



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

|   |                        |
|---|------------------------|
| <b>Department:</b> Engineering                      | <b>SOP No.:</b>        |
| <b>Title:</b> Preventive Maintenance of CCTV System | <b>Effective Date:</b> |
| <b>Supersedes:</b> Nil                              | <b>Review Date:</b>    |
| <b>Issue Date:</b>                                  | <b>Page No.:</b>       |

### 1.0 PURPOSE

1.1 To define a procedure for the Preventive Maintenance of CCTV System.

### 2.0 SCOPE

2.1 This SOP is applicable for the Preventive maintenance of CCTV System at.....

### 3.0 REFERENCE(S) & ATTACHMENTS

#### 3.1 References

3.1.1 SOP No. \_\_\_ “Preventive Maintenance Programme”.

#### 3.2 Attachments

3.2.1 Attachment-I: Monthly Preventive Maintenance Checklist for CCTV System.

### 4.0 DEFINITION & ABBREVIATION(S)

#### 4.1 Definitions

4.1.1 Nil

#### 4.2 Abbreviations

4.2.1 NA : Not Applicable.

4.2.2 ID No. : Identity Number.

4.2.3 CC : Change Control.

4.2.4 Sl. No. : Serial Number.

4.2.5 SOP : Standard Operating Procedure.

4.2.6 CCTV : Closed circuit Television.

### 5.0 RESPONSIBILITY:

#### 5.1 Engineering Person:

5.1.1 To follow the procedure defined in the SOP for the preventive maintenance of CCTV System.



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#### 5.2 Engineering Head:

5.2.1 To ensure that the preventive maintenance of CCTV System is done according to the procedure defined in the SOP.

#### 5.3 Quality Assurance Head:

5.3.1 To ensure implementation of the defined procedure.

#### 5.4 Plant Head:

5.4.1 To ensure implementation of the defined procedure.

#### 6.0 Distribution:

- I. Quality Assurance
- II. Engineering

#### 7.0 PROCEDURE:

##### 7.1 Monthly Preventive Maintenance

7.1.1 Check the Direct current (DC) supply to the camera as well as Alternating current (AC) supply to the system with the help of Multimeter.

7.1.2 Check DVR supply.

7.1.3 Clean the dust in the CCTV Digital Video Recorder (DVR) with blower.

7.1.4 Check the alignment of each CCTV camera.

7.1.5 Clean screen dust.

7.1.6 Remove any obstructions in front of camera.

7.1.7 Record observations as per Attachment-I.

**Note:** Preventive maintenance plan shall be executed as per SOP No.: \_\_: titled "Preventive Maintenance Program".



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### 8.0 REVISION HISTORY

| Version No.                           |    | Effective Date |  |
|---------------------------------------|----|----------------|--|
|                                       | 00 |                |  |
| Details of revision: New SOP Prepared |    |                |  |



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### Attachment-I

### Monthly Preventive Maintenance Check list for CCTV system

Equipment ID No.: \_\_\_\_\_

Month/Year: \_\_\_\_\_ / \_\_\_\_\_

| S.No. | Activity   | Status |
|-------|--|--------|
| 1     | Check the Direct current (DC) supply to the camera as well as Alternating current (AC) supply to the system with the help of Multimeter. |        |
| 2     | Check DVR supply.  |        |
| 3     | Clean the dust in the CCTV Digital Video Recorder (DVR) with blower.   |        |
| 4     | Check the alignment of each CCTV camera.   |        |
| 5     | Clean screen dust.   |        |
| 6     | Remove any obstructions in front of camera.  |        |

Remarks:

(Status  $\checkmark$  / X) Put  $\checkmark$  if O.K. and X if Not O.K. indicating the reasons in remarks column

Done by: \_\_\_\_\_

Sign/Date

Checked by: \_\_\_\_\_

Sign/Date