



# Hong Kong Security Association

## Code of Practice

### Installation of Security system

#### ( Intruder Alarm )

To All Category III members, the sub-committee has agreed in principle to develop a Code of Practice for Installation of Security System (Intruder Alarm). The sub-committee realises that all companies are working within BS 4737 as described in the Ordinances governing our sector of the security industry.

The Code of Practice is being developed to establish a minimum standard for Intruder Alarm installation companies that are members of the Security Association.

The Code of Practice including:

- **Security Surveying**
- **Planning & Design**
- **Installation**
- **Systems Handover / Commissioning & testing**
- **Maintenance**

## **Security Surveying**

Security surveying is fundamental to establish the correct design, which set out the performance and reliability of an Intruder Alarm System. As a minimum standard a discussion with the customer should include the following areas to be considered when developing the survey.

### **A) Premises**

- Construction and floor area
- Use of premises / floor
- Buildings adjacent or attached
- Existing security of the building
- Environment & Location with regards to previous intrusions

### **B) Contents**

- Type
- Size & value
- Any previous loss
- Insurance
- Ease of dispensing (consumables)
- And effect of loss (close of business)

### **C) System Signalling**

- Private Wire
- Digital Dialler
- GSM
- A combination of the above

### **Planning and Design of Security System**

- Design drawings & written specification
- Equipment list of proposed system
- Cable routing
- Timeline of installation
- Training of users
- Handover to client with documentation:

## Installation

During installation, technicians are our ambassadors and must act with considerations to clients and understanding. During the installation, technicians' conduct, dress and attitude effect all in the industry

### Installation of cables, wiring and equipment

- Before commencing installation wiring the technician should inspect the building with regard to circuit runs and potential problems.
- All cables should be affixed effectively or installed in adequate protection.
- All cables should be clearly marked for future identification;
  - At control panel
  - At joint boxes
  - At device end
- Connecting wiring must not run in trunking with 240 volts AC or other main cables. The running of low voltage and main cables together is contrary to I.E.E. regulations
- Junction boxes are to be sited in an accessible position
- Control unit is to be installed within secure area
- All protection devices are to be installed too manufacture specifications and device function
- Multiple circuit installations are to be employed for optimum false alarm reduction
- Entry and Exit routes are to have a time delay (to be agreed with customer)

### Power Supplies

- To be sited within the secure area
- Connection to the main supply should be to a source that is never ordinarily switched off.
- Automatic transfer from mains to battery and back to mains should be tested
- Batteries should have a label indicating installation dates.
- Expected life of batteries is 3 years

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### **Systems Handover, Commissioning and Testing**

- A full test of the completed system must be completed our before system is demonstrated to the customer
- The Commissioning technician must ensure that the customer completely understands the operation of the system
- System with signalling should be in operation for 7 days before accepting alarms for Police attendance
- Private Wire to be correctly identified by telecom supplier with number noted in documentation
- All alarms received at central alarm monitoring station are to match the criteria set in control unit
- Whenever practicable the handover should be conducted by a qualified person other than the person who installed the system.
- Documentation to be handed to the client
  - Site plan / floor plan with zone indication
  - Instruction on operation of system
  - Account number and maintenance number
  - Confirmation of acceptance of system
  - Customer feedback survey

## Maintenance

Preventive Maintenance – Corrective Maintenance

Service and maintenance records are of vital importance and are to be diligently maintained. Use of these records help in the auditing of system when problems occur.

- Maintenance worksheets are to record:
  - site / account
  - address
  - routine / fault visit
  - rectification / equipment used / recommendations
  - hours on site
  - signature of technician
  - signature of subscriber
  - any disconnection should be followed up in writing. To confirm clients authorisation / understanding
- Preventative Maintenance to be carried at an installations at intervals of not less than twice / year
- When technician arrives on site contact CAMS
- Carry out general testing of all components installed
  - walk test site
  - test battery level
  - check siren cut-off period
  - check signalling to CAMS
  - check the system is fully functioned
  - system appearance to be kept in good order. Adverse wear & tear to be reported
- Technicians leaving site contact CAMS that system is online

## Bibliography

BS 4737 4-1. 1987  
Building Services Branch  
Testing and Commissioning procedure No. 5 BS BTC-05  
(Hong Kong Special Administrative Region Government)

NACOSS NACP 11 & 20  
Security Systems (F. E.) LTD  
Technical Code of Practice (Intruder Alarm)