

CTPAT Job Aid CCTV Checklist Sample

Last Updated: October 19, 2021



CCTV Checklist ABC Company

If camera systems are deployed, periodic, random reviews of the camera footage must be conducted (by management, security, or other designated personnel) to verify that cargo security procedures are being properly followed in accordance with the law. Results of the reviews must be summarized in writing to include any corrective actions taken. The results must be maintained for a sufficient time for audit purposes.

If camera systems are deployed, cameras must be positioned to cover key areas of facilities that pertain to the import/export process.

CTPAT Members should use a camera system to monitor the premises and to deter unauthorized access and breaches in security. A checklist should be used to ensure the CCTV system is being utilized effectively.

Date: _____

CCTV System:

Does the company use a CCTV system to monitor the premises? Yes: No:

If so, how many cameras are in-place at the facility? _____

How many exterior cameras at the facility? _____

How many interior cameras at the facility? _____

If applicable, where are the exterior cameras located? (Please indicate the number of cameras)

Fence Line: _____

Vehicle Gates: _____

Turnstile Gates: _____

Parking Lot: _____

Building's Perimeter: _____

Shipping/Receiving Dock: _____

Outside Entrance Doors: _____

Other (Please Describe): _____



CTPAT Job Aid CCTV Checklist Sample

Last Updated: October 19, 2021



If applicable, where are the interior cameras located? (Please indicate the number of cameras)

Entrance Doors: _____

Packing Area: _____

Shipping/Receiving Dock: _____

Server Room: _____

Production: _____

Administration: _____

Warehouse: _____

Seal Storage: _____

High Risk/Value Cage: _____

Other: (Please Describe): _____

Comments: _____

CCTV Features:

Please indicate features of the CCTV system: (Please check all that apply)

Color: _____

Black & White: _____

Fixed: _____

Zoom Capability: _____

High Resolution: _____

Web Access: _____

Adjustable: _____

Infrared Mode: _____

Failure Alerts: _____

Other: (Please Describe): _____

Comments: _____

CCTV Recordings & Monitoring:

Does the company record the video footage of the CCTV system? Yes: No:



CTPAT Job Aid CCTV Checklist Sample

Last Updated: October 19, 2021



If so, for how long?

1 Day: _____

> 1 Week: _____

> 14 Days: _____

> 30 Days: _____

> 45 Days: _____

Other: (Please Describe): _____

Does the CCTV record 24/7 or just on motion? 24/7: Motion: Both:

If applicable, are the cameras recordings kept in a secure locked room? Yes: No:

Is the CCTV system monitored? Yes: No:

If so, how are they monitored? (Please check all that apply)

24/7 by Security Guards: _____

24/7 by Company Employees: _____

Intermittently by Security Guards: _____

Intermittently by Company Employees: _____

Intermittently by Management: _____

Remotely by Management: _____

Only on Cause: _____

Randomly: _____

Other: (Please Describe): _____

If applicable, are the CCTV system monitors kept in a secure location? Yes: No:

N/A:

Where are the monitors kept? (Please check all that apply)

Guard Booth: _____

Control Room: _____

Manager's Office: _____

Server Room: _____

Receptionist Desk: _____

Monitored by Phone: _____

IT Department: _____

Dispatch: _____

Other: (Please Describe): _____

Comments: _____



CTPAT Job Aid CCTV Checklist Sample



Last Updated: October 19, 2021

CCTV Functionality & Observation:

Are cameras checked periodically to ensure they are functioning properly? Yes: No:

Are cameras checked periodically to ensure they are pointed in the correct direction? Yes:
No:

Are video recordings checked periodically to ensure picture quality? Yes: No:

Are video recordings checked periodically to ensure the footage captures the intended area?
Yes: No:

Are video recordings checked periodically to ensure employees are following security procedures?
Yes: No:

If security violations are discovered while viewing the video footage, are incidents documented, including corrective actions? Yes: No:

Are backup batteries installed/charged to ensure the cameras will work if there is a power failure?
Yes: No:

Is the camera system's "failure to operate/record function" activated and operating properly?
Yes: No:

Are users trained periodically on the use of the CCTV system? Yes: No:

Camera Audit:

Date of Audit	Auditor	Discrepancies Discovered	Corrective Actions	Pictures of the Cameras/System Taken on Day of Audit (Y/N)	Comments

Comments: _____



CTPAT Job Aid CCTV Checklist Sample

Last Updated: October 19, 2021



Reminders:

Cameras should monitor a facility's premises and sensitive areas to deter unauthorized access.

Cameras should be programmed to record at the highest picture quality setting reasonably available and be set to record on a 24/7 basis.

If camera systems are deployed, cameras should have an alarm/notification feature, which would signal a "failure to operate/record" condition.

If cameras are being used, recordings of footage covering key import/export processes should be maintained on monitored shipments for a sufficient time to allow an investigation to be completed.

CTPAT Program

CBP.GOV/CTPAT

1300 Pennsylvania Avenue, NW Washington, DC 20229

