

# Client Compliance Statement

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ICT Protege Class 5 Intruder Alarm installed at Client's premises to AS/NZS 2201.1 Class 5

**The Intruder Alarm System installed at** (address):

**Client (or Client's Authorized Agent)** (name and address):

**Installation Company** (name and address):

**Reason for Statement** (tick one):

NEW SYSTEM	
MODIFICATION TO SYSTEM	
ADDITIONS TO SYSTEM	
ROUTINE SYSTEM AUDIT	

Client/Auditor

**Name/Signature:**

**Date:**

- This document was published on August 09, 2022. Please check that you have the latest version before completing this document.
- This checklist is not a substitute for a detailed check against the standard itself and may need further additions as required.

# Compliance Statement

This document forms part of a suite of compliance documents. ASIAL's 'Class 5 Capability Certification' relies on ongoing compliance with:

- AS/NZS 2201.1:2007 by the manufacturer, installer and client.
- The equipment installation manuals and installer guide.
- The equipment maintenance routine found in the controller installation manuals and installer guide.
- The installer compliance statement.
- The client compliance statement (this document).

Clause	Detail	Yes? (Initial)
1.3	A risk assessment has been conducted and documented in conjunction with the installer. The system classification has been selected with your agreement.	
Class 5	You have been provided with a copy of the completed installer compliance statement.	
3.16.2.6 3.16.4.3 3.16.6.3	The installer has explained the arming and disarming method options, including the minimum requirements and options available for Class 5 installations, and you have come to an agreement with the installer on the methods to be implemented.	
2.12 4.1	As the client, you have been provided with the following:	
4.1 (a)	A logbook in accordance with Clause 6.4, which is kept inside the control equipment enclosure or in a secure location at your premises that is accessible to authorized maintenance staff.	
4.1 (b)	Full operating instructions for the intruder alarm system, including any agreed arming and disarming methods.	
4.1 (c)	Demonstration of the operating procedures in Item (b) above and adequate training.	
4.1 (d)	The relevant operating and maintenance manuals covering the entire intruder alarm system as installed.	
4.1 (e)	An 'as built' system list detailing all detection devices, their physical location and the input or area in which they are located.	
4.1 (f)	Written advice on whether the intruder alarm system has been configured to allow authorized remote access for maintenance and operational purposes.	
4.1 (g)	Details of all warranties applicable.	
4.1 (h)	Written advice that a maintenance schedule shall be implemented in order to maintain compliance.	
4.1 (i)	Written advice of your responsibilities in accordance with Clause 4.2.	
4.2	You have been informed of and agree to your responsibilities as the client, which include at least the following:	
4.2 (a)	Ensuring that all users of the intruder alarm system have adequate knowledge and training in the operation of the system (corresponding to their level of use).	
4.2 (b)	Ensuring that the intruder alarm system is operated in a satisfactory manner, in keeping with the procedures agreed with the installer.	
4.2 (c)	Ensuring that all detection devices (e.g. door contacts, motion detectors) are tested at least once per month where practical.	

Clause	Detail	Yes? (Initial)
4.2 (d)	If the intruder alarm system becomes faulty or unable to perform its function, requesting that the security alarm company return the system to compliance with this Standard.	
4.2 (e)	If the intruder alarm system is affected by any building alterations or system changes that may alter its operation or performance, requesting that the security alarm company return the system to compliance with this Standard.	
5.2.1.1	<p>Maintenance arrangements have been put in place to demonstrate to interested parties that the intruder alarm system remains operational in accordance with this Standard.</p> <ul style="list-style-type: none"> <li>• This demonstration may be achieved through automated data provided by the intruder alarm system, or through regular visits by qualified personnel.</li> <li>• Maintenance should take place at intervals agreed to by the interested parties, but no greater than every 12 months.</li> <li>• Each routine maintenance visit shall be recorded in a report signed by both the client and the visiting technician, confirming that maintenance has been carried out and that the current compliance status is intact.</li> <li>• A copy of this report shall be retained by both parties.</li> </ul>	
5.2.2	<p>The current 24-hour contact details of the security alarm company for emergency service have been supplied to you. You will be kept informed of any updates to these contact details.</p> <p>The emergency services of the security alarm company are arranged so that, if you notify the security alarm company of a fault, a representative shall attend the premises within one working day, unless otherwise agreed. If this time is likely to be exceeded by extraordinary circumstances or geographical location, the security alarm company shall notify you of the delay.</p> <p>All service performed has been recorded in the client's maintenance logbook.</p>	
6.1	<p>The initial records of equipment and as built system configuration have been provided to you upon completion of commissioning to form a complete record of the system's installed condition.</p> <p>The equipment record includes all of the following:</p> <ol style="list-style-type: none"> <li>1. The address and an outline plan of the alarmed premises showing any unusual features.</li> <li>2. The position and type of each detection device.</li> <li>3. Installation description and wiring diagram.</li> <li>4. The position of any communication path and 240 VAC power outlets associated with the intruder alarm system.</li> <li>5. The classification of the premises or of each detection area (if applicable). This shall be in the form of a certificate confirming compliance with this Standard, and noting any exceptions/non-compliance (if applicable).</li> </ol> <p>The information included in this record shall be available to the security alarm company's representative before every maintenance visit.</p> <p>The symbols included in wiring diagrams and equipment descriptions and locations comply with the relevant requirements of AS 1102 and AS/NZS 4383 (all parts)</p>	

Clause	Detail	Yes? (Initial)
6.2	<p>The security alarm company has established and maintains a historical record for this installation. A copy, signed by you, has been provided to you, and the record shall be made available to you and the relevant regulatory authorities upon your request.</p> <p>Records of any events shall be retained by the security alarm company for a minimum period of 2 years.</p> <p>The historical record includes the following:</p> <ol style="list-style-type: none"> <li>1. The date and time of every visit, the faults found, the action taken to correct the faults and, if possible, their cause.</li> <li>2. Details of any work left outstanding after a maintenance visit.</li> <li>3. Any instance where it is necessary to temporarily disconnect, bridge or remove a detection device together with the reason. This must include the name and (if practical) the signature of the person authorizing this action.</li> <li>4. Details of any detection device that is not operating correctly and cannot be immediately rectified.</li> <li>5. Any amendments to the installation or wiring diagrams.</li> <li>6. Any complaint received by the security alarm company or information from any source suggesting a need for investigation, together with the date and time of receipt of the complaint or information, the action taken and the date and time of completion of the action.</li> </ol>	
6.3	<p>No detection device has been disconnected, isolated or removed without your written authorization.</p>	
6.4	<p>The security alarm company has provided and maintains a logbook for the purpose of recording all visits, maintenance and works by attending technicians.</p> <p>The logbook itemizes the following:</p> <ol style="list-style-type: none"> <li>1. The classification of the system at the time of installation and at the time of any subsequent change of classification.</li> <li>2. The date and time of any visits, maintenance or works.</li> <li>3. The name and signature of the technician responsible for each visit and the company represented.</li> <li>4. The nature of the visit. For example, routine maintenance, fault remedy or similar.</li> <li>5. Details of faults found or reported by you.</li> <li>6. Recommendations for alterations and improvements.</li> <li>7. Details of each fault remedied and/or unresolved faults and interim actions taken (e.g. bypassing an input).</li> <li>8. Details of each alteration and/or improvement carried out.</li> <li>9. Details of any battery replacement.</li> </ol>	