Intruder alarm service checklist

Template to print and fill in by hand · Works to PD 6662 / BS EN 50131, without quoting it · Check the current edition

Kerova

How often

- **Bells-only systems:** At least one maintenance visit a year.
- **Systems that signal to an alarm receiving centre:** Usually two visits a year, or one on site and one remote, as your certification body's rules and PD 6662 set out. Check what applies to the system's grade and notification.
- **After a fault or false alarm:** A corrective visit whenever one is needed, recorded the same way.

System details

Site name

Site address

Panel make, model and location

Security grade (1 to 4) and environmental class

Notification (bells only, speech dialler, ARC single or dual path)

Alarm receiving centre and account number

Date of visit and type (routine, remote, corrective)

Engineer

Before you start

Check	OK	Defect	N/A	Notes
Tell the alarm receiving centre (and the user) the system is going on test				
Read the event log since the last visit; note alarms, faults and false alarms				
Ask about changes to the building, its use, keyholders or users				

Panel and power

Check	OK	Defect	N/A	Notes
Panel and keypads: no faults showing; date and time right				
Tampers on the panel, keypads, power supplies and sounders work				
Mains supply sound and fused correctly				
Battery: date code, condition and voltage on load (record below)				
Standby time still right for the grade (see the battery calculator)				
Power supply units and their batteries checked the same way				

Detection

Check	OK	Defect	N/A	Notes
Every detector walk-tested and seen to signal (record below)				
Detectors clean, secure, nothing blocking their view				
Anti-masking (where fitted) tested				
Door and window contacts checked				
Hold-up and panic buttons (where fitted) tested with the ARC told first				

Warning devices

Check	OK	Defect	N/A	Notes
Internal sounders work				
External sounder and strobe work; self-activating battery checked				
Sounder covers secure and tamper switches work				

Signalling

Check	OK	Defect	N/A	Notes
Test alarm received by the alarm receiving centre (note the time and who confirmed)				
Path failure reported (each path, for dual path)				
Alarm, tamper and fault signals reach the right place				

Handing back

Check	OK	Defect	N/A	Notes
Sets and unsets correctly with each code, fob or card in use				
Zone list and user instructions up to date				
System back to normal; ARC told it's off test				
Log updated, and the user told about any defects				

Device test record

Zone	Location	Device type	Tested OK? (Y/N)	Notes

Zone	Location	Device type	Tested OK? (Y/N)	Notes

Battery readings

Battery (panel or PSU and location)	Ah	Date code	Volts on load	OK? (Y/N)

Defects found and action recommended

Engineer's name and signature

Customer's name and signature

Date