

Court Recording Systems

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 04/02/2008						
1	Check the installation against records, record and report any discrepancy found				Y	
2	Test all functions of the operator's console equipment, microphone mixer, amplifier and record/playback machines				Y	
3	Check audio levels and audio quality for all equipment				Y	
4	Check operation of all microphones and headsets and condition of connectors and cords				Y	
5	Check the operation of all controls, VU meters, LEDs and lamps				Y	
6	Clean and check all record/playback machines				Y	
7	Clean and check tape guides and heads on record/playback machines				Y	
8	Check all record/playback machines for worn mechanical parts, deterioration of drive belts and mechanical noise				Y	
9	Visually inspect the condition of all equipment for damaged, stressed or heated components				Y	
10	Check all equipment for proper ventilation				Y	
11	Check all court recording equipment and service it in accordance with the recommended procedures of the manufacturer				Y	
12	Inspect all visible wiring and ducts				Y	
13	Record each visit and obtain client signature				Y	
14	Maintain a client's log book				Y	

Special Comments and Technical Data

*SPECIALIST CONTRACTOR REQUIRED FOR THIS TYPE OF WORK.
D SERVICE ANNUAL

Disclaimer -This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia
Department of Planning,
Transport and Infrastructure

Download Date: 04/11/2021

Conditions of Use

A TDS should be used as a generic guide for Facilities Management Service Providers (FMSP) to deliver Facilities Maintenance Services, specifically Preventative Maintenance in accordance with the DPTI [Agency Work Procedure Manual](#).

Users of a TDS should familiarise themselves with the following **Conditions of Use**:

1. You use the information and data contained in any TDS published by DPTI at your sole risk. DPTI-AGFMA does not have the expertise to provide complete or accurate technical data schedules and provides these technical data sheets merely as a starting point and/or guide.
2. If you rely on the information in a TDS you are responsible for ensuring, by independent verification, its accuracy, currency and completeness. DPTI cannot guarantee that the information contained in a TDS meets the standards or requirements of legislative requirements.
3. A TDS is not an exhaustive list of tasks or obligations that may be required and is generally generic in nature. DPTI does not oblige the user of a TDS to rely on it to the exclusion of other sources of information. For example, manufacturer's requirements may need to be followed for additional and / or alternative tasks and for additional and / or alternative servicing frequencies. You should always check the primary source of information such as the Australian Standards, manufacturer's specifications, legislation and other standards before undertaking any work to which a schedule may apply.
4. You must apply appropriate risk management principles and carry out all tasks in accordance with obligations under the [Work Health and Safety Act 2012](#).
5. You must not use a TDS unless you meet the specific competency requirements for preventative maintenance servicing works and are capable of applying the TDS to your trade or area of expertise. A TDS is only to be used by people who are specifically instructed by DPTI to use them and only for work undertaken in South Australia.
6. DPTI, its agents, instrumentalities, officers and employees make no representations, express or implied, as to the accuracy of the information, the data contained in a TDS or the suitability of a TDS for a particular purpose.
7. DPTI does not provide legal advice. DPTI accepts no liability, howsoever arising, for any loss resulting from the use of a TDS and any information or data or reliance placed on them.
8. DPTI may change information and data in a TDS without notice.
9. DPTI may revise this disclaimer at any time by updating these Conditions of Use.