

a user guide to a
BS8418 detector activated
remotely monitored CCTV system



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Introduction

BS8418 is the standard for detector activated remotely monitored CCTV systems in the UK. It was first published in 2003 and soon became endorsed by the Association of Chief Police Officers (ACPO) in their security systems policy and as such is the only recognised way of obtaining a Police URN for such CCTV systems.

BS8418 has undergone a review, which is a formal process that occurs every five years for a British Standard. This review is conducted with Industry key stakeholders, which includes BSIA, and takes account of advances in technology, experiences gained in the application of the standard and other influencing factors to make it a more useable and beneficial standard.

This user guide aims to give you an insight into the benefits of a remotely monitored detector activated CCTV system and highlights the considerations you should make prior to purchase. Such a system will in most cases, assist in deterring criminal acts BEFORE they occur.

Note: This guide is only an aide-memoir and does not replace any of the requirements of the standard. It is for general information only and does not and is not intended to constitute professional advice. No liability therefore can be accepted for reliance on this guide.

1. Purchasing a BS8418 system

1.1 Why do you want or need a BS8418 compliant CCTV system?

- A well-designed BS8418 system will enable the constant and efficient monitoring of your premises. The area of your premises protected by a BS8418 compliant system is known as the “secure area”.
- Having an approved BS8418 system provides the opportunity for you to have a Level One response from the Police or other responding authority.
- The system could potentially reduce your insurance liability.
- Such a system will reduce the risk of arson, theft and vandalism.
- Remotely monitored systems may also assist with other non-security applications such as safety operations or other site related control measures.
- You may wish to view the site remotely for your own purposes.

1.2 Operational requirements

It is important to identify the “operational requirement” of the system, i.e. what do you want the system to do? Some reasons you may be looking for a BS8418 system could include:

- To protect staff during the day and goods during the night.
- Most BS8418 systems are purchased to protect expensive goods, which are stored outside. These may include, for example: cars, lorries, trailers, or building products. They may also be needed to protect commodities such as cable, metals or equipments used for national infrastructure, railways etc.
- Can be used as a sole means to provide site security.
- Can be used as an enhancement to security guarding services and/or Intruder & hold-up alarm systems.

1.3 Selecting an installer

- Make sure you obtain quotes from at least three installation companies.
- We recommend you choose a member of the BSIA (www.bsia.co.uk).
- Choose an installer who is accredited to install BS8418 systems to ensure compliance with standards. Inspectorates providing accreditation would include the National Security Inspectorate (www.nsi.org.uk) & Security Systems and Alarms Inspection Board (www.ssaib.co.uk).
- Ask the installer for references from satisfied customers.
- Guidance in specifying a system can also be sought from a member of the BSIA Security Consultancies Section (www.bsia.co.uk).

1.4 Choosing a monitoring centre

- We recommend you choose a Remote Video response Centre (RVRC) to monitor the CCTV system, which is a member of the BSIA (www.bsia.co.uk).
- Ask the RVRC for references from satisfied customers.
- Choose a RVRC, which is accredited to monitor BS8418 systems to ensure compliance with standards. Inspectorates providing accreditation would include the National Security Inspectorate (www.nsi.org) and the Security Systems and Alarms Inspection Board (www.ssaib.co.uk). BSIA RVRCs are also accredited to ISO9001 quality management system requirements.
- The RVRC must comply with BS5979 (Code of practice for remote centres receiving signals from security systems) Category II requirements.
- Request a possible visit to your chosen RVRC to see a BS8418 system in operation.

2. Operating your BS8418 system

Note: Where applicable, the relevant clauses in British Standard 8418:2010 are indicated by the square brackets e.g. [4.2.2].

2.1 System design proposal [4.1]

A design proposal should be produced to meet the needs of the customer. As a minimum, this contains the following:

- Written details such as locations of cameras, detection equipment, lighting, control and signalling equipment.
- Drawing containing positions of the above devices in particular the expected fields of view.
- Services to be provided by the owner, such as mains electrical supplies, telephone points or lighting provision.

The design proposal should take account of the owner's needs as defined in the Operational requirements for the system. Subject to the design chosen, it may be necessary to obtain planning permission from the relevant local authority.

2.2 Detectors [4.2]

- Detection devices should be fit for purpose and suitable for the environment in which they are used.
- Detection should not overspill the boundary of the protected area.
- Detection should match or fall within the cameras field of view.

2.3 Camera equipment [4.3]

- Camera equipment should operate effectively in the lighting conditions on the site, to produce a useable image.
- The entry/exit route should be viewed by a fixed camera or a functional camera in its parked position.
- Wherever possible cameras should not overlook public areas.

2.4 Control and signaling equipment [4.5.6 & 4.5.8]

- Control equipment must be located in an area where access is restricted. Where possible this should be in an area that generates an alarm when the CCTV system is set.
- BS8418 systems require two signaling paths, each capable of providing images at the RVRC.

2.5 Lighting (illumination) [4.3.2]

- Good illumination of the camera's field of view is essential to ensure satisfactory operation of the system and monitoring service. Care should be taken to ensure illumination does not cause a nuisance to others.
- Care should be taken when choosing the type of illumination device to avoid lamps that have a "run up" time.
- Wherever possible illumination devices should not be directly facing cameras.

2.6 Audio challenge [4.4]

- Audio challenge capabilities are required to obtain a Unique Reference Number (URN) for Police attendance.
- In most cases where audio challenge is used, it encourages unwanted visitors to leave the site.
- Care should be taken to ensure the audio does not cause a nuisance to the local community.

2.7 Your (owner) responsibilities

- Staff access - the user should be fully trained in the use of the system, in particular the set and unset procedure. They should also understand the procedure if they deviate from the agreed entry route.
- Make sure you are available for the final commissioning / hand-over of the system so that you are aware of any outstanding issues that need to be addressed, and to ensure the system meets your requirements.
- Make sure you provide the following site documentation to the RVRC to ensure the system is acceptable for live monitoring: site address; installer details; site plan; operational schedule; response plan; user contact details; associated intruder alarm system information; inventory of CCTV equipment installed; and fault reporting procedure.
- Ensure sure you have a maintenance agreement in place to provide continued effective operation of the system and service you have purchased. This will be required to comply with BS8418 and make the system eligible for police response.
- You should walk test all detection devices and artificial illumination on a regular basis to ensure the system is functioning correctly in conjunction with the RVRC. Any faults should be reported to the maintainer / RVRC as soon as possible.
- Ensure all changes to the CCTV system configuration, site operation or environment are reported to the maintainer/RVRC.

Note: Operators of CCTV systems must comply with the legal requirements of the Data Protection Act 1998 (DPA). Failure to do so may result in legal action being taken.

Further information

Further information can be obtained from the following sources to ensure you make an informed decision when purchasing a BS8418 CCTV System and Monitoring Service:

- Your insurance company
- Your local crime reduction officer
- British Security Industry Association – www.bsia.co.uk
- National Security Inspectorate – www.nsi.org.uk
- Security Systems and Alarms Inspection Board – www.ssaib.co.uk
- Association of Chief Police Officer – www.acpo.police.uk
- The Association of British Insurers – www.abi.org.uk
- Clean Neighbourhoods and Environment Act 2005
- Information Commissioners Office – Information on CCTV
http://www.ico.gov.uk/for_the_public/topic_specific_guides/cctv.aspx
- Your local planning department