

MG/KL/NSI 025 17

29 November 2017

**To: All NSI NACOSS Gold and Systems Silver approved companies and applicants**

Dear Colleague,

**INTRODUCTION OF NSI CODE OF PRACTICE NCP 104 ISSUE 3**

I am pleased to announce the introduction of the third edition of NSI Code of Practice NCP 104 for the design, installation and maintenance of CCTV surveillance systems.

We have revised NCP 104 primarily to account for the withdrawal of BS EN 50132-7 and to bring the NSI Code into line with the application guidelines published in BS EN 62676-4:2015. The revision updates the technical terms used and includes requirements for specific design areas such as network security, detectors, video analysis, and audio and cabling, that are not covered in BS EN 62676-4:2015.

The new NCP 104 provides a structured approach to the delivery of CCTV surveillance systems beginning with the development of a User Requirement (UR), which is based on a risk assessment and survey of the proposed site and any operational needs specific to the user. The UR is the basis for the design and validation of the installed system and also captures user training requirements and ongoing maintenance activities.

The benefits to your customers are:

- User requirements documented and agreed
- System design addresses the user requirements
- Validation and testing of the system
- Appropriate user training
- Defined maintenance requirements

A copy of NCP 104 Issue 3 can be obtained from the secure log-in area of the NSI website along with a copy of NSI Technical Bulletin 0041, which provides further guidance on the application of NCP 104. Additionally, a worked example of the documentation for a small CCTV system will be placed in the model documentation section of NACOSS Gold and Systems Silver.

Although based on the structure and content of BS EN 62676-4:2015, it is important to note that NCP 104 Issue 3 omits a number of requirements in the BS EN, including those relating to the grading of CCTV systems and certain aspects of image quality testing. Therefore compliance to NCP 104 cannot be used to claim compliance to BS EN 62676-4:2015 or any of the other documents in the BS EN 62676 series.

You may install CCTV systems complying with NCP 104 Issue 3 as soon as you wish. However, NCP 104 Issue 2 will be withdrawn from use on 30 April 2019 and all contracts entered into from 1 May 2019 will need to comply with the requirements of NCP 104 Issue 3. Your documentation will need to indicate the issue of NCP 104 the system is installed to.

The introduction of NCP 104 Issue 3 does not affect the implementation of remote monitored CCTV systems to BS 8418, which is a separate standard.

We intend to promote the benefits of NCP 104 on our website and at future events in 2018 such as the NSI Summit and IFSEC.

If you have any questions or queries, please do not hesitate to contact me.

Yours sincerely,



**Mark Gallagher**

Technical Officer

DDI: +44 (0) 1628 764857

Email: [mark.gallagher@nsi.org.uk](mailto:mark.gallagher@nsi.org.uk)