

Surveillance Log Instructions

(Each horizontal row represents one weekly DVR check)

1. Top Box: Enter the licensee's license number, i.e. N065;
2. First Column: Date - The date you are performing the DVR check;
3. Second Column: Time - The time you are performing the DVR check;
4. Third Column: Key Person – Printed name of the authorized person performing the DVR check;
5. Fourth Column: Badge # - The authorized person's work permit number;
6. Fifth Column: DVR Recording - Check either "Yes" or "No" if the DVR is currently on and recording present activity;
7. Sixth Column: Date/Time of Recording viewed - The date/time of a recording in the past, not the present recording time/date;
8. Seventh Column: Recording OK - Check "Yes" or "No" if reviewed past recording was either working or not.

If the DVR is not working as required, contact your distributor and notify your enforcement agent immediately.

NMGCB Minimum Internal Control Standards (MICS)

9.4 SECURED SURVEILLANCE CABINET

E. Each licensee shall review the surveillance system on a **weekly basis** to ensure that it is properly recording and retaining the surveillance data and **maintain a log** to record the dates that the recordings were reviewed.