AiRISTA
Location. Insight. Visibility.

☐ Hardware Health Assessment
- **Tags:**
  - ☐ Inspect battery levels across all active tags
  - ☐ Identify and replace aging or low-performing batteries
  - ☐ Check tags for physical damage, wear, or environmental exposure
  - ☐ Test tag transmission strength and verify proper functionality
- **Tag Firmware:**
  - ☐ Review current firmware versions across tag inventory
  - ☐ Update all tags to the latest released firmware version
  - ☐ Document firmware update completion date and version number

☐ Software Updates
- **RTLS Platform Software (Vision & sofia):**
  - ☐ Review release notes for latest platform updates
  - ☐ Apply latest software updates for bug fixes and performance improvements
  - ☐ Implement new feature releases as applicable to your environment
  - ☐ Verify successful update installation and system stability
  - ☐ Document software version and update completion date

☐ Location Accuracy & Calibration
- **System Recalibration:**
  - ☐ Document any facility layout changes from the past year:
  - ☐ New access points installed
  - ☐ Relocated access points
  - ☐ Building modifications (new walls, renovations, expansions)
  - ☐ Perform full system recalibration if layout changes occurred
  - ☐ Update floor plans and coverage maps as needed
- **Accuracy Testing:**
  - ☐ Validate tag positioning against known reference points
  - ☐ Test accuracy in critical zones and high-traffic areas
  - ☐ Document accuracy test results and any areas requiring adjustment

☐ Data Integrity & System Performance

- **Database Maintenance:**
  - ☐ Review database size and growth trends
  - ☐ Archive historical data per retention policies
  - ☐ Optimize database queries for improved performance
  - ☐ Run database integrity checks and repair any corruption
  - ☐ Review and optimize storage allocation
  - ☐ Document archival date ranges and backup verification

☐ Security & Compliance

- **User Access Management:**
  - ☐ Audit all user accounts and access levels
  - ☐ Remove or disable inactive user accounts
  - ☐ Verify least privilege principles are enforced
  - ☐ Review and update user roles based on current responsibilities
- **Asset Management:**
  - ☐ Identify tags that are no longer in active use
  - ☐ Remove retired tags from Vision or sofia system
  - ☐ Update asset inventory records
  - ☐ Document tag decommissioning for audit purposes

Review Completion

☐ Date review completed: _____

☐ Completed by: _____

☐ Issues identified requiring follow-up: _____

☐ Schedule next review date: _____

Questions or support needed?
Contact your AiRISTA support team for assistance with any checklist items.