



Control Room Documentation

This suite of CCTV control room management documentation is a complete solution to compliance, evidence and all common issues relating to the day to day management of CCTV Schemes.

This professionally designed range of documentation is available as a complete package including audit, implementation and staff training or as individual items.

Documentation available:

- Video Print Log
- Record Archive Log
- Witness Statements
- Contemporaneous Observation Log
- Daily Incident Report
- Operator Duty Log
- Recording Equipment Check Log
- Hard Drive Tracking Log
- Duplicate Disc Tracking Log
- Repairs & Maintenance Log
- Public Information Sheets
- Visitor Viewing Log
- Covert Scheme Approval Log
- CCTV Policy Document



CCTV Compliance & Forensic Specialist

For further information and pricing speak to your preferred CCTV supplier or go to: www.vmscctv.co.uk

Control Room Documentation

Part No.		Pricing Ex VAT & Delivery
CD-VP2-0	Video Print Log - Video Prints are treated as controlled information and given Unique Reference Numbers thereby creating an effective audit trail from creation to final destruction. 50 Pages.	£45.00
CD-RAL2-0	Record Archive Log - For logging the use of VHS tape. 40 Pages.	£35.00
CD-WS2-0	Witness Statements - This pro-forma declares information relevant to the management of the scheme and accompanies evidence when submitted to Court. 50 Pages.	£35.00
CD-COL2-0	Contemporaneous Observation Log - Incidents are described as they occur and operators log on and off observation shifts ensuring effective transfer of knowledge between operators. This log may later be produced in Court. 100 Pages.	£50.00
CD-DIR2-0	Daily Incident Report - Incidents are categorised on a daily basis thereby creating data by which the efficacy of the scheme may be measured and stated in an annual report. 50 Pages.	£35.00
CD-CL2-0	Operator Duty Log - Operators sign on and off duty. 50 Pages.	£35.00
CD-REC2-0	Recording Equipment Check Log - Time and Date and Recording Playback quality is logged on a daily basis. 50 Pages.	£35.00
CD-HDTL2-0	Hard Drive Tracking Log - Information recorded on Hard Drives/DVR's is treated as controlled information and logged on and off site in a form that enables effective audit. 50 Pages.	£45.00
CD-DDIL2-0CD	Duplicate CD Disc Tracking Log - Duplicates of incidents can be produced, logged & tracked. 25 serially numbered CDs & 25 pages.	£65.00
CD-DDIL2-0DVD	Duplicate DVD Disc Tracking Log - Duplicates of incidents can be produced, logged & tracked. 25 serially numbered DVDs & 25 pages.	£77.00
CD-CRL2-0	Camcorder Recording Log - Pack contains 50 serially numbered Mini DVDs with corresponding documentation.	£118.00
CD-RM2-0	Repairs & Maintenance Log - System faults and routine maintenance are logged and tracked from initial report through to completion. 50 Pages.	£35.00
CD-PI2-0	Public Information Sheets - A pro-forma information sheet providing members of the public with information, relating to CCTV Schemes, that they are entitled access to under the terms of The Data Protection Act. 50 Pages.	£35.00
CD-VVL2-0	Visitor Viewing Log - Individuals (Law Enforcement Agencies etc) authorised under the terms of the Code of Practice sign a Confidentiality Agreement before being allowed to view recorded information. 50 Pages.	£40.00
CD-CSA2-0	Coverf Scheme Approval Log - The purpose of this document is to document the cause, justification, purpose, proposed term, review routine and ultimate decommissioning of the surveillance. 50 Pages.	£35.00
DPD2008	CCTV Policy Document - Supplied as a draft Word document on CD. This easy to understand document needs only simple editing to fit the users specific requirements. Linked to standard documentation shown here. This achieves an efficient, simply audited, management system.	£200.00