



INTRUDER ALARM LOGBOOK

PREMISES ADDRESS:

LOG BOOK TO BE KEPT IN THIS LOCATION:

The Intruder Alarm and associated security systems on this site are maintained by BAC Fire & Security Ltd. Any alterations to this system should not be performed by anyone other than the trained BAC operatives.

For technical support, or Engineer response 24 hours a day please call

0117 958 38 38

AN INTRODUCTION TO YOUR LOG BOOK

Though there is not direct requirement to keep maintenance records for your intruder alarm, it is certainly best practice. BAC recommend that you record each and every visit by engineers and make note of any system changes in respect of configuration or users.

It is recommended that this log book is kept in a loose leaf format, with new record keeping pages being photocopied or downloaded when required.

Information on the ACPO (Association of Chief Police Officers) policy can be found at the Secured by Design website which contains lots of relevant information in relation to Home security, security in general and Police policy.

Please visit: <http://www.securedbydesign.com/>

USEFUL TELEPHONE NUMBERS

(IF THERE IS AN EMERGENCY DIAL 999)

Security equipment maintenance and repairs.	01179583838	Intruder alarm maintenance and repairs.	01179583838
Access Control maintenance and repairs.	01179583838	Building maintenance	
Local Authority Environmental Health Department.		Health and Safety Executive.	0845 300 9923
Local Non-emergency Police Authority.	101	Local Authority Building Control.	

For non-emergencies contact BAC for free advice

USER TRAINING

User training should be given to authorised employees so that they are aware of the following:-

- How to set the system
- How to Unset the system
- What to do in the event of a false alarm
- How to minimise false alarms
- How to raise the alarm in a duress situation
- How to request technical help with problems
- How to call out an engineer if required
- How to contact your Alarm Receiving centre (If applicable)

RECORD OF STAFF USER TRAINING

Name	Date of training	Signed as confirmation of understanding	Date	Name of trainer

