simplementary SIMPRO PARTNER

SimpleCerts

Customisable certificate name.

Your logo here

Preventive Maintenance Report for Access Control

Industry body logo here

Certificate Number: C170007

Reinforce your brand with your logo.

Add logos for industry bodies. With permission of rights holder.

Customer Name:	Hardy Lettings	Installation Address:	475 High Street
Job No.:	42803		Swanage Dorset
Date:	28/11/2023		United Kingdom BH19 2N

Type of System
Unique Token & PIN

Colours configurable to match your brand.

No.	Check	✓
1	Check the installation, location and siting of all equipment and devices against the as-fitted document	✓
2	Check the logbook for details of faults and repairs	✓
3	Check with users that there have been no problems since last visit	✓
4	Inspect flexible connections for damage	✓
5	Inspect system components for wear and tear, vandalism, reduction in weatherproof capability	✓
6	Check all access point hardware, including doors, closers, hinges, releases and frame alignment	✓
7	Check all access point operations, including anti-passback, time window access, cancelled tokens, etc.	✓
8	Check all batteries with discharge meter. Replace if older than 3 years and carry out System Performance Checks to record battery voltages and charging currents	✓
9	Check that system continues to operate correctly on standby power	✓
10	Check that power supplies are still secure and solely for the use of the Access Control System	✓
11	If access point equipment fails unlocked, is there adequate security to protect the power supplies?	✓
12	Check that back-up data can be restored and that back-up regime is effective	✓
13	Where visual indication is given from the point of access, is it adequate for recognition purposes?	✓
14	Where audible indication is given from the point of access, is quality adequate for recognition purposes?	✓
15	Check operation in conjunction with fire alarm, if specified	✓
16	Check all egress points operate correctly	✓
17	Check the satisfactory operation of any associated alarms, i.e. door open alarm or fire door open alarm	✓
18	Check the operation of any automatic signaling equipment or warning device(s)	✓
19	Check that there are enough spare cards or tokens to meet operational requirements	✓
20	Check the system application and operating software is at the correct version with the latest security patches and critical updates installed, subject to any software configuration control the customer may have in place.	✓
21	Verify customer responsibilities have been carried out and inform the customer of any required corrective actions.	✓

Configurable Filenames. Including date, job no and custom text.

22	**Annual Check**	Time to Release	Access Granted Indication	Access Denied Indication	Supply Voltage	Tamper Circuit Operates
	Reader	5	Yes	Yes	12	Correctly
	Keypad	10	Yes	Yes	12	Incorrectly

The system has been left in full working order apart from the following:
Access Control System - Notes
Access Device 1 - Notes
Access Device 2 - Notes

Time Arrived:	15:15:00	Time Left:	15:30:00
Engineer's Signature:	James Haworth		
Customer's Signature:	Arthur Pint		