

Combined Security, Fire, Duress and Access Control

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 05/03/2020						
1	CONTROL MODULE, ACCESS CONTROL MODULES, ZONE INPUT MODULES (Activities 1 - 13):				Y	Y
2	Test the comms link for general operation to the Central Monitoring Station in cooperation with Central Monitoring Station.				Y	Y
3	Ensure all access control and zone input modules are communicating to the master control panel.				Y	Y
4	Check LAN integrity and ensure LAN voltages meet the equipment specification.				Y	Y
5	Check LAN terminators are operational and installed where applicable.				Y	Y
6	Check tamper switches on all modules.				Y	Y
7	Check all visible wiring, conduits, connectors and manual interfaces for damage.				Y	Y
8	Check internal conditions of equipment enclosures for damaged, heated and stressed components. Clean inside the enclosures where necessary.				Y	Y
9	Check the operation of all module PCB indicator lights.				Y	Y
10	Check the operation of all audible and visual alarm devices both external and internal to site that are connected to any module.				Y	Y
11	Check the operation of all system inputs to each module as required.				Y	Y
12	Check if any input or output devices have been disabled. Report findings to the FMSP.				Y	Y
13	Check the operation of all relays and ancillary control equipment.				Y	Y
14	BATTERIES: a) Record the charger output voltage to battery for each module. b) Record the voltage under full load conditions with mains supply OFF after a minimum of 10 minutes. If the operating voltage is less than 90% of the rated voltage or fails the test, report this to the FMSP. c) Check the battery terminals for tightness, cleanliness and corrosion.				Y	Y
15	CODE PADS (Activities 15 - 20):				Y	Y
16	Check that the code pad is set to display alarms as per site requirements.				Y	Y
17	Clean the code pad if necessary.				Y	Y
18	Check the operation of the indicator lights and the alpha numeric display.				Y	Y
19	Report any damaged touch pads to the FMSP.				Y	Y
20	Check that the code pad enclosure is securely fastened to the wall.				Y	Y
21	ALL ALARM INPUT DEVICES (Activities 21 - 23) - If applicable:				Y	Y
22	a) Test the operation of each detection device and record its response. Compare against the published device performance. b) Clean the detection devices if necessary. c) Record and report each detection device that fails to meet the published data				Y	Y

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	performance.					
23	Confirm the operation with the Central Monitoring Station.				Y	Y
24	DURESS ALARMS - If applicable: a) Check the operation back to the monitoring station. b) Check the TX battery and replace if necessary.				Y	Y
25	SMOKE AND THERMAL DETECTORS - If applicable: a) Inspect all alarms for any condition that may adversely affect the operation e.g. paint or dust and clean if necessary in accordance with the manufacturer's instructions. b) Inspect all alarms to ensure that any required 'battery missing indicator' has not operated. c) Check that the mains power 'ON' indicator is illuminated. d) Activate the alarm test function and check for correct activation of the audible indication. e) Where other sensory warning devices are used as alarm-indicating devices, inspect all devices to ensure that they are in place. f) Disconnect the detector and confirm the fault / tamper alarm is registered at the appropriate alarm facility.			Y	Y	Y
26	SMOKE AND THERMAL DETECTORS - If applicable: a) Where alarms are inter-connected, test that the activation of each alarm operates the audible alarm indication in other alarms. b) SMOKE ALARMS: Test all the alarms in accordance with the manufacturer's instruction. c) THERMAL ALARMS: Test all the alarms in accordance with the manufacturer's instructions. d) Where other sensory warning devices are used as alarm-indicating devices, test all devices to ensure that they are functioning correctly. e) Check the manufacturer's requirements for battery replacement and replace the battery if required. f) Report the required replacement for smoke alarms and thermal alarms to the FMSP prior to the service life date being exceeded.				Y	Y
27	HARDWIRED ACCESS CONTROL DEVICES (Activities 27 - 33) - If applicable:				Y	Y
28	Inspect clean and check the operation of all electronic door locking devices.				Y	Y
29	Inspect, clean and check the operation of all access input devices e.g. proximity card readers, swipe card readers etc.				Y	Y
30	Ensure any 'forced' door alarms, tongue sense inputs, reed switch inputs, egress buttons and glass break inputs are operational and appropriately programmed as per site requirements.				Y	Y
31	Inspect and test all 'request to exit' buttons for operation, cable retention and any signs of tampering.				Y	Y

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32	SALTO/KABA (OR SIMILAR) INTEGRATED COMPONENTS: Refer to TDS ET31 for relevant servicing activities. However, advise the FMSP of any evident malfunctions or concerns.				Y	Y
33	Record and report each device that fails to meet the published data performance to the FMSP.				Y	Y
34	SYSTEM GENERAL (Activities 34 - 38):				Y	Y
35	ALTERATIONS AND DOCUMENTATION: a) Check the actual site locations and spacings of the components e.g. detectors, control equipment etc. against the drawings and records. Record and report any discrepancies to the FMSP. b) Check the clearances near the detection devices and report any obstructions that impede the operation or effectiveness of the devices to the FMSP. c) Check for any building alterations, changes in the environment or utilisation of the areas which would require modifications to the system. Advise the FMSP of any concerns. d) Drawings are to be updated annually and issued to the FMSP with the revision column (date, item and signature) completed. The FMSP is to be advised if there are no changes.				Y	Y
36	Check and re-set the system date and time if required.				Y	Y
37	Where applicable, back-up the system database / configuration to a back-up disc / storage device.				Y	Y
38	a) Ensure that any switches are set to the normal position. b) Ensure mains power is on and connected. c) Ensure the back-up battery is connected to the system.				Y	Y
39	DURESS ALARMS: Check the TX battery against the manufacturer's recommended replacement timeframe and report any replacement requirements to the FMSP.					Y
40	Record all results in the customer service report e.g.: a) Maintenance reports. b) Detector changes. c) Reports of failures and discrepancies. d) Operating voltages. e) Disabled alarm zones. f) Battery changes. g) References to any alterations - see activity 35 above.			Y	Y	Y

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Special Comments and Technical Data

C SERVICE 6 MONTHLY (SMOKE ALARMS AND THERMAL DETECTORS). FOR SYSTEMS NOT CONNECTED TO SECURITY AND FIRE INDICATOR PANEL (FIRE SYSTEMS) THIS MAY BE DONE BY SITE.

D SERVICE ANNUALLY .

E SERVICE 3 YEARLY (DEFAULT) - TO MANUFACTURER'S INSTRUCTIONS.

THE SERVICING ACTIVITIES AND FREQUENCIES PROVIDED ABOVE ARE A GENERIC GUIDELINE ONLY.

THE PREVENTATIVE MAINTENANCE SERVICING IS TO BE DONE BY A SPECIALIST ELECTRONICS SUB-CONTRACTOR WITH AN ENDORSEMENT BY THE SECURITY SYSTEM MANUFACTURER/S TO WORK ON THEIR SYSTEM/S. THE SERVICE IS TO BE DONE IN ACCORDANCE WITH REGULATORY REQUIREMENTS, STANDARDS, AND THE MANUFACTURER'S REQUIREMENTS WITH CONSIDERATION TO THE SITE INSTALLATION AND CONDITIONS.

IF UPDATES TO THE MANAGEMENT SOFTWARE SHOULD BE INSTALLED OBTAIN THE FMSP'S APPROVAL. PROVIDE ANY ADVICE REGARDING POTENTIAL DISRUPTIONS, CONFLICTS ETC.

BEFORE ANY TESTS ARE CARRIED OUT NOTIFY THE CENTRAL MONITORING STATION.

DO NOT DISCONNECT, BRIDGE OR REMOVE ANY DEVICE WITHOUT NOTIFYING THE AGENCY'S REPRESENTATIVE, FMSP AND MONITORING STATION AND ENTERING IT INTO THE CUSTOMER SERVICE REPORT WITH CLEAR REASONS FOR THE ACTION.

NOTE: USE THIS TDS WHERE FIRE ALARMS ARE NOT MONITORED BY THE MFS. WHERE FIRE ALARMS ARE MONITORED BY THE MFS USE F16 AND ET65.

APPLICABLE LEGISLATION AND STANDARDS: WH&S REGULATIONS, MINISTERIAL BUILDING STANDARDS MBS 002 - maintaining the performance of essential safety provisions, AS1851, AS3000.

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