SWITCHING OR ADDING A SUPPLIER

AI Safety Monitoring Supplier Switching Checklist

Use it before you change AI safety monitoring supplier or add a second one. Tick what is done, note what is not, and give each gap an owner and a date.

Site(s)	
Completed by	
Date	
Current supplier's contract: notice period and renewal date	

1. Why, and what you need	Done	To do	Notes, who, by when
Listed the reasons for switching or adding a supplier, in order of importance	☐	☐	

2. Cameras	Done	To do	Notes, who, by when
Confirmed the cameras give RTSP streams (and whether they support ONVIF)	☐	☐	

3. Side-by-side trial	Done	To do	Notes, who, by when
Agreed how events will be defined and compared in a side-by-side trial	☐	☐	
Ran the trial for a fixed period, including nights and busy shifts	☐	☐	
Counted false alerts and missed events for both systems	☐	☐	

4. What you take with you	Done	To do	Notes, who, by when
Asked the current supplier for an export of event history, clips and reports	☐	☐	
Recorded every camera, zone and rule in the current set-up	☐	☐	

5. Contracts	Done	To do	Notes, who, by when
Checked the notice period, renewal date and data deletion terms	☐	☐	

6. People	Done	To do	Notes, who, by when
Consulted the workforce and updated privacy notices (and the DPIA in the UK)	☐	☐	
Decided who reviews events, and how often	☐	☐	

Actions

Gaps to close before deciding	Who	By when	Done

Decision review booked: ☐ Date: _____

A list of things to check, not legal advice. In the UK, see the ICO's video surveillance guidance and UK GDPR Article 35; in the US, the state privacy laws that apply to your sites.