



Alarm System Documentation

In order to improve and align our procedures with client requirements, State Government Security (SGS) has developed the following documentation requirements as a prerequisite for SGS to take over new alarm system monitoring. Because these requirements are designed to follow specification provisions, compliance is not considered an additional burden on contractors. Education Queensland is to give the final approval.

The contractor is to provide SGS with the following documentation **a minimum of 2 working days before the expected day of monitoring handover to SGS.**

- SEC Forms;
- Activity Report;
- A4 size “As-Installed” Drawings; and
- Training Certification Form.

Failure to comply with this timeframe or the required quality of the documentation will result in SGS refusing monitoring until SGS is satisfied.

SEC Forms

The contractor is to supply the following forms, neatly typed in the exact format as the original documents developed by SGS. The forms are available as electronic copies for this purpose from

<http://www.hpw.qld.gov.au/FacilitiesManagement/SecurityServices/Pages/GovtSecurityInformation.aspx>

The forms are to provide COMPLETE and CORRECT information. Any forms which are considered by SGS to be otherwise will be rejected and SGS will refuse monitoring until satisfied.

- Technical Information Proforma – SEC101 Form
This form is to document the technical details of the installation and is to be signed by the contractor testifying that the system programming is correct in all respects and by the officer who performed a commissioning inspection on the system on behalf of the client.
- Sector List – SEC102 Form
The SEC102 form is to document the programmed name of each sector input. Each sector identification is to be individually defined with a unique name which clearly and unambiguously identifies the location and type of the connected security device. Identical sector identification names are not acceptable.

The identified location of each security device is to permit quick and accurate alarm responses. Identifications are not to be subjective or interpretative and, where necessary, are to use compass headings as the sole means of more accurately identifying device locations.

- User List – SEC103 Form
This form is to document the Name, Position, Access Ability and Security Code (PIN) of each User programmed in the system.

Activity Report

The contractor is to supply a report detailing ALL the events and activities of the system over the previous 7 days (minimum). This report is to indicate full and satisfactory system operation with no faults or unexplained alarms.

The system will only be considered for monitoring once SGS is satisfied with the report. Should SGS refuse monitoring on this basis, it will not be re-considered for another 7 days (minimum), after which another report is to be furnished to SGS for consideration. This process repeats until SGS is satisfied.

A4 size “As-Installed” Drawings:

The contractor is to supply SGS with “As-Installed” drawings.

“As-Installed” drawings shall be:

- Drawn on durable A4 size paper;
- Drawn in ink (pencil drawings will NOT be accepted);
- Prepared by competent draftsmen (freehand drawings will NOT be accepted);
- Prepared to comply with S.A.A. Standards for Engineering Drawing Practice, AS100 to AS1109;
- Drawn to the following scales 1:1, 1:5, 1:10, 1:20, for components and 1:50, 1:100 for locations, except for wiring diagrams, which need not be to scale; and
- Dimensioned in metric measurements.

“As-Installed” drawings are to comprise of:

- An overall site plan identifying every building and:
 - The location and identification / address of all Panels, LAN Isolators and Keypads;
 - LAN cable type;
 - LAN cable routes;
 - LAN cable lengths;
 - LAN cable transient protection schemes;
 - LAN cable identification numbers;
 - All wireless link transmitters and receivers; and
 - All non-LAN, inter-building cabling runs.Distinctly separate and individual identifications shall be made between cabling of differing purposes (LAN, detector, siren, etc.) and between cabling of differing installation method (overhead, underground, in pit system, etc.).
- An individual drawing for each building identifying the location, number, identification, type and associated input/output of all:
 - Detection devices;
 - Sirens;
 - Screammers;
 - Panels;
 - LAN Isolators; and
 - Keypads.

Training Certification Form

The contractor is to supply SGS with a copy of the Training Certification Form, duly signed by the client and the contractor, certifying the Contractor’s delivery of and the client’s satisfaction with the system training. This form is available in electronic form if necessary.