

SITE COMPLETION FORM

Site Installation Completion Form

1. SITE AND VISIT DETAILS

Store ID		Store Name	
Site Address			
Work Order / Rollout Wave		Installation Date	
Installation Window	☐ Trading hours ☐ Out-of-hours	Installer / Company	
Site Contact		Contact Number	
Centroid Model	☐ 8 ☐ 16 ☐ 32	Planned CCTV Streams	

2. SITE COMPLETION CHECKLIST

Tick one status for each item. Any Fail must be explained under Exceptions / Revisit Actions on page 2.

No.	Completion requirement	Pass	Fail	N/A	Notes / evidence ref.
1	Centroid installed in the agreed back-office/comms location, securely positioned and accessible for support.	☐	☐	☐	
2	Correct Centroid model and serial number recorded; power connected and the unit starts normally.	☐	☐	☐	
3	Power/network cabling and any approved accessories are connected, secured, labelled and left tidy.	☐	☐	☐	
4	Approved connection path to the CCTV network or stream source is established.	☐	☐	☐	
5	Centroid is connected online in the FootfallCam portal.	☐	☐	☐	
6	Planned CCTV streams are configured and mapped to the correct entrances or store areas.	☐	☐	☐	
7	Live view opens and remains stable for every configured stream at handover.	☐	☐	☐	
8	Each live view shows the intended entrance/area without an obvious obstruction or major framing issue.	☐	☐	☐	
9	Required completion photographs/screenshots are captured and uploaded or referenced.	☐	☐	☐	
10	Work area is cleared, the site contact is briefed, and all exceptions/revisit actions are recorded.	☐	☐	☐	

3. INSTALLATION OUTCOME

☐ COMPLETE	☐ COMPLETE WITH NON-BLOCKING EXCEPTIONS	☐ INCOMPLETE / REVISIT REQUIRED
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Time Completed		Remote Live-View Check By / Ref.	
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Completion rule: select Complete only when Items 1-10 are Pass or N/A and no blocking issue remains. Any approved exception must be recorded below.

4. CENTROID AND CONNECTIVITY RECORD

Centroid Model		Centroid Serial Number	
IP Assignment	☐ DHCP ☐ Static	IP / VLAN / Network Ref.	
Planned Stream Count		Configured / Live Streams	
Additional Approved Equipment or Remedial Work			

Do not record passwords, CCTV credentials or other secret information on this form.

5. COMPLETION EVIDENCE

Evidence item	Captured	Photo / Screenshot ID, Folder or Link
Centroid installed position and serial label	☐	
Power, network and final cabling connections	☐	
Portal online-status confirmation	☐	
Live-view evidence for configured streams	☐	
Final work area and any approved additional works	☐	

6. EXCEPTIONS AND REVISIT ACTIONS

☐ No exceptions or revisit actions. Otherwise, complete the table below.

Issue / Exception	Impact	Owner	Required Action	Target Date
	☐ Blocking ☐ Non-blocking			
	☐ Blocking ☐ Non-blocking			

7. ACKNOWLEDGEMENT AND SIGN-OFF

Installer Name		Representative / Position	
Signature		Signature	
Date / Time		Date / Time	