



MJC/NSI 002/10

5 March 2010

**To: All NSI Guarding Gold and Silver companies who are approved for CCTV Management and Operation**

Dear Colleague

**BS 7958:2009 Closed circuit television (CCTV) – Management and operation**

I am writing to make sure that all NSI companies who are approved for CCTV activities in accordance with BS 7958, are aware that there is an NSI Technical Bulletin No.0012 which gives guidance and clarification of NSI requirements for the implementation of BS 7958:2009.

BS 7958:2009 replaces BS 7958:2005 and companies approved to the 2005 edition now need to update to the 2009 edition if they wish to maintain NSI certification for the management and operation of CCTV.

The technical bulletin also confirms the transition time for the necessary updating i.e. existing approved companies have until the 31<sup>st</sup> March 2011 to address the necessary changes. New certificates to the 2009 edition will only be issued when it is verified that the necessary updating has been carried out and any certificates to the 2005 edition cease to be valid after the 31<sup>st</sup> March 2011.

Approved companies can download a copy of Technical Bulletin No. 0012 from the approved company area on the NSI website. Guidance on how to access the same and registration is given in annex A to this letter.

Please do not hesitate to contact me should you have any questions.

Yours sincerely

Mike Cresswell  
Compliance and Improvement Manager

Att: Annex A

## **ANNEX A**

### **HOW TO REGISTER TO USE THE APPROVED COMPANY AREA OF THE NSI WEBSITE**

#### **Step 1**

Go to the NSI website at [www.nsi.org.uk](http://www.nsi.org.uk) and click on "Approved Company Login", which is at the right hand side of the menu bar. This takes you to the next page.

#### **Step 2**

Go to the section called Approved Company Login and click on "Register". This takes you to the next page.

#### **Step 3**

Complete the Registration Request Form inserting a "Verification Password" (a password of your choice) at the bottom of the form.

#### **Step 4**

Check that the details you have given in the Registration Request Form are correct and then click on "Send request". For security reasons, NSI will then telephone you to confirm your chosen verification password. In due course, you will then receive an email from NSI giving you your unique Username and Password to enable you to gain access to the approved companies area of the website.

#### **Step 5**

After you have received your Username and Password via email, go to the NSI website at [www.nsi.org.uk](http://www.nsi.org.uk) and click on "Approved Company Login". This takes you to the next page.

#### **Step 6**

Go to the section called Sign In. Enter your Username and Password and then click on "Go". Click on "Click here to get to Gold Area". This takes you to the NSI Gold approved companies area of the NSI website.

#### **Step 7**

Click on "NACOSS Gold" in the centre column to choose a scheme. This takes you to the NACOSS Gold area.

#### **Step 8**

Looking at the horizontal menu, click on "Codes of Practice". Then click on "Code of Practice for the Design, Installation and Maintenance of CCTV Systems".

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