

Combined Security, Duress, Access Control Systems

Last Issue Date: 07/10/2020		Type Of Service				
Activity		A	B	C	D	E
1	CONTROL MODULE, ACCESS CONTROL MODULES AND ZONE INPUT MODULES (Activities 1-14):			Y	Y	
2	Test the communications link for general operation to the Central Monitoring Station in co-operation with the 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 the LAN integrity and ensure LAN voltages meet the equipment specification.			Y	Y	
5	Confirm the LAN terminators are operational and installed where applicable.			Y	Y	
6	Inspect the tamper switches on all modules and confirm operation.			Y	Y	
7	Inspect all visible wiring, conduits, connectors and manual interfaces for damage. Replace any damaged components.			Y	Y	
8	Inspect the internal conditions of equipment enclosures for damaged, heated and stressed components. Clean any accumulation of dust and debris from the panels and control equipment. Rectify any issues identified.			Y	Y	
9	Confirm the operation of all module PCB indicator lights. Replace any faulty lights or modules.			Y	Y	
10	Confirm the operation of all audible and visual alarm devices both external and internal to site that are connected to any module. Rectify any issues and record any modifications in the logbook.			Y	Y	
11	Confirm the operation of all system inputs to each module as required. Rectify any issues identified.			Y	Y	
12	Check if any input or output devices have been disabled, if so, report findings to the FMSP.			Y	Y	
13	Confirm the operation of all relays and ancillary control equipment. Replace any faulty equipment.			Y	Y	
14	<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>			Y	Y	

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	g) Replace the batteries at the frequency recommended by the manufacturer or as required from the testing and inspection. h) Inspect the battery enclosure for signs of corrosion and replace if necessary. Clean the enclosure from any dust / dirt accumulation. Note: If the battery is replaced, mark the date in a suitable location (battery or container).					
15	CODE PADS (Activities 15-20):			Y	Y	
16	Confirm that the code pad is set to display alarms as per site requirements and reprogram as necessary.			Y	Y	
17	Clean the code pads as required.			Y	Y	
18	Confirm the operation of indicator lights and alpha numeric display. Rectify any issues identified.			Y	Y	
19	Replace damaged touch pads.			Y	Y	
20	Confirm that the code pad enclosure is securely fastened to wall. Rectify any issues identified.			Y	Y	
21	ALL ALARM INPUT DEVICES (Activities 21-27):			Y	Y	
22	Check the clearance near the detection device and report any obstructions that impede the operation of the device. Seek approval from the FMSP to remove the obstructions where appropriate.			Y	Y	
23	Clean the detection devices where necessary.			Y	Y	
24	Test the operation of each detection device and record its response. Compare against the published device performance and replace if faulty.			Y	Y	
25	Confirm that all alarms / events are being correctly received at the Central Monitoring Station. Rectify any issues identified.			Y	Y	
26	Inspect the installation against records, record and report any discrepancies to the FMSP.			Y	Y	
27	DURESS ALARMS: a) Confirm the operation back to monitoring station. b) Check the TX battery voltage (if applicable) and replace if necessary and at an interval no greater than 3 years. If the battery is replaced, mark the date in a suitable location (battery or container).			Y	Y	
28	ACCESS CONTROL DEVICES (Activities 28-32):			Y	Y	
29	Inspect, clean and confirm the operation of all electronic door locking devices.			Y	Y	
30	Inspect, clean and check the operation of all access input devices e.g. proximity card readers, swipe card readers etc.			Y	Y	
31	Ensure any forced door, tongue sense, reed switch, egress, glass break inputs are			Y	Y	

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	operational and appropriately programmed as per the site requirements.					
32	Record and report to the FMSP each device that fails to meet published data performance and replace if faulty.			Y	Y	
33	SYSTEM GENERAL (Activities 33-42):			Y	Y	
34	Check for any building alterations, changes in the environment or utilisation of the protected area which would require modifications to the system. Notify the FMSP in writing of any modifications that may be required.			Y	Y	
35	Inspect all equipment and accessories for evidence of tampering. Notify the FMSP in writing of any evidence of tampering observed.			Y	Y	
36	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	
37	Confirm that the documentation corresponds with the actual site locations of all detectors and control equipment. Report on the extent of any discrepancies and provide a neat, hand marked-up drawing of the alterations to the FMSP.			Y	Y	
38	Check and reset the system date and time if required. Amend the access program to reflect changes due to public holidays falling over the next 12 months. Also include any operational changes requested by the site for the same period.			Y	Y	
39	Review the software and firmware versions for all equipment and if required, provide recommendations to the FMSP prior to undertaking any updates.			Y	Y	
40	Where applicable, backup the system data base / configuration to back-up disc / USB drive.			Y	Y	
41	Upon completion of the service ensure: a) Ensure that any switches are set to normal position. b) Mains power is on and connected. c) The backup battery is connected to the system. d) Ensure that all emergency service contact information is up to date. And: e) Reset the panel/s and make sure all zones are active.			Y	Y	
42	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.

DEPENDING ON THE REQUIREMENTS OF THE SITE, THE SYSTEM MAY NEED TO BE OPERATED IN A DEGRADED MODE DURING MAINTENANCE ACTIVITIES.

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 SYSTEMS AND CONFIGURATIONS.

APPLICABLE LEGISLATION AND STANDARDS: WH&S REGULATIONS, AS2201.1, AS IEC 60839.11.2.

FOR Access Control System REFER TO TDS ET31.

FOR Combined Fire & Security Detection Systems REFER TO TDS ET39.

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

FOR Security Control System - INET Type SYSTEMS REFER TO TDS ET64.

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

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

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