Requirements Checklist:

Access Control Solution

This checklist is to be used by Departments to document business requirements when publishing a request to industry for an access control solution. The checklist helps to define the parameters and goals for the solution, enabling integrators to provide informed designs and suitable proposals.

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| Summary of access control business requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High-level business need, including the areas/entrances to which access control must be implemented. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Site/Project details | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | | |
| Site / project name | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location of site: physical address (province, town, street, building, floor, room) | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site coordinates (latitude,longitude) | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Primary contact person for project | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact details (cellphone, e-mail) | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Projected date for supplier site inspection | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe access to site for service provider (business hours + after hours) | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this a new installation or an upgrade of an existing system? | | | | | | Upgrade | | | | | | |  | | | | New | | | | |  | | | |  | | | | | | | | |
| Integration required with existing system or devices? Specify if yes. | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Existing access control equipment installed on site, if any | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site size classification | | | | | | | | | | Small | | | | | |  | | | | Medium | | | | | | | | |  | | Large | | |  |
| Detailed floor plans available? (must be included in RFP if yes) | | | | | | | | | | Yes | | | | |  | | | | No | | | | | |  | |  | | | | | | | |
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| Functionality required | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | | |
| Indoor readers | |  | 24-hour access? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Outdoor readers | |  | Integration with control centre / surveillance system | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Perimeter security | |  | Central control room | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| System capacity and capability | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| List all entrances where access control must be implemented (number access points on floor plan) | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of users (current + projected growth over 5-10 years) | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated total number of transactions per day | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Traffic level per door (e.g. front door vs. basement storeroom) | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Peak traffic estimate: highest-volume entrance | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reliability requirements: Uptime, redundancy | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| System architecture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Local or remote access control server |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical environment: number of access points/gates/doors |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level of security needed |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrances with dual readers (entry + exit) vs. single reader + exit button |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Types of entrances: door vs turnstile vs boom |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Technical requirements | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | | | | | | | |
| Types of access control modalities: | PIN |  | | Token | | | | |  | | | Biometric | | | | | | | |  | | | Combo | | | | |  | | Touchless | | | |  |
| General environment: Indoor / Outdoor, Industrial / Chemical, etc. |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cater for people with disabilities? |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Specific access control requirements: | Anti-passback | | | | | | | | | | | | | |  | | | | Time and attendance | | | | | | | | | | | | |  | | |
|  | Visitor management | | | | | | | | | | | | | |  | | | | Intercom | | | | | | | | | | | | |  | | |
|  | Roll call | | | | | | | | | | | | | |  | | | | People counting | | | | | | | | | | | | |  | | |
|  | Maintain occupancy levels | | | | | | | | | | | | | |  | | | | Other: | | | | | |  | | | | | | | | | |
| Device requirements: | Indoor | | | |  | | | Outdoor | | | | | | | | | | | | |  | | | | Specialised | | | | | | | |  | |
|  | Stand-alone | | | | | | | | | | | | |  | | | | Controller-based | | | | | | | | | | | | | | |  | |
| User interface: | Display | | | | | |  | | | | Touch | | | | | | | | | | | | |  | | Intercom | | | | | | |  | |
| Existing devices to be replaced? Controllers, cards/tokens, readers |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Backup power requirement – how long must system run during power outages |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Envisioned future upgradeability of solution |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe security considerations w.r.t. access control system (including user details, biometric templates, etc.) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe unique technical requirements, or other points not covered above (if any) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Operational details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does the site have dedicated security /technical staff allocated, or is hiring of new permanent staff planned? | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe skill level and experience of staff (administrators, operators and support staff) | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of additional maintenance and support SLA (over and above standard 5-year SLA as specified by SITA) | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| High-level floor plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Additional info | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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#### Notes

* This document must be included with the RFQ/RFP published via the designated SCM process, and also summarised in the main request for proposal document. The **SAC Deployment Guide** has additional RFP/RFQ guidelines as well as a template that must be incorporated into the standard SCM documents.
* The RFQ/RFP must conform with conditions and specifications that already form a part of the relevant Transversal Contract or SITA technical specification.
* To ensure an open and fair process, the RFQ/RFP may not include the names or technologies of any brand, product or supplier. Exceptions can only be made for business or IT architecture reasons: e.g. if a product has been selected as a Departmental standard, or if the RFQ must be brand-specific to ensure integration into an existing solution. **Consumables** (e.g. projector lamps) fall into this category, since they **must** be procured in a brand-specific way to prevent fruitless expenditure.