

CCTV Site Survey

Pre-installation CCTV survey: purpose and data protection, camera by camera positions and views, lighting, cabling, recorder and network.

1. Survey details

The customer, the site and the job.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date of survey *

Surveyor

Type of premises * (choose one)

- ☐ Shop or retail
- ☐ Office
- ☐ Warehouse or industrial
- ☐ School or college
- ☐ Housing block or communal areas
- ☐ Hospitality
- ☐ Construction site
- ☐ Private home
- ☐ Other: _____

What is the job? * (choose one)

- ☐ New system ☐ Upgrade or extension ☐ Taking over an existing system

Site contact

Phone

2. Purpose and data protection

Why the customer wants cameras. This drives every position on page 4.

What problem is the system meant to solve? *

Use the customer's own words.

What is the system for? (tick all that apply)

- ☐ Deter and detect crime
- ☐ Staff and visitor safety
- ☐ Watch entrances and deliveries
- ☐ Health and safety
- ☐ Vehicle or number plate capture
- ☐ Verify alarms remotely
- ☐ Other: _____

How will it be watched? (choose one)

- ☐ Recorded only, reviewed after an event
- ☐ Watched live on site
- ☐ Remote monitoring centre
- ☐ Phone or tablet app

How many days of footage does the customer want to keep?

If applicable: Retention. The ICO says UK GDPR and the Data Protection Act 2018 do not set a minimum or maximum retention period for surveillance systems. The purpose decides how long footage is kept, and it should be deleted when it is no longer needed for that purpose.

Has the customer done a data protection impact assessment (DPIA)? (if applicable; choose one)

- ☐ Yes
- ☐ No
- ☐ Not known

If applicable: DPIA. A DPIA is needed for processing that is likely to result in a high risk to individuals. ICO guidance is that this applies in most cases for surveillance systems. Tell the customer before the design is fixed: camera views and retention belong in it.

If applicable: Private homes. If a camera on a home captures images beyond the boundary, such as a neighbour's property or the street, data protection law applies to that footage. Position cameras to stay within the boundary where you can, and record any that cannot.

Does the customer want audio recording?

- ☐ Yes
- ☐ No

If applicable: Audio. ICO guidance is that surveillance systems should not normally be used to record conversations between members of the public, and that audio should be switched off by default. Record the justification or leave audio off.

Number of CCTV signs needed (if applicable)

If applicable: Signs. People must be told they are being recorded. ICO guidance is that signs should be clearly visible and readable, and say who operates the system, why, and who to contact.

3. Existing system

What is already installed and what can be reused.

Is there a CCTV system on site now?

☐ Yes ☐ No

Recorder make and model (if applicable)

Number of cameras (if applicable)

Type of system (if applicable; choose one)

☐ Analogue ☐ HD over coax ☐ IP ☐ Mixed ☐ Not known

Can the existing cabling be reused? (if applicable; choose one)

☐ Yes ☐ Partly ☐ No ☐ Needs testing

Faults and complaints about the existing system (if applicable)

Photos of the existing recorder and cameras (if applicable; photos: attach, or note the file names)

4. Camera positions

One entry for each camera. Stand at the position and photograph the view.

Start from what the picture must show. A wide view that shows someone is there needs far less detail than a view that must identify a stranger or read a number plate. Decide that first, then choose the camera, lens and height.

Cameras (copy this block for each one)

Camera reference

Location *

What must this camera show?

For example faces of everyone coming through the front door.

Level of detail needed (choose one)

- ☐ Overview of an area
- ☐ Detect that someone is there
- ☐ Recognise a known person
- ☐ Identify an unknown person
- ☐ Read a number plate

Camera type (choose one)

- ☐ Turret
- ☐ Dome
- ☐ Bullet
- ☐ PTZ
- ☐ Fisheye or 360
- ☐ Number plate camera
- ☐ Not decided

Indoor or outdoor (choose one)

- ☐ Indoor
- ☐ Outdoor

Fixing surface (choose one)

- ☐ Brick or block
- ☐ Concrete
- ☐ Timber or soffit
- ☐ Metal cladding
- ☐ Suspended ceiling
- ☐ Pole or column
- ☐ Other: _____

Mounting height (m)

Distance to the target (m)

Lighting at night (choose one)

- ☐ Well lit
- ☐ Some light
- ☐ Dark: needs infrared or white light
- ☐ Not used at night

Anything in the way or shining into the lens

Trees, signs, glass, low sun, headlights.

Does the view take in a neighbour, a public road or a private area?

- ☐ Yes
- ☐ No

If applicable: Plan privacy masking or move the camera, and tell the customer so it can go in their DPIA.

Power (choose one)

- ☐ PoE from the recorder or switch
- ☐ Local power supply
- ☐ Not decided

Cable route back to the recorder or switch

Estimated cable length (m)

If applicable: Long cable run. Structured cabling standards allow 90 m of fixed copper cable, and 100 m once patch leads are added. Plan a nearer cabinet, a fibre link or a PoE extender for this position.

Photos: the fixing point and the view from it (photos: attach, or note the file names)

Cameras (worked out automatically in the app)

Total cable (m) (worked out automatically in the app)

5. Recorder and network

Where the recorder goes and how footage will be viewed.

Recorder location

Is that location locked or access controlled?

☐ Yes ☐ No

If applicable: ICO guidance is that recorded material should be stored securely, with access restricted to authorised people. Propose a lockable cabinet or another room.

Is there a power socket at the recorder location?

☐ Yes ☐ No

Is a UPS wanted for the recorder?

☐ Yes ☐ No

Is there a network point at the recorder location?

☐ Yes ☐ No

Does the customer want to view cameras remotely?

☐ Yes ☐ No

Internet upload speed (Mbps) (if applicable)

Where will a monitor go, if any?

Recording (choose one)

- ☐ Continuous
- ☐ On motion or event
- ☐ Continuous with event marking
- ☐ To a schedule

Photos of the recorder location (photos: attach, or note the file names)

6. Access and safe working

What the install team needs to know before they arrive.

Hours the work can be done

For example out of hours only, or term time only.

Access restrictions

Permits, inductions, escorts, parking, keys, areas that need notice.

Will any of the work be at height?

☐ Yes ☐ No

Access equipment needed (if applicable; choose one)

- ☐ Step ladder
☐ Podium steps
☐ Mobile tower
☐ MEWP or scissor lift
☐ Not decided
☐ Other: _____

Was the building built before 2000? (choose one)

☐ Yes ☐ No ☐ Not known

Have you seen the asbestos register for the areas where you will drill or work above ceilings? (if applicable; choose one)

☐ Seen ☐ Asked for, not received ☐ Not asked for

If applicable: Asbestos. Buildings built before 2000 can contain asbestos. Get the asbestos register from the person in charge of the building before anyone drills, fixes to walls or lifts ceiling tiles.

Other hazards the install team should know about

7. Summary and sign-off

What you are proposing and what happens next.

Summary of the proposed system

What the customer needs to do before installation

For example DPIA, signs, power, network access.

Surveyor name

Surveyor signature