Requirements Checklist:

Video Surveillance Solution

This checklist is to be used by Departments to document business requirements when publishing a request to industry for a surveillance 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 video surveillance business requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High-level business need, including what must be protected/surveilled | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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) | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 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 CCTV equipment installed on site, if any | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Number of Camera Checklists completed for site | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| Site size classification | | | | | | | | | | | | Small | | | | |  | | Medium | | | | |  | Large | |  |
| Detailed floor plans available? (must be included in RFP if yes) | | | | | | | | | | | | Yes | | |  | | | No | | |  | |  | | | | |
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| Areas under surveillance | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | |
| List all areas that must be covered by CCTV cameras  (number areas on floor plan) | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| Functionality required | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | |
| Indoor cameras | | | | | |  | Viewing/monitoring station(s) | | | | | | | | | | | | | | | | | | | |  |
| Outdoor cameras | | | | | |  | Control centre | | | | | | | | | | | | | | | | | | | |  |
| Perimeter security | | | | | |  | Video transmission to to central site (archive/backup) | | | | | | | | | | | | | | | | | | | |  |
| 24-hour surveillance | | | | | |  | Remote viewing station/control room | | | | | | | | | | | | | | | | | | | |  |
| Low-light/night surveillance | | | | | |  | Central control room | | | | | | | | | | | | | | | | | | | |  |
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| Technical requirements | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | |
| Backup power requirement – how long must cameras and recording system remain powered and operational during power outages? | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Envisioned future upgradeability of solution | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Video analytics/detection requirements: | | | | | | Motion | | |  | | | | Intrusion | | | | | | |  | | Heat map | | | |  | |
| People counting |  | Line crossing | |  | Object left/removed | | | | | |  | | | Other: | | | | | | | | | | | | | |
| Describe security considerations w.r.t. confidentiality of footage | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 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 checklist must be used in conjunction with the **Surveillance Camera Requirements Checklist**, which provides detail input per camera.
* 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.