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**CCTV / VIDEO SURVEILLANCE SYSTEM**

**NCP 104 VERSION 3.0**

**BS EN 62676**

**NSI GOLD**

**SYSTEM SPECIFICATION &**

**SYSTEM SECURITY RISK ASSESSMENT**

**{{Status}:toUpper}**

Pointer Ltd, 65 North Wallace Street, Glasgow G4 0DT 0141 564 2500 - www.pointer.co.uk

**{{Site Name}}**

{{Site Address}}

Our Reference : {{Our Reference}}

Purpose of System – {{System Purpose}}

Designer : {{Designer Name}}

Created on {{Created}}

Nominated Designer Approval {{Signature}:picture(100)}

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*Notes :*

This System Design Document has been reviewed and verified by {{Designer Name}}. This System Design proposal has been developed to NCP 104 Version 3 Code of Practice and BS EN 62676.

The system design specification is based on a **{{Number of Cameras}}** camera solution recording for **{{Number of Days}}** days.

All descriptions are taken from the point of view of an individual standing in front of the premises.

**This system will be subject to the provisions of the Data Protection Act / General Data Protection Regulation and must be registered with the ICO.** [**www.ico.org.uk**](http://www.ico.org.uk) **by the customer.**

For the purposes of installation our engineers should be allowed access to the premises from 08:30 until 17:00 Monday to Friday. Should they be unable to gain access during these hours, Pointer Ltd reserves the right to charge the customer at the appropriate hourly rate.

Our engineers will endeavour to conceal cabling, but where this is not practical, cables will be surface run. This will be decided by the engineer.

Pointer Ltd takes responsibility for all its activities under H&S both to our operatives and those in close proximity to our works. Please advise us of any hazards we may encounter on these premises e.g. the presence of asbestos, by ensuring that the asbestos register is complete and presented to our operatives on arrival on site. **All electrical work must be undertaken and certified by a suitably qualified electrician. Copies of certificates will be required before installation begins.**

Pointer are a National Security Inspectorate (NSI) GOLD company. A NACOSS Gold Certificate of Compliance will be issued for this installation.

## Risk Assessment

|  |  |  |
| --- | --- | --- |
| {{RA - Risk Assessment}} | | |
|  | | |
| {{RA - Site Survey}} | | |
|  | | |
| **Operational Periods** | **User Requirement** | **Basic Objectives** |
| {{RA - Operational Periods.Value}} | {{RA - User Requirement}} | {{RA - Basic Objectives}} |
|  |  |  |
| **Surveillance Areas** | **Activities to be Captured** | **System Purpose** |
| {{RA - Surveillance Areas.Value}} | {{RA - Activities.Value}} | {{System Purpose}} |
|  |  |  |
| **Export** | **Audio** | **Environmental Conditions** |
| {{RA - Export}} | {{Audio}} | {{RA - Environmental}} |
|  |  |  |
| **Operational Response** | **Operational Requirement** | **Training** |
| {{RA - Operational Response}} | {{RA - Operational Requirements}} | {{RA - Training}} |
|  |  |  |
| **Expansion & Integration** | **Limitations** | **Resilience** |
| {{RA - Expansion}} | {{RA - Limitations}} | {{RA - Resilience.Value}} |
|  |  |  |
| **Monitoring, Recording & Store** |  |  |
| {{RA - Monitoring}} |  |  |

## Cameras & Equipment

(See Site Plan for locations)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name | Model | Lens | Purpose | View | Distance (M) | Height (M) | Mounting |
| {{Devices.Number}} | {{Devices.Name}} | {{Devices.Model}} | {{Devices.Lens}} | {{Devices.Purpose}} | {{Devices.View}} | {{Devices.Distance}} | {{Devices.Height}} | {{Devices.Mounting}} |

{{Camera Notes}}

{{Camera Power}}.

|  |  |  |
| --- | --- | --- |
| Camera Purpose | Person screen height for 1080p |  |
| Monitor / Crowd Control | 5% | A close up of a logo  Description automatically generatedA close up of a logo  Description automatically generated  10%  5% |
| Detection | 10% |
| Observation | 10% |
| Recognition | 20% | A close up of a logo  Description automatically generatedA close up of a logo  Description automatically generatedA close up of a logo  Description automatically generated  150%  40%  20% |
| Identification | 40% |
| Inspection | 150% |

## Detectors

Details of any detection devices used:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Description | Coverage | Linked to Camera | Notes |
| {{Detection.Number}} | {{Detection.Description}} | {{Detection.Coverage}} | {{Detection.Linked}} | {{Devices.Notes}} |

{{Detector Notes}}

## Illumination

{{Lux Measurement}} will be used during opening hours. Cameras will revert to IR operation during closed hours.

## Video / Audio Performance

4 Channel NVR (8 Channel option for expansion).

{{Resolution}} resolution at {{Frames per Second}} frames per second (fps), video encoding {{Compression}}.

## Storage

Using the following assumptions:

* Number of cameras: {{Number of Cameras}}
* Resolution: {{Resolution}}
* Compression: {{Compression}}
* Motion detection: None
* Frames per second (fps): {{Frames per Second}}
* Frame rate when no motion (fps): {{Frames per Second No Motion}}
* Archive period (days): {{Number of Days}}

Each camera frame size : {{Frame Size}} kb

Bandwidth required for each camera : {{Bandwidth}} Mbs

*Calculations based on an Average Camera View Activity*

Total storage : {{Total Storage}}

The NVR will be supplied with a {{Hard Drive Capacity}}Tb hard drive. Images will be deleted after archive period identified above.

Where the customer saves images for investigative purposes, they are advised to only retain these images for as long as can be justified as necessary. Alteration of image quality, frame rate and retention period will affect the amount of data collected. If any of these values are changed, the memory capacity may not be capable of meeting the stated retention period and the image quality may be degraded.

{{Encryption Details}}.

Cameras will be numbered in the NVR (as identified in the site plan) and images will be date time stamped by the NVR.

The system time is set internally by the NVR. Daylight saving times will be changed automatically. However, the system time will have to be manually set. The means to do this will be covered during the user training. Should the system be connected to the Internet, it may be possible to automate this process.

Image enhancement software will not be provided.

## Image Export

Data will be exported in MPEG-4 (.mp4) format. Export will be via USB port and can be written to any USB enabled media.

Training to be given on handover on the retention and export of video images where they may be required for investigative purposes.

## Displays

Power to be provided from the power strip currently located under counter.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Location | Viewing | Model | Notes |
| {{Monitors.Number}} | {{Monitors.Location}} | {{Monitors.Viewing}} | {{Monitors.Model}} | {{Monitors.Notes}} |

{{Monitor Notes}}

## Network and Transmission Equipment

Connections between the NVR and cameras will be on an unstructured star network with the NVR acting as the hub. No external network connections to be provided.

The NVR has the capability to be remotely accessed through a broadband connection. This is to be provided by the client with appropriate network and security controls. Estimated minimum of 3 Mbps uplink connection required for live viewing.

A LAN connection should be provided by the customer from their PC to the NVR through a local LAN connection if connectivity is required on their network. Should this connection be made, the customer should implement suitable network and software security controls.

The PC will be configured with NVR management software to enable the customer to access and manage the data on the NVR through the LAN connection. Two levels of access will be configured; administrator and user. The functionality and capability of both accounts will be demonstrated at handover.

All password and user account information for the NVR management software will be passed to the customer on handover. The customer is advised to change any passwords at the earliest opportunity. An additional admin account will be created for the purposes of service and maintenance by Pointer engineering staff for support purposes.

The NVR and cameras will be left at the latest software and firmware upgrade/patch status at handover.

The customer is responsible for ensuring the security (software and access) of the area where the NVR and system equipment are located.

## Power Supply

To power the NVR a 13A fused, mains socket is required. This should be fitted adjacent to the location of the NVR. This to be provided by the customer. **All electrical work must be undertaken and certified by a suitably qualified electrician. Copies of certificates will be required before installation begins**.

The customer is to ensure that power sockets are available for any monitors.

NVR and (optional) UPS location identified in the Site Plan).

Optional

750 VA UPS – will provide up to 5 minutes back up power for the CCTV system.

3KVA UPS – will provide up to 30 mins back up power for the CCTV system.

Prices available upon request.

## System Integration

N/A.

## Audio

{{Audio}}

## Cabling

All video (HDMI) and data (CAT6) cabling plus mains connectivity internal to the secure

container will be provided.

A patch panel to be provided within the secure container to interface between network camera cabling internal to the container (stranded core) and external to the container (solid core).

NVR LAN connection to any PC will be on stranded patch cable. Additional containment will be provided for all remaining video and data cables where this is necessary.

## Training

Training on the administration and user functionality of the system will be provided to the customer at handover. Training on setting and altering the system clocks will be provided.

User manuals will be provided to the customer; these may be provided as hard or soft copies.

## Test, Commission and Handover

A system test (test plan to be agreed with the customer) will be conducted prior to the system being handed over for use.

On handover, the following documentation will be provided to the user:

* Risk assessment
* User Requirement
* System Design Specification/As fitted documentation.
* Test plan
* Reference images from each of the cameras
* Operating instructions/manuals
* System account details and passwords
* System logbook.
* Handover checklist and Certificate of Acceptance
* NSI Certificate of Compliance.

## Maintenance

It is recommended that a maintenance visit is carried out annually to check the following:

* The correct operation of the NVR and to apply any software and/or firmware patches or upgrades.
* Carry out image quality assessments to ensure the system still meets the UR.
* Carry out an assessment of the physical condition of the system.
* Carry out functional tests of the UPS (optional).

The maintenance contract also allows for priority call outs at a reduced rate 365 days per year. All Calls and parts are chargeable, and all newly installed equipment has a 1-year warranty

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We need some personal information before we can provide our products and services to you. This is limited to names and contact information. In some cases, we won’t be able to provide products and services to you if we don’t have all the personal information we need. We are required to use some personal data to meet regulatory requirements and to perform a contract with you. We will not pass your information onto other organisations other than organisations required to fulfil your contact.

We are registered to ISO 27001 and externally audited by a UKAS Certification Body on how we gather, process, store and destroy information we hold. We also hold CyberEssentials Plus Certification. Our Data Protection Officer for Customer Information is our Administration Manager. Our GDPR statement can be found at [www.pointer.co.uk/privacy](http://www.pointer.co.uk/privacy)