



*Physical & Electronic Security Commissioning Document*

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Sensitive Security Information*

1.0 Detail of Project.....

2.0 Scope of Work (General).....

3.0 Detailed Work Sheet.....

4.0 Items Inspected and Tested.....

5.0 Functional Tests.....

6.0 Inspection Sign-Off.....

7.0 Project Acceptance Form.....

SAMPLE

## 4.0 Items Inspected and Tested

### 4.1 Digital Video Recorder

		Items tested and checked		Condition has been found to be satisfactory	
		Yes	No	Yes	No
4.1.1	The Digital Video Recorder (DVR) is installed within the protective area.				
4.1.2	All peripherals are provided and according to approved equipment submission.				
4.1.3	Interconnecting wiring between DVR and peripherals are securely connected and installed according to working drawings.				
4.1.4	DVR and peripherals are fixed and not subject to vibration.				
4.1.5	DVR and peripherals are clean with no sign of damage and tampering.				
4.1.6	Programming associated with each input point has been provided.				
4.1.7	Activate an alarm to check alarm buzzer, alarm visual indicators, and reset function are in proper working order.				
4.1.8	Maintenance record card is provided and stored in specified location.				
4.1.9	Additional items (if required):				

Comments: \_\_\_\_\_

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Required Actions: \_\_\_\_\_

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## 5.0 Functional Tests

### 5.1 Digital Video Recorder

		Items tested and checked				Condition has been found to be satisfactory	
				Event logged			
		Yes	No	Yes	No	Yes	No
5.1.1	There is a clear viewable picture at all monitoring locations.						
5.1.2	All camera/monitor combinations have a clear viewable picture.						
5.1.3	The recording system functions as desired.						
5.1.4	Desired data back-up procedures are applied.						
5.1.5	All alarm/video call-ups function as desired.						
5.1.6	All remote video viewers function as desired.						
5.1.7	Video monitoring automatically switches to alarm video on CCTV monitors when an alarm is triggered.						
5.1.8	Can adjust recording settings to automatically change based on alarm conditions						
5.1.9	Video associated with alarms can be easily retrieved from an alarm listing.						
5.1.10	Can control and limit user access to DVR's and cameras.						
5.1.11	Can set individual cameras to record at different frame rates, quality settings and video settings.						
5.1.12	Can initiate recording from motion detection trigger using a video mask to indicate the area of interest.						
5.1.13	Can send an e-mail notification upon alarm or problem notification condition.						
5.1.14	Can record pre-alarm video of configurable duration prior to the beginning of the event.						
5.1.15	Additional items (if required):						

Comments: \_\_\_\_\_

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Required Actions: \_\_\_\_\_

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