Requirements Checklist:

Video Surveillance Camera

This checklist must be used in conjunction with the **Surveillance Solution Requirements Checklist**, which provides an overall definition of the requirement. A checklist must be completed for every camera required on the site.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Site details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Camera checklist number | | | | | | | | | | | | | | | **01** | | |
| Site / project name | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical address | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Floor | | |  | | | | | | | | Room | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location of camera | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | |
| Type of location | | | | Indoors | | | | | | | | | | | | |  | | | Outdoors | | | | | | | |  | | Office | | | | | | |  | Passageway | | | | | | | | | |  | | | | Public access | | | | |  |
|  | | | | Secure area | | | | | | | | | | | | | | |  | | | Other: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position of camera | | | | Doorway | | | | | | | | | |  | | | | Corridor | | | | | | | |  | | Room | | | | | | |  | | Other: | | | |  | | | | | | | | | | | | | | | | |
| Distance from control room / network room (metres) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| Surveillance requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | |
| What/who is to be observed? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the reason for the observation? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| When is the observation required? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What activities are to be observed? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Likelihood of activity occurring | | | | | | | | | | | | | | | | | | | | | Low | | | | | | | | | | | |  | | | Medium | | | | | | | | | |  | | | | High | | | | | | |  |
| Frequency of occurrence | | | | | | | | | | | | | | | | | | | | | Occasionally | | | | | | | | | | | |  | | | Regularly | | | | | | | | | |  | | | | Often | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Camera primary purpose (determines image quality) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | |
| Observation type required (SANS 10222): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Observation | | | | | | | | | | |  | | | | Detection | | | | | | | | | | | | |  | | | Recognition | | | | | | | | | | |  | | | Identification | | | | | | | | | | |  | |
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| Lighting conditions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | |
| Camera must function effectively in the following lighting: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Day | |  | | | Night | | | | | | | | | | | | | |  | | Natural | | | | | | | | | | |  | | Artificial | | | | | | | |  | | | All conditions | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technical requirements (camera capabilities) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | |
| Fixed lens | | |  | | | | Vari-focal lens | | | | | | | | | | | | | | | |  | | | Panoramic 180° | | | | | | | | | | |  | Panoramic 360° | | | | | | | | | | | | |  | | | Thermal | | |  |
| Pan Tilt Zoom (PTZ) | | | | | | | | |  | | | | Other: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Viewing distance (metres) | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Viewing angle/field of view (degrees) | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Special features:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tamper-proof | | | | | |  | | | | Vandal-proof | | | | | | | | | | | | | | |  | | | On-board audio (mic + spk) | | | | | | | | | | | | | | |  | | | | On-board LED light | | | | | | | | | |  |
| Licence plate recognition | | | | | | | | | | | |  | | | | Face recognition | | | | | | | | | | | |  | | | | Temperature screening | | | | | | | | | | | | | | |  | | | | Passive IR sensor | | | | | |  |
| On-board alarm | | |  | | | | I/O connectivity | | | | | | | | | | | | | | | | |  | | | Other: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Camera infrastructure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Click boxes to tick with ☑ | | | | | | | | |
| Camera mounting options: | | | | | | | | | | | | | | | | | | | | | Ceiling | | | | | | |  | | Wall | | | | | | |  | Pole | | | |  | | Other: | | | | | | | | |  | | | | |
| Network point at location? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Power over Ethernet available? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternative power at location? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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#### Notes

* The main/primary position must be identified for each PTZ camera, since image quality verification based on SANS 10222 can only be done for fixed PTZ positions.