

Access Control System

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 04/09/2020						
1	Inspect the installation against the system's records, record and report any discrepancies or undocumented alterations to the FMSP.			Y	Y	
2	Inspect the inbuilt diagnostics and history file for any error and fault messages and investigate the cause. Rectify any device malfunctions or failures and report any system deficiencies to the FMSP.			Y	Y	
3	Inspect and test the operation of all peripheral devices to confirm that alarms are registering correctly at the operator station.			Y	Y	
4	Confirm the operation of all control equipment and software.			Y	Y	
5	Inspect and test the operation of every audible, visual alarm and warning device.			Y	Y	
6	Confirm the operation of all activating outputs which respond to an alarm condition.			Y	Y	
7	Confirm, in co-operation with the monitoring station, the operation of any communication equipment.			Y	Y	
8	Confirm with the FMSP or the FMSP security officer, the operation of the card / fob programming system and / or software.			Y	Y	
9	Test and record the charger output voltage to the battery and confirm that it is correct for the battery type. Report any discrepancies to the FMSP.			Y	Y	
10	Battery (system panel): a) Inspect the terminals for tightness, cleanliness and corrosion. b) Replace any blown or corroded fuses. c) Inspect the enclosure for cleanliness and corrosion. d) Replace the batteries at the frequency recommended by the manufacturer or when required. e) Confirm the system voltage under full load conditions with the mains supply OFF for no less than 10 minutes or the site specific backup duration. f) Ensure that the output under such conditions of all standby batteries and power supplies is not less than 95 percent of rated voltage for the duration of the test. Replace the battery with an equivalent or larger battery as appropriate if the test failed. g) Replace the battery if the system is indicating a low battery status. If the battery is replaced, mark the date in a durable marker on the replacement in a suitable location (on the battery or the container).			Y	Y	
11	For microprocessor-based systems: a) On-board batteries: replace at the frequency recommended by the manufacturer or when required. b) Check the clock setting.			Y	Y	
12	Inspect the condition of all equipment and accessories for damaged, stressed or heated components. Replace any equipment and accessories that are in poor condition. Clean any accumulation of dust and debris from panels and control equipment.			Y	Y	
13	Inspect all equipment and accessories for evidence of tampering. Notify the FMSP of			Y	Y	

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



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	any evidence of tampering.					
14	Inspect all visible wiring, conduits, connectors and manual interfaces for damage. Replace any damaged wiring.			Y	Y	
15	Inspect all equipment and equipment enclosures for proper ventilation. Notify the FMSP of any equipment with inadequate ventilation and seek approval to rectify the problem.			Y	Y	
16	Ensure all switches are set to normal position, mains power is on and connected to system.			Y	Y	
17	For microprocessor-based systems, save set-up and operational parameters on a back-up device (e.g. USB drive or CD).			Y	Y	
18	Amend the access program to reflect changes due to public holidays falling over the next 12 month period, also include any operational changes requested by the site for the same period.			Y	Y	
19	Review the software and firmware versions for all equipment and if required, provide recommendations to the FMSP prior to undertaking any updates.			Y	Y	
20	After completion of the service ensure the full operation of the Access Control System is restored.			Y	Y	
21	Ensure that all emergency service contact information is up to date. Record the results in the logbook and submit a complete customer service report to the FMSP.			Y	Y	

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Special Comments and Technical Data

C SERVICE 6 MONTHLY (THIS SERVICE MAY NOT BE NECESSARY IF REMOTE DIAGNOSTICS ARE AVAILABLE).
D SERVICE ANNUAL.

SERVICE ACTIVITIES AND FREQUENCIES MAY VARY DEPENDING ON THE MANUFACTURER'S RECOMMENDATIONS AND SITE CONDITIONS.

A SYSTEM RECORD IS TO BE PROVIDED TO RECORD ALL SYSTEMS MALFUNCTIONS, MAINTENANCE ACTIONS AND DETAILS OF ANY MODIFICATIONS OR ADDITIONS TO THE ACCESS CONTROL SYSTEM.

BEFORE ANY TESTS ARE CARRIED OUT, NOTIFY THE MONITORING STATION.
DO NOT DISCONNECT, BRIDGE OR REMOVE ANY DEVICE WITHOUT NOTIFYING THE SITE REPRESENTATIVE, MONITORING STATION & RECORDING IT IN THE LOGBOOK / CUSTOMER SERVICE REPORT WITH THE EXACT REASONS.

A SPECIALIST ELECTRONICS SUB-CONTRACTOR IS REQUIRED FOR THIS SERVICE WHO IS COMPETENT AND LICENCED (WHERE APPLICABLE) TO UNDERTAKE THE SERVICE FOR THE SPECIFIC SYSTEM AND CONFIGURATION.

APPLICABLE LEGISLATION AND STANDARDS: WH&S REGULATIONS, AS IEC 60839.11.2.

FOR Combined Security, Fire, Duress and Access Control SYSTEMS REFER TO TDS ET45.

FOR Combined Security, Duress, Access Control Systems REFER TO TDS ET65.

FOR Access Control System (KABA) SYSTEMS REFER TO TDS ET69.

FOR Access Control System (SALTO) SYSTEMS REFER TO TDS ET71.

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