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NACOSS  
GOLD



**HAVEN**  
SECURITY

Cuckfield Village Hall  
London Lane  
Cuckfield  
RH17 5BD

17/01/19

Our Ref: 10689

Dear Sir / Madam

The following design is for a CCTV System intended to comply with National Security Inspectorate Code of Practice NCP 104 (Design, Installation and Maintenance of CCTV Systems) including the requirements of BS EN 50132-7:, with particular reference to clause 7.11 of NCP 104.

#### DATA PROTECTION ACT and CODE OF PRACTICE FOR CCTV MONITORING

The actual use of CCTV can be affected by statutory legislation, including the Data Protection Act 1998, the Human Rights Act 1998 and, on occasion, the Regulation of Investigatory Powers Act 2000. Schools, in particular, must ensure that they are not in possible breach of these regulations.

Information can be obtained from the Information Commissioner's Office:-

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Installation Standard: NSI Code of Practice NCP 104 and BS EN 50132-7

System Purpose (Overall) Prevention and detection of crime.  
Apprehension of offenders.  
Public and Employee Safety and Security

Specific Objectives are given for individual Areas or Cameras

#### REFERENCE POINT FOR LOCATIONS OF DEVICES

The position of devices in this Specification is described by an external observer looking towards the front elevation.

## **Cameras**

NOTE: Where listed below 2MP = 1080p TV Lines (1 x HD) 4MP = 1536 TV Lines (1.5 x HD) and 5MP = 1920 TV Lines (2 x HD)

- (1) Fit one Hik Vision DS-2CE56H0T-VPIT3ZE (5MP) EXIR vandal resistant dome camera with 40M infra red and a 2.7mm – 13.5mm motorized varifocal lens.

Situated: Front of building apex.

Covering: Front gate area.

- (2) Fit one Hik Vision DS-2CE56H0T-VPIT3ZE (5MP) EXIR vandal resistant dome camera with 40M infra red and a 2.7mm – 13.5mm motorized varifocal lens.

Situated: Outside main entrance door on porch, right side.

Covering: Side of building and windows from front gate area.

- (3) Fit one Hik Vision DS-2CE56H0T-VPIT3ZE (5MP) EXIR vandal resistant dome camera with 40M infra red and a 2.7mm – 13.5mm motorized varifocal lens.

Situated: Outside main entrance door on porch, left side.

Covering: Side of building, windows and rear fence area.

- (4) Fit one Hik Vision DS-2CE56H0T-VPIT3ZE (5MP) EXIR vandal resistant dome camera with 40M infra red and a 2.7mm – 13.5mm motorized varifocal lens.

Situated: On boiler room external wall.

Covering: Side of building and windows from front gate area.

## **Display Equipment**

On 18.5" LED Monitor to supplied and fitted alongside recording equipment.

## **Recording Equipment**

1 x Hik Vision DS-7208HUHI-K2/P 4TB 8 way DVR with 4 terabytes of hard-drive, to be installed in the Office. This comes complete with 8 POC ports to power cameras.

This will give approximately 29 Days of recorded footage at 25 frames per second per camera (Real Time) using the H265 Protocol for 4 cameras.

Note: This system will allow for further expansion.

## **Remote Viewing**

Remote viewing can be incorporated. Please contact Haven Security for a quote if required.

## **CCTV Information Signs**

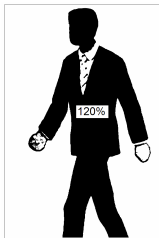
One warning sign, providing information compliant with the Data Protection Act, will be located at rear window

## **Definitions**

### 1. Typical light levels

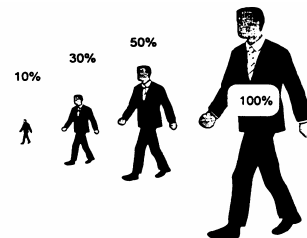
|   |                   |                           |                    |
|---|-------------------|---------------------------|--------------------|
| <i>Moonless, overcast night sky</i>     | <i>0.0001 lux</i> | <i>Well lit main road</i> | <i>10 lux</i>      |
| <i>Moonless, clear (i.e. starlight)</i> | <i>0.001 lux</i>  | <i>Stairs/Passages</i>    | <i>60 lux</i>      |
| <i>night sky</i>                        | <i>0.01 lux</i>   | <i>Offices/Retail</i>     | <i>250/500 lux</i> |
| <i>Quarter moonlight on a cloudless</i> | <i>1 lux</i>      | <i>Store Daylight</i>     | <i>10,000 lux</i>  |
| <i>night</i>                            | <i>4 lux</i>      | <i>Full sunlight</i>      | <i>100,000 lux</i> |
| <i>Deep twilight</i>                    |                   |                           |                    |
| <i>Twilight</i>                         |                   |                           |                    |

### 2. The image on the screen will be suitable for identification purposes when the subject occupies 120% of picture height.



Identification

For Detection of an intruder the image should be greater than 10% of the picture height. For Recognition greater than 50% and for monitoring movement, direction speed of people not less than 5% of picture height.



## **Additional Notes**

Where it is identified that images from cameras overlook private properties, and that there may be privacy issues, then images from the relevant cameras will be digitally 'masked' to exclude these areas.

The quality of images will be entirely dependent upon the standard of camera, image management and transmission methods used. Lower light levels at the time of viewing/recording and the distance the object is from the camera's point of focus will also reduce the level of definition. Where the user has identified a specific purpose for the images, then this should be made clear to the surveyor who will tailor the design to meet this need.

The manufacturer's Handbooks, appropriate to the user, will be supplied on handover of the system.

A site Log Book will be provided. This should be held where it will always be available to the visiting engineer.

An NSI Certificate of Compliance will be forwarded on receipt of payment.

Where a maintenance contract is entered into, annual preventive maintenance checks will normally be undertaken in the anniversary month of the handover of the system.

I hope the above meets with your requirements and approval, but should you have any queries, please do not hesitate to contact me.

Yours sincerely,

James Hollingdale  
Senior Engineer