Gallagher Command Centre
Commissioning Report

Project: _____

This Commissioning Report is confirmation that the Gallagher product is functioning in accordance with the manufacturer's specifications and recommendations. It confirms that connections to other systems and ancillary components have been carried out as covered in this Report. It is intended as supplementary to any contractual commissioning report that may be required for this Project.

This Report should not be read as a Building Compliance Certificate and is not intended to represent such a Certificate in terms of Government, Local Body or other statutory body regulations.

GALLAGHER Security

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Gallagher Controller

		Initials	Comments
External inspection	Unit securely installed		
	Approved lock fitted		
Tamper	Open cabinet door check tampers		
Internal Inspection	Cables labelled		
	Unused connectors fitted to the controller		
	Wiring terminations secure		
	Confirm DIP Switch 2 is off		
Communications	Disconnect and after off-line alarm, reconnect the network connection		
Power recovery	Disconnect and reconnect power supply		
Power supply	Measure DC voltage at Controller		DcV:
Software Version	Report version of code downloaded from Server		**v**
Completion	Close cabinet door		
	Keys labelled and stored		

Date commissioned:	Commissioned by:	

Credentials

		Initials	Comments
Card Imagery	Confirm card layout		
Facility code	Confirm unique facility code		
Card encoding	Encode cards		
Mobile	Mobile Credentials setup and tested		

		Initials	Comments
PIN Management	PIN numbers confirmed to have been kept secure		
Card quantity	Verify card quantity has been supplied.		

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Door Hardware

		Initials	Comments
Entry Door Reader	Reader securely fixed		
	Security screws fitted		
	Installed at correct position & height		
Exit Door Reader	Reader securely fixed		
	Security screws fitted		
	Installed at correct position & height		
Request to Exit Switch	Exit switch correctly installed		
	Installed at correct position & height		
Break-glass exit switch	Break-glass correctly installed		
	Installed at correct position & height		
Magnetic reed switches	Switches correctly installed		
	Installed in correct position		
Lock	Lock correctly installed		
	Armature plate / strike plate correctly installed		
	Security plugs / screws fitted		
	Lock bond sensor installed		
	Electric strike switch installed		

		Initials	Comments
Remote door release	Release switch correctly installed		
	Installed in correct position		
Door movement	Movement on hinges satisfactory		
	No evidence of hinge-binding		
	No evidence of binding in jamb		
Door Closer	Door closer installed securely		
	Closer arms adjusted correctly		
	Closer “snaps” door shut		
Hinge Pln	Hinge pins cannot be removed		
Dog bolts	Dog bolts fitted where specified		
Dead latch	Deadlatch (where fitted) working		
Flush/ tower bolts	Bolts correctly installed		
	Monitor switches correctly installed		
Power X/fer	Power transfer correctly installed		
Emergency Key Entry Switch	Electric key switch correctly installed		
	Installed at correct position & height		
Key access	Mechanical key access provided		

Date commissioned:	Commissioned by:	GALLAGHER Security

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Door Operation

		Initials	Comments
Entry reader	Disconnect reader, tamper reports correctly		
	Reader display and LED's working correctly		
	PIN mode working correctly		
	Valid card presented at reader reports correctly		
	Wrong facility code card presented at reader and is denied.		
	Correct messages displayed		
Exit reader	Disconnect reader, tamper reports correctly		
	Reader display and LED's working correctly		
	PIN mode working correctly		
	Valid card presented at reader reports correctly		
	Wrong facility code card presented at reader and is denied.		
	Correct messages displayed		
Req. to exit	Switch operation releases door		
	Door release reports correctly		

		Initials	Comments
B/glass switch	Break-glass operation releases door using test		
	Use of break-glass reports correctly		
	Loosen break glass to cause tamper		
Key switch	Key switch operation releases door		
	Use of key switch reports correctly		
	Loosen switch to cause tamper generate tamper alarm		
Fire control	Fire alarm activated		
	Door released where specified		
	Door remains secure where specified		
Lock report	Confirm operation of bond/lock sensor		
	Confirm operation of position sensor		
Door functions	Door release time correct		
	Door re-secures when no access		
	Door open alarm		
	Door open too long alarm		

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Alarm annunciation

		Initials	Comments
Siren 1	Device securely fixed		
	Installed at correct position & height		
	Disconnect wiring to generate tamper		
	Remove cover to generate tamper		
	Control output as specified		
	Output timeout as per specification		
Strobe lamp 1	Device securely fixed		
	Installed at correct position & height		
	Disconnect wiring to generate tamper		
	Control output as specified		
	Output timeout as per specification		

		Initials	Comments
Siren 2	Device securely fixed		
	Installed at correct position & height		
	Disconnect wiring to generate tamper		
	Remove cover to generate tamper		
	Control output as specified		
	Output timeout as per specification		
Strobe lamp 2	Device securely fixed		
	Installed at correct position & height		
	Disconnect wiring to generate tamper		
	Control output as specified		
	Output timeout as per specification		

Locked and monitored door

		Initials	Comments
Lock	Lock correctly installed		
	Armature plate / strike plate correctly installed		
	Tamper plugs / screws fitted		
	Door closes and locks correctly		

		Initials	Comments
Door monitor switches	Door switches correctly installed		
	Door locked sensing operating		

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PIR Installation

		Initials	Comments
PIR 1	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 2	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 3	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		

		Initials	Comments
PIR 4	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 5	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 6	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		

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Miscellaneous monitoring

		Initials	Comments
Device 1	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
Device 2	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
Device 3	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		

		Initials	Comments
Device 4	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
Device 5	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		
Device 6	Device securely fixed		
	Installed at correct position & height		
	Open device to trip tamper		
	Device coverage as specified		

Power supply

		Initials	Comments
Installation	Power supply securely fixed		
	Open cabinet - tamper alarm generated		
	Mains power connected to regulation standard		
	Battery adequately restrained		

		Initials	Comments
Mains power ON	DC at battery terminal		dcV:
	DC load current		Amps:
Mains power OFF	Mains-fail alarm sent		
	DC at battery (t = 0 min.)		dcV:
	DC at battery (t = +30 min.)		dcV:
	Low volt alarm point:		dcV:
Power restored	Mains restored		

UPS

		Initials	Comments
Installation	UPS securely fixed		
	Open cabinet - tamper alarm generated		
	Mains power connected to regulation standard		
	Battery adequately restrained		
Power restored	Mains restored		

		Initials	Comments
Mains power ON	Output mains voltage correct		Volts:
	AC load current		Amps:
Input mains power OFF	Mains-fail alarm sent		
	Operational after 15 minutes		

Cable and conduit

		Initials	Comments
Conduit	Conduit installed to correct height and square to		
	Junction boxes fitted with tampers and tested.		

		Initials	Comments
Catenary installation	Catenary supports tensioned		
	Cables correctly tied to catenary		

Documentation

		Initials	Comments
Equipment manuals	Manuals and soft copy handed to customer		
As-built manuals	Manuals and soft copy handed to customer		

		Initials	Comments
As-built drawings	Drawings and soft copy handed to customer		
System set up report	Report generated and handed to customer		

Off-site monitoring

		Initials	Comments
Generate alarm	……alarm received		
Alarm programm-ing report	Provide alarm response report printout from off-site monitoring company for all alarms.		

		Initials	Comments

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Command Centre Server

		Initials	Comments
Installation	Supported Operating System used.		
	Supported SQL Version used.		
	Software installed as per release notes		
	Database recovery code exported to secure location not on server.		
Access Rights	Set up operator account with advanced user rights		
	Set up operators as required		
	System account disabled?		
	Customer advised of passwords.		
Backup / archive	Backups enabled and set to file locations specified by customer		
	Archives enabled and set to file locations specified by customer		

		Initials	Comments
Server Name			

Command Centre Workstation

		Initials	Comments
Installation	Supported Operating System used		
	Software installed as per release notes		
Access Rights	Operators can login		
Training	Operators given sufficient training		

		Initials	Comments
W/station Name			

Certification

I, _____; of _____, certify that the Access Control and Intruder Detection System

Name *company*

installed at: _____ has been either:

customer premises

Installed completely in accordance with the Technical Specification
Installed with exceptions, in accordance with the Technical Specification. The exceptions still requiring certification are listed below

delete the statement that does not apply

I confirm that the enclosed commissioning sheets reflect the true state of the installation.

Signed:_____ Date:_____

Work to be completed	Commissioned

Date commissioned:	Commissioned by:	
		GALLAGHER Security