

Document Code: **DOC-COMM.DET**  
 Revision: 5 (2019.08.08)

Date: \_\_\_\_ 2019. \_\_\_\_

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## SECURITY SYSTEM COMMISSIONING DETAILS FORM

### SITE / CLIENT DETAILS

Site Name:	Site No: (03) (03)	
Site Address:		
Postal Address:		
Melways Reference:	Cross Street:	
Contact Name:	Contact Number:	
Contact Email:		
Control Room Code:	Prim:	Sec:

### PANEL DETAILS

Panel Type:				Panel Location:			
Power Location:				Keypad Location(s):			
Panel Phone Number:				Expander Location(s):			
Area 1 Name:				Area 2 Name:			
GSM/IP/Push Notifications/Dialer:				Test Reports:		Time:	
GSM Polling Interval:				GSM Serial Number:			
Zone #	Type	Description	Area	Zone #	Type	Description	Area
1				9			
2				10			
3				11			
4				12			
5				13			
6				14			
7				15			
8				16			

### SCHEDULED ARMING (CLOSE) / DISARMING (OPEN) TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ALARM OFF							
ALARM ON							
Special Comments / Considerations: (Public Holiday Hours)							

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### POST SECURITY CONTACT DETAILS

All emergency contacts are encouraged to hold keys. Please advise *Security Strategies* immediately if this list changes.

A voice code can be a single word or phrase. It is to identify the person to the operator in our Control Room.

#	Contact Name	Voice Code	Phone Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### REPORTING DETAILS

O/C:	Daily / Weekly Test:	Battery Test:
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### KEY INFORMATION

Are keys to be held for alarm response purposes?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are keys to be held for emergency purposes? (Fire Alarm / Duress / Panic / Hold Up / Requested Response)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Key #	Type or Description of Key
1	
2	
3	

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### EVENT ACTIONING DETAILS

#### Part A: Intruder Alarm Activation Response (Tick One Only)

- ☐ Contact premises, if no answer call post security contacts, if no answer or contact authorises patrol, send patrol – charges apply
- ☐ Contact premises, if no answer call post security contacts, if no answer DO NOT send patrol
- ☐ Contact post security contacts, if no answer or contact authorises patrol, send patrol – charges apply
- ☐ Contact post security contacts, if no answer DO NOT send patrol
- ☐ Contact post security contacts only between 07:00 – 22:00. All other times send patrol – charges apply
- ☐ Dispatch Patrol Guard at time of event and notify client ONLY if confirmed break and enter – charges apply

#### Part B: Fire Alarm Response: (Tick One Only)

- ☐ Call premises, if no answer call post security contacts, if no answer or contact authorises patrol, send patrol – charges apply
  - ☐ Call premises and post security contacts for authorisation to send Fire Brigade – charges apply
- (Fire Brigade will only be notified if an authorised voice code holder confirms that they wish for the Fire Brigade to be notified)
- ☐ N/A

#### Part C: Duress / Holdup Response: (Tick One Only)

- ☐ Call premises, if no answer call post security contacts
- ☐ Call premises, if no answer call post security contacts, if no answer advice police – charges may apply
- ☐ N/A

#### Part D: Medical Alarm Response: (Tick One Only)

- ☐ Call premises, if no answer call post security contacts
- ☐ Call premises, if no answer call post security contacts, if no answer advice ambulance – charges may apply
- ☐ N/A

#### Part E: Confirmed Break-in Or Unable To Secure Site Response (Tick One Only)

- ☐ Call a glazier if glass is broken and premises can be secured by boarding up – charges apply
- ☐ Organise a Static Guard to stay onsite until the client arrives – charges apply
- ☐ Call post security contacts and they will organise services to fix the premises

#### Part F: Unscheduled Entry Response (Tick One Only)

- ☐ No action on unscheduled entry
- ☐ Call post security contacts, if no answer or contact authorises patrol, send patrol – charges apply
- ☐ Call post security contacts, if no answer DO NOT send patrol
- ☐ Call site, if no answer call post security contacts, if no answer or contact authorises patrol, send patrol – charges apply
- ☐ Call site, if no answer call post security contacts, if no answer DO NOT send patrol

#### Part G: System Alarms Response (Tamper, Communication Errors, Power Failure, Low Battery etc) (Tick One Only)

- ☐ Call premises, if no answer call post security contacts, if no answer or contact authorises patrol, send patrol – charges apply
- ☐ Call premises, if no answer call post security contacts, if no answer DO NOT send patrol

Special Comments / Instructions:

Charges apply for patrols to be dispatched and time onsite. Patrol response times can vary depending on workloads.

While the control room will take all care when advising the fire brigade, ambulance and police whenever deemed necessary, but cannot guarantee their attendance or time taken to attend the site. Large charges may also apply for attendance of fire brigade or ambulance.

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## SECURITY SYSTEM COMMISSIONING CODE FORM

### SITE DETAILS

Client Name:	Control Room Code:
Installer Code:	Patrol Code:
Master Code:	Download Code:

### USER DETAILS

User #	Name	Code	Voice Code	User Type
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

I am the client listed above, or authorized directly by the client to accept these terms on behalf of the client.

The above information on all four pages is correct and complete, and I understand the control room response procedures that I have requested.

I understand that charges may apply for patrols, fire brigade or ambulance to be dispatched to site.

I will notify *Security Strategies* in writing (signed and dated) immediately of any changes to the premises or alarm system that may affect its proper operation, or changes to contacts, contact phone numbers, business hours if applicable, response procedures etc.

I understand that it may take up to 48 hours for the above details to be checked and updated with the control room, and be put into service.

Client Name: \_\_\_\_\_ Technician Name: Steve Knight \_\_\_\_\_

Client Signature: \_\_\_\_\_ Technician Signature: \_\_\_\_\_