

Intruder Alarm Service Record

An intruder alarm service record covering system scope, authorised tests, detector and power observations, faults, restoration and customer handover.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a service log, not an NSI or SSAIB certificate, security grading assessment or guarantee of police response. Do not store alarm codes, credentials or detailed vulnerabilities here.

HSE guidance supports competent maintenance with safe electrical arrangements and equipment instructions. Agree the service scope and notification process before testing so the record reflects authorised work.

2. Equipment and scope

Intruder alarm ID, model and location *

Competent person and authorisation *

Manufacturer or approved procedure reference *

Work or inspection scope and exclusions *

3. Service authority

Zones and functions included *

Client authority and test window *

Monitoring-centre notification and test-mode reference

Reported faults and previous service

4. Authorised checks

Panel indications and visible condition checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Selected detectors checked against approved test plan * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Warning devices and communications tested within authority * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Power supply and backup evidence recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Tamper or fault tests recorded under procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Detailed controlled test-log reference

Repairs and configuration-change references

5. Restoration

Test mode ended and normal status verified *

Record restoration of the agreed system state and any remaining restriction. Keep access credentials and alarm codes out of the record.

Monitoring/customer restoration notification reference

Untested zones, faults and restrictions *

Handover recipient

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.