Fire, Emergency and Security Systems (Combined pathway) Mock Practical Skills Test – Assessment Form

Task One: Takeover and repair

Fire Systems

Non-addressable Takeover Checklist	Yes	No	N/A
The system design is appropriate to the premises use			
The layout of the premises is appropriate to the system design			
All devices have been identified on a diagram			
Mains power supplied can be safely isolated for maintenance purposes			
Safe access is available to all points of the system			
All system power supplies are satisfactory, and batteries are dated			
All devices on the system operate satisfactory			
Circuit monitoring has been checked to be satisfactory on each 'zone' or 'loop'			
Alarm sounder levels are available or have been recorded			
A system logbook is available			
All system wiring appears to be satisfactory			
System cause / effect has been verified and recorded			

Repairs and recommendations	
Fault / Errors	**Rectification completed or recommendation**

Addressable Takeover Checklist	Yes	No	N/A
The system design is appropriate to the premises use			
The layout of the premises is appropriate to the system design			
All devices have been identified on a diagram			
Mains power can be safely isolated for maintenance			
Safe access is available to all points of the system			
All system power supplies are satisfactory, and batteries are dated			
All devices on the system operate satisfactory			
Circuit monitoring has been checked to be satisfactory on each 'zone' or 'loop'			
Alarm sounder levels are available or have been recorded			
A system logbook is available			
All system wiring appears to be satisfactory			
System cause / effect has been verified and recorded			

Repairs and recommendations	
Fault / Errors	Rectification completed or recommendation

Security Systems

Access Control Takeover Checklist	Yes	No	N/A
The system design is appropriate to the premises			
The layout of the premises is appropriate to the system design			
Mains power supplied can be safely isolated for maintenance purposes			
All system wiring appears to be satisfactory			
Safe access is available to all points of the system			
All system power supplies are satisfactory			
All controlled doors are correctly aligned and operate freely			
All readers and/or door entry units operate correctly			
All locking devices are secure and operate correctly			
All components are securely fixed and free from corrosion			
A system logbook is available			
All door release units operate effectively			

Repairs and recommendations	
Fault / Errors	**Rectification completed or recommendation**

CCTV Takeover Checklist	Yes	No	N/A
The system design is appropriate to the premises			
The layout of the premises is appropriate to the system design			
System clock is set to correct date/time			
Mains power supplied can be safely isolated for maintenance purposes			
All system wiring appears to be satisfactory			
Safe access is available to all points of the system			
All system power supplies are satisfactory			
Camera to monitor images are good			
Recorded images are good quality			
Camera field of view is suitable for application			
A system logbook is available			
All supplementary light and IR checked			
All components securely fixed and are free from corrosion			

Repairs and recommendations	
Fault / Errors	**Rectification completed or recommendation**

Intruder Alarm Takeover Checklist	Yes	No	N/A
The system design is appropriate to the premises			
The layout of the premises is appropriate to the system design			
The entry/exit times are suitable for the location			
The external siren time is suitable for the location			
Mains power supplied can be safely isolated for maintenance purposes			
All system wiring appears to be satisfactory			
Safe access is available to all points of the system			
All system power supplies are satisfactory and batteries are dated			
All detection devices on the system have been satisfactorily walk tested			
All circuits have effective tamper protection			
All equipment is securely fixed			
A system logbook is available			

Repairs and recommendations	
Fault / Errors	Rectification completed or recommendation