

NAID® Certification Program

Operational Security Maintenance Check

*For Plant-based NAID Certified Operations
(must be kept on file for one year)*

MONTHLY checks to ensure systems are functional and in compliance with NAID Certification Standards			
Alarm System		Initial	Corrective Actions/Notes
Motion Detectors	Visually inspect and walk check each sensor . Observe light diodes - blinking indicates motion detected. Check that sensor catches movement at appropriate distance - sensor can be adjusted to allow more/less steps before alarm.		
Door Contacts	Visually inspect for functionality and test for alarm. It is recommended, but not required, that contacts be mounted with one-way screws and wiring from contact to inside the wall/door be in conduit.		
Key Pads	Visually inspect for functionality and test all circuits, i.e. opening/closing reports. Consider if access code needs to be replaced - once every three months is a good practice.		
Battery Backup	Check that battery is still good by removing electrical supply		
Monitoring Service	Run an alarm test and confirm with monitoring service and/or attach copy of alarm reports from monitoring service since last reporting		

Visitor Access Logs			
Visitor In/Out Logs	Visually check that logs are being completed properly (both check in and out are recorded) and filed		# of visitors since last check:
Visitor Badges	Ensure sufficient visitor badges are available based on average demand in a day		# of visitor badges available:

Other Items			
Lighting	Visually check that all lighting is working properly (including lighting at night for CCTV system)		
Locks	Check that all doors and fence gate locks into and within Plant are working properly		

Conducted by (printed name): _____

Signature: _____

Date: _____

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WEEKLY checks to ensure CCTV system is functional and in compliance with NAID Certification Standards

CCTV System

Cameras	Visually inspect for functionality. Check correct field of view so that all individuals and activity can be seen. Clean lenses.		
Camera Monitors	Visually check monitor for camera functionality and clarity of image		
Recorder	Visually check VHS/DV recorder for functionality - No recognizable delay should be seen between each frame/shot on each camera in system.		
Recording Library	Check most recent seven day recordings for replay standard. Verify library contains the last 90 days of recording and spot check several dates.		
DVR Storage (if applicable)	Check to see that storage capacity will not be exceeded before 90 day capacity reached.		

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