



# Camera surveillance unit checklist

This checklist is to be used by the on-demand booking service (ODBS) to determine the camera surveillance unit's (CSU) standards and operability, in accordance with Regulation 108 of the *Transport (Road Passenger Services) Regulations 2020*.

The on-demand rank or hail vehicle (taxi) should be presented to the ODBS on first installation of the CSU and at least quarterly thereafter for maintenance checking. You should speak to the supplier or installer of the CSU you have chosen to get user manuals and support.

Vehicle: <b>TAXI</b> _____	Date of check:
New Installation Check	or
Periodic Maintenance Check (Quarterly)	

Details	Y / N	Notes
<b>Start up</b>		
Turns on and begins recording within 30 seconds of the vehicle ignition being turned on.		
<b>Status Indicators</b>		
Operating indicator is working.		
Recording indicator is working.		
Fault indicator is working. Check by disconnecting a camera to ensure the indicators show faults.		
<b>Logs</b>		
Fault logs are being recorded and kept for 288 hours minimum.		
Access logs are being recorded and kept for 288 hours minimum.		
Software updates are being logged and kept for 288 hours minimum.		
Records of all visual and audio-visual downloads/copies are being logged and kept for 288 hours minimum.		
<b>Storage</b>		
Records continuously during the normal operation of the vehicle and stores audio recordings, visual recordings and metadata for a minimum of 288 hours.		
<b>Physical security</b>		
Tamper resistant covers, fuse box seals and other security measures to prevent the device being turned off are in place and undamaged.		

Details	Y / N	Notes
The power connection has not been tampered with.		
<b>Cameras</b>		
Internal cameras are visible to any passenger who may wish to see them (not hidden).		
There are enough cameras and they are installed in positions to record a clear view of the driver and all passengers when seated in the vehicle, including their entire upper body from the waist to the top of the head.		
<b>Vision</b>		
Is recording at 5 frames per second or more.		
Resolution and clarity of the recorded vision is clear during the day and at night. Test by viewing a sample of recorded vision.		
Using the CCTV resolution test chart, confirm that the system is achieving the required facial identification quality as specified in the ISO Standard 12233-2023. A copy of the standard may be purchased from <a href="#">ISO 12233:2023 - Photography — Electronic still picture imaging — Resolution and spatial frequency responses</a> .		
<b>Metadata</b> (Shows the following required metadata on recordings, copies and printouts)		
The vehicle registration number.		
The vehicle identification number (VIN).		
Accurate date and time in AWST format.		
Accurate latitude and longitude coordinates.		
<b>Audio</b>		
All voices in the vehicle are clearly recorded.		
<b>Recordings security</b>		
Recordings are password protected.		
<b>Driver Support</b>		
The vehicle has a cheat sheet in the glove box that shows the driver how to identify if the CSU is faulty.		

Check completed by:

Name:
Signature:

**Last updated:** January 2024