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security & risk management



EQUILIBRIUM RISK

CCTV Checklist

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Thank you for downloading this CCTV checklist. We are dedicated in providing a secure environment for your business to operate and grow.

This checklist is focused on providing clear guidance to non-technical users wishing to buy a CCTV system that is fit for purpose. We hope it is of use.

If you need any further help or guidance, please **get in touch**.

Pre-Installation		Check
Level 1 Operational Requirement – Before considering the CCTV system itself, some thought should be given to the problem or threat that needs to be fixed.		
1	Site Plan - create a site plan of the area where CCTV is to be installed	
2	Define the Problem - what are the problems / threats/ security issues to be resolved?	
3	Stakeholders - who are the stakeholders? What are their requirements?	
4	Risk Assessment – what is the realistic likelihood of the activity happening? What would be the consequences if the activity was not monitored or recorded?	
5	Success Criteria – after detecting an activity, what is a successful outcome?	
6	Determine the Most Effective Solution	
Level 2 Operational Requirement – Defining what you need to see and why you need to see it.		
7	Location – where on the premises do you wish to monitor?	
8	Activity – what potential threat or activity do you wish to monitor?	
9	Purpose of Observation – how much detail do you need in the picture?	
10	Target Speed – how fast will the target be moving?	
11	Who Monitors? – who will be responsible for monitoring the CCTV screens?	
12	When Monitored? – what hours during the day, and what days in the week is live monitoring required?	
13	Where Monitored? – where is the CCTV control room located?	
14	Response – what happens when an event occurs?	
You can download a blank <u>CCTV Operation Requirement Template</u> here .		
Considerations		
System Requirements		
15	Alert Function – what action should the system take when an event is detected?	
16	Display – how will the images be viewed?	
17	Recording – how long is the video retained on the system before being overwritten? How is image quality required? What metadata (additional information) should be recorded with the video?	

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18	Export / Archive – how will you export data from the system to create a permanent record? Who will require access to the data (e.g. the Police)? How will they play the video?	
Managing the System		
19	Constraints – what licensing regulations apply to the CCTV system?	
20	Legal Issues – what Laws apply to the storage of and access to the information?	
21	Maintenance – what regular maintenance is required? Who is responsible for ongoing maintenance tasks?	
22	Resources – what resources are required to operate the system?	
Camera Placement		
23	Create the required field of view. Camera placement should be based on achieving the best field of view, not for convenience.	
24	Consider the effects of daily and seasonal variations in light, especially the effects of low sun.	
25	Consider the effects of changes in foliage, particularly in summer and winter.	
26	Consider protection from damage and the environment such as vandalism or driving rain.	
27	Be aware of temporary or new permanent structures such as signs or new buildings blocking your field of view.	
28	Remember the need to perform regular maintenance such as cleaning of the lens.	
System Validation		
29	Check to see that the system specification fully meets your Operational Requirement.	
30	Ensure you have a user manual for the CCTV system.	
31	Is the live picture of sufficient quality for the operator to effectively perform their monitoring tasks?	
32	Is the recorded picture of sufficient quality for the reviewer to effectively perform their tasks?	
33	A documented operational checklist should be developed based on your Operational Requirements. Should be conducted alongside annual maintenance to ensure the system continues to meet your Operational Requirements and include: <ul style="list-style-type: none"> • Cameras field of view • Image detail • Live and recorded image quality • Storage time provided by the system • Operation of the alarms and motion detection features. 	

Secure your Business and Ensure Continued Growth

[Book your FREE Security Review Here](#)

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