

Security Control System - INET Type

Last Issue Date: 07/10/2020		Type Of Service				
Activity		A	B	C	D	E
1	CCTV: Confirm that the documentation corresponds with actual site locations of all CCTV equipment. Report on the extent of any discrepancies and if evident, update the documentation and provide to the FMSP.				Y	
2	Review the CCTV installation and confirm that the purpose and objectives are still valid for the site. Notify the FMSP in writing of any recommended alterations.				Y	
3	Confirm that video camera/s are fully operational and rectify any issues identified.		Y	Y	Y	
4	Confirm the CCTV camera Pan / Tilt / Zoom operations where applicable. Rectify any issues identified.		Y	Y	Y	
5	Inspect all CCTV camera connectors and controls for damage. Rectify any issues identified.		Y	Y	Y	
6	Check video camera/s for proper ventilation. Clean any dust and debris from ventilation openings.		Y	Y	Y	
7	Test and record the output voltages of CCTV system power supplies. Replace any faulty equipment.		Y	Y	Y	
8	Confirm that all CCTV system receiver / drivers are operating correctly. Replace any faulty equipment.		Y	Y	Y	
9	Clean domes, lenses, housing windows and interior of housing.		Y	Y	Y	
10	Verify DVR recording on all channels. Notify the FMSP of any DVR operational issues or failures.		Y	Y	Y	
11	ACCESS CONTROL, SECURITY & DURESS SYSTEM EQUIPMENT: Confirm the operation of all access control audible and visual alarm devices. Rectify any issues and record any modifications in the logbook.			Y	Y	
12	Inspect door locks for alignment / operation / heat / diode / terminations & alignment. Rectify any issues identified.			Y	Y	
13	Inspect card readers for tampering / operation / integrity and verify readings. Notify the FMSP in writing of any evidence of tampering observed. Rectify any issues identified.			Y	Y	
14	Confirm the operation of all access control read switches and motion detectors. Rectify any issues identified.			Y	Y	
15	Test the operation and integrity of duress alarms and push buttons. Rectify any issues identified.			Y	Y	
16	Test the operation of HLI inputs received from the Building Management System. Notify the FMSP of any interface issues.			Y	Y	
17	If applicable, test and verify the operation of the pager alarms through the access control system.			Y	Y	
18	Backup the system.			Y	Y	

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Department of Planning,  
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19	Backup the user data.			Y	Y	
20	Backup the user reports.			Y	Y	
21	Check the inlet against records and report and record any discrepancies. Rectify any issues identified.			Y	Y	
22	Test the access control system communications links and verify that they are operational. Rectify any issues identified.			Y	Y	
23	Test the operation of all additional access control equipment and accessories. Rectify any issues identified.			Y	Y	
24	Verify the operations of diagnostic LEDs on circuit boards. Replace any faulty circuit boards.			Y	Y	
25	Confirm that the system resumes normal operation upon restoration of power after a simulated power failure on the control panel.			Y	Y	
26	Confirm the system's memory retention once restored after a simulated power. Notify the FMSP of any major equipment failures and rectify issues where possible.			Y	Y	
27	Inspect connections and confirm that there is good electrical contact between terminals on all LAN and Field devices.				Y	
28	Confirm that the system power supply voltage is adequate. Replace any faulty power supplies.				Y	
29	Inspect the system power supplies for heat build-up and identify the cause if evidence is present. Rectify any issues.				Y	
30	<p>POWER SUPPLY AND STANDBY BATTERY SYSTEM:</p> <p>a) Test and record the charger output voltage to the battery for each module. Confirm that the charger voltage is correct for the battery type. Report any discrepancies to the FMSP.</p> <p>b) Replace the battery if the system is indicating a low battery status.</p> <p>c) 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.</p> <p>d) 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 is failed.</p> <p>e) Inspect the battery terminals for tightness, cleanliness and corrosion.</p> <p>f) Replace any blown or corroded fuses.</p> <p>g) Replace the batteries at the frequency recommended by the manufacturer or as required from the testing and inspection.</p> <p>h) Inspect the battery enclosure for signs of corrosion and replace if necessary. Clean the enclosure from any dust / dirt accumulation.</p> <p>Note: If the battery is replaced, mark the date in a suitable location (battery or container).</p>				Y	

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31	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	Y	

**Special Comments and Technical Data**

B SERVICE 3 MONTHLY (THIS SERVICE MAY NOT BE NECESSARY IF REMOTE DIAGNOSTICS ARE AVAILABLE.)  
 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 MANUFACTURER'S RECOMMENDATIONS AND SITE CONDITIONS.

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

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

APPLICABLE LEGISLATION AND STANDARDS: WH&S REGULATIONS, AS2201.1, AS4806.1, AS4806.2, AS/NZS IEC60839.11.2.

FOR Combined Security, Fire, Duress and Access Control SYSTEMS REFER TO TDS ET45.  
 FOR Combined Security, Duress, Access Control Systems REFER TO TDS ET65.

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