CCTV OPERATIONAL REQUIREMENTS QUESTIONNAIRE:

CCTV Camera & System Requirements Survey

Your Details:

Date Form Submitted:	
Full Name:	
Company Name:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Postcode:	
Premises Type (e.g. Office or Factory)	
Business Type (e.g. School or Retail Store)	

Definitions:

Bullet Camera: An overt camera that acts as a visual deterrent as well. Can be focused on a specific area or wide area.

These days, the functionality of these two cameras is largely the same; the difference comes down to your preference for aesthetic reasons.

Dome Camera: Camera enclosed on a dome. On certain cameras, it is not possible to see which direction the lens is facing.

Analogue or Digital CCTV: An analogue CCTV system is the traditional kind of CCTV system operated via coax cables, whereas digital cameras send signals which can be stored in a network and accessed remotely (e.g. via a phone app). It is possible to have hybrid systems incorporating both analogue and digital. See the table below for a comparison between the two options. Your WFP specialist will be able to tell you what's most suited to your needs as a result of your answers further down in this questionnaire.

NVR/DVR: NVR stands for 'Network Video Recorder', and is the device which encodes and processes the data captured by your CCTV cameras. Similarly, DVR stands for 'Digital Video Recorder'. Typically NVRs are used to connect to a digital/IP camera system, whilst DVRs are usually connected to analogue.

GDPR: Stands for 'General Data Protection Regulation', which is something you ought to be taking into account when installing a CCTV system (especially in a commercial environment) as this involves capturing imagery of individuals, which counts as personal data. Your WFP specialist can explain more about this and what you would need to consider based on the answers you provide in this questionnaire.

For more information about CCTV, check out our blog where we cover a number of topics from CCTV analytics to GDPR compliance: https://w-fp.co.uk/category/our-cctv/

Questionnaire:

It is absolutely essential for us (and you) to understand why you want CCTV.

Establishing what you're looking to achieve by having CCTV will help us build the right specification for the desired system.

E.g. "I want a CCTV system to allow me to see the perimeter of my building, as I sometimes work alone here. I also want potential intruders to see the cameras and be deterred, which I can use to provide to the local police as evidence if they did break in, as there have been burglaries in my area recently."

From this, we can understand it is only external cameras which are desired. They should cover the entire perimeter (including ever entrance/exit point) of the building, and the video quality should be clear enough to identify individuals.

Night-vision cameras could be recommended if the customer does not wish to have automatic lighting installed so the cameras can film clearly during the night when someone approaches the building.

Carry on to the following page to get started on your questionnaire.

So, to get started, what is your basic objective for wanting CCTV, and how do you see this benefiting you?

Would you like your CCTV to be indoors or outdoors, or a mixture?

Indoors Outdoors Mixture

Please describe the specific activity you would like to be captured *(e.g. entry/exit of cars, if not detailed above)*:

For GDPR reasons: how do you plan to collect, use store and delete data? *(Also outline the ways you will protect this data from being distributed, such as limiting the personnel who can access it.)*

How long would you like the CCTV data to be stored for? *(Please tick your choice.)*

☐ 30 Days ☐ 45 Days ☐ 60 Days

Would you like your CCTV to be discreet or a visible deterrent? *(Please circle your choice on a scale of 1-10, 1 being almost invisible and 10 being blindingly obvious)*

1 2 3 4 5 6 7 8 9 10

What would you like the picture quality/performance to be like on your CCTV cameras? *(Please circle your choice on a scale of 1-10, 1 being Silhouettes/Blurred Faces to 10 being HD images.)*

1 2 3 4 5 6 7 8 9 10

How resilient do you want your new CCTV system to be? I.e. How vandal resistant do you want it to be? *(Please circle your choice on a scale of 1-10, 1 being low resilience and 10 being high resilience.)*

1 2 3 4 5 6 7 8 9 10

How often will you/a nominated person check the CCTV system?

☐ Live ☐ Hourly ☐ Daily ☐ Monthly ☐ Other

Will you be making any changes to your building that may or may not affect this? *(Please mark N/A if none.)*

Do you require your CCTV system to be linked to/integrated with any other systems? *(Please tick as appropriate.)*

☐ Intruder Alarm ☐ Fire Alarm ☐ Access Control

What is your budget for this new installation?

CCTV is best utilised for checking patterns of behaviour (for example with CCTV analytics), evidencing situations for claims, and acting as a deterrent.

The key is to really think about why you want CCTV. Sometimes a good door lock is all that's needed.

Please note down how many cameras you want and in which area(s). *(Please see overleaf for this table continued, and continue on to a separate sheet if required.)*

Camera Number	Camera Type *(Bullet or Dome)*	Specific Area or Wide View?	Looking At & Distance Away from Target
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Any other considerations you would like us to be aware of? *(E.g. Deadline of installation)*

Thank you for completing this CCTV questionnaire!

The next step, if we haven't already, is to carry out a survey of your premises and build a specification with your bespoke quote to get your new CCTV system installed.

If you have any questions then please call us on 01277 622 932 or email us on help@w-fp.co.uk.

wfp

Fire • Security • Electrical