Sign-Off Checklist:  
Surveillance and Access Control Project

This checklist is to be used by Departments at the final inspection of a CCTV implementation project to ensure that all appropriate actions have been taken, all mandatory services and components have been delivered and installed, and all required standards have been met.

Each sign-off item on this checklist must be supported with **documentary evidence** (e.g. report, certificate, photographs).

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| Site and Project Details | | | | |
| Site / project name | |  | | |
| Location of site: physical address (province, town, street, building, floor) | |  | | |
| Date of commissioning | |  | | |
| Department representative performing sign-off inspection (name and contact details) | |  | | |
|  | | | | |
| Camera and Video System (CCTV solutions) | | | Click boxes to tick with ☑ | |
| SANS 10222 (Rotakin) test performed per camera to confirm operational surveilllance requirements are met | | | |  |
| Recording system demonstrated to be functioning as specified | | | |  |
| Recording system storage capacity delivered as specified | | | |  |
| Video management system (NVR or stand-alone) demonstrated to be functioning as specified | | | |  |
| Monitoring and alerting/alarming system (e.g. control centre) demonstrated to be functioning as specified | | | |  |
| Physical Access (Access control solutions) | | | Click boxes to tick with ☑ | |
| Access readers tested and verified individually | | | |  |
| Access gates tested and verified individually | | | |  |
| Enrollment/registration of all users/tokens/biometrics completed | | | |  |
| Access control system demonstrated and fully operational | | | |  |
| Network Cabling (if applicable) | | | Click boxes to tick with ☑ | |
| Full performance test done per network point, using calibrated cable tester | | | |  |
| Cable OEM site certificate completed and attached | | | |  |
| Ducting, power and communication outlets according to Department, OEM and SANS standards | | | |  |
| Patch panels, cable looms and bend radii according to Department, OEM and SANS standards | | | |  |
| Infrastructure (if applicable) | | | Click boxes to tick with ☑ | |
| UPS and equipment Racks installed according to OEM standards | | | |  |
| Electrical earthing: equipment racks and Distribution Board according to SANS standards | | | |  |
| Earthing, ducting and trenching done according to SANS and OEM standards | | | |  |
| Certificate of Compliance for all electrical work done | | | |  |
| Services (fully delivered and/or committed for system lifecyle) | | | Click boxes to tick with ☑ | |
| Delivery and installation | | | |  |
| Integration and commissioning (including full functionality and quality sign-off) | | | |  |
| System and solution training performed as required | | | |  |
| On-site service and support contract (SLA) registered for full 5-year period | | | |  |
| Regular preventative maintenance | | | |  |
|  | | | | |
| Final Project Sign-Off | | | | |
| **We, the duly authorised representatives, hereby declare that the final inspection of the project in question has been done to the satisfaction of the relevant authorities.**  **A complete commissioning process has been followed, confirming the entire system/solution as delivered functions according to stated business requirements.** | | | | |
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| Client representative | | | | |
| Name and contact details |  | | | |
| Date |  | | | |
| Signature |  | | | |
|  | | | | |
| Supplier representative | | | | |
| Name and contact details |  | | | |
| Date |  | | | |
| Signature |  | | | |