At the beginning of each shift the following actions will be taken;

* Initial check of all the cameras
* Movement
* Vision
* Time check against CISCO clock and discrepancies over 1 minute to be recorded in the DOB – ANY DISCREPANCIES OVER 10 MINUTES TO BE REPORTED SO CCTV SYSTEM CAN BE CORRECTED.

This is then followed by one hourly check throughout the shift. This entails the movement of the camera if it is a PTZ or visual if camera is fixed

All faults are to be reported via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and entered into the DOR and on the camera check sheet.

 Appropriate action will be taken at the time of any security breach being detected or any violations seen while viewing the system.

This system is covered by the data protection act and is solely for the purpose of ensuring the security of the site.

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| SPECIFIC INSTRUCTIONS RELATING SOP14 |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure.  |

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| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME  | MANAGER SUPERVISOR SIGNATURE |
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