

**FIRE ALARM SYSTEM**

# COMMISSIONING REQUEST FORM

Solid State Security Ltd  
Hartfield House  
54a Chorley Road  
Hilldale, Parbold  
Wigan, Lancs  
WN8 7AS  
Phone No 01257 463018  
Fax No 01257 462038



PURCHASER OF EQUIPMENT (NAME & ADDRESS)		SITE ADDRESS

<b>SYSTEM CATEGORY</b> M <input type="checkbox"/> L1 <input type="checkbox"/>	<b>COMMISSION TYPE</b>	NEW <input type="checkbox"/>
P1 <input type="checkbox"/> L2 <input type="checkbox"/>		
P2 <input type="checkbox"/> L3 <input type="checkbox"/>		
VARIATIONS (provide list) <input type="checkbox"/> L4 <input type="checkbox"/>		ALTERATIONS <input type="checkbox"/>
NOT KNOWN <input type="checkbox"/> L5 <input type="checkbox"/>		

**VARIATIONS TO BS5839-2002 (IF KNOWN / REQUIRED)**  
USE THIS SECTION TO NOTE KNOWN VARIATIONS, FOR E.G.-NO ZONE PLAN FITTED, DEVICES NOT INSTALLED ETC- CONTUNUE OVERLEAF IF NEEDED

EQUIPMENT REQUIRING COMMISSIONING SOLID STATE QUOTATION REF		
MODEL NO	DESCRIPTION	QUANTITY

**COMMISSIONING REQUEST**

YOUR ORDER NUMBER

COST

COMMISSIONING OF SYSTEM WILL NORMALLY BE CHARGED AT ENGINEERS CURRENT RATE PLUS EXPENSES. UNLESS A FIGURE HAS BEEN PREVIOUSLY QUOTED

IF PREVIOUSLY QUOTED PLEASE INSERT COST

WHEN A QUOTATION IS GIVEN IT IS SUBJECT TO ALL TERMS AND CONDITIONS BEING ADHERED TO AND THE INFORMATION ON THIS FORM BEING ACCURATE

IF THIS IS NOT COMPLETED THEN AT OUR SOLE DISCRETION WE RESERVE THE RIGHT TO CHARGE ON A TIME EXPENSES BASIS. NORMALLY WE WILL ALLOW A TOTAL ALLOWANCE OF 30 MINUTES WAITING TIME ON SITE FOR BREACH OF TERMS TO BE RECTIFIED BEFORE IMPLEMENTING THE ABOVE

DATE REQUESTED

PLEASE ENTER THE DATE WHEN COMMISSIONING IS REQUIRED

PLEASE ENTER NUMBER OF DAYS COMMISSIONING REQUIRED

NOTE - A MINIMUM 14 DAYS NOTICE IS REQUIRED FOR COMMISSIONING

**MAINTENANCE REQUIREMENT**

WITH REFERENCE TO BS5839-1 2002 SECTION 45 IT IS ESSENTIAL THAT THE ABOVE COMMISSIONED FIRE EQUIPMENT IS SUBJECT TO PERIODIC MAINTENANCE. THE FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997 REGULATION 6 ALSO REFERS TO MAINTENANCE AS NECESSARY TO SAFEGUARD THE SAFETY OF EMPLOYEES IN CASE OF FIRE FOR A FREE QUOTATION PLEASE OUR OFFICE ON 01257 463018 OR COMPLETE THE BELOW SECTION OF THIS FORM

BASIC REQUIREMENTS FOR SYSTEM COMMISSION		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	OUR ELECTRICIAN WILL BE ON SITE
<input type="checkbox"/>	<input type="checkbox"/>	LADDERS/SCAFFOLDING/ACCESS LIFTS ARE AVAILABLE
<input type="checkbox"/>	<input type="checkbox"/>	HAS POWER BEEN CONNECTED TO ANY EQUIPMENT
<input type="checkbox"/>	<input type="checkbox"/>	THE INSTALLATION MEETS BS7671
<input type="checkbox"/>	<input type="checkbox"/>	CABLING HAS BEEN TESTED TO SECTION 38 (BS5839-2 2002)
<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT HAS BEEN CONNECTED AS REQUESTED
<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT IS SECURELY FIXED
<input type="checkbox"/>	<input type="checkbox"/>	A FIRE ZONE PLAN IS FITTED ADJACENT TO THE PANEL
<input type="checkbox"/>	<input type="checkbox"/>	AS FITTED DRAWINGS' AVAILABLE FOR ENGINEER
<input type="checkbox"/>	<input type="checkbox"/>	ZONE DETAILS RETURNED WITH THIS FORM
<input type="checkbox"/>	<input type="checkbox"/>	TEXT LISTING AVAILABLE ON DISK OR RETURNED TO SOLID STATE
<input type="checkbox"/>	<input type="checkbox"/>	SYSTEM SPECIFICATION AVAILABLE TO OUR ENGINEER
<input type="checkbox"/>	<input type="checkbox"/>	ALL DEVICES ARE ADDRESSED AND LABELLED (WHERE APPLICABLE)
<input type="checkbox"/>	<input type="checkbox"/>	CAUSE AND EFFECT SPECIFICATION RETURNED WITH THIS FORM
<input type="checkbox"/>	<input type="checkbox"/>	ALL OF THE LISTED EQUIPMENT IS ON SITE
<input type="checkbox"/>	<input type="checkbox"/>	I HAVE READ THE ATTACHED COMMISSIONING RULES

**MAINTENANCE QUOTATION DETAILS**

CONTACT NAME

CLIENT

ADDRESS DETAILS

CONTACT NUMBER

**PERFORMANCE MONITORING**

**BEFORE THE SYSTEM BECOMES OPERATIONAL, IT SHOULD BE TESTED IN ACCORDANCE WITH THE RECOMMENDATIONS OF 35.2 OF BS5839 -1: 2002 FOR A PERIOD OF (1 WEEK MIN):**

THE SYSTEM IS WIRED IN (CABLE TYPE)

THIS CABLE IS 'STANDARD' OR 'ENHANCED'

**PLEASE, SHOULD YOU HAVE ANY QUERIES PLEASE CONTACT US ON 01257 463 018**

**ACCEPT YOUR TERMS AND CONDITIONS, HAVE READ YOUR COMMISSIONING RULES AND CERTIFY THAT THE INFORMATION WE HAVE PROVIDED IS ACCUR**

**ALL TERMS/ CONDITIONS AND RULES ARE AVAILABLE ON REQUEST, PLEASE CALL THE ABOVE NUMBER**

NAME (PRINTED)  CAPACITY

SIGNED  DATE

CONTACT NUMBER

# 1. Fire Alarm System Commissioning Requirements

- 1.1. Where Solid State Security Ltd have quoted for the Commission of a Fire Alarm System installed by is Others it is based, for the avoidance of doubt, on the below commissioning requirements /assumptions, and pre-commissioning works carried out by the contractor prior to our attendance on site. It should be noted that any deviations /alterations /re-scheduling above and beyond that already allowed for in our quotation are subject to extra cost per our normal schedule of rates.
- 1.2. The Installer agrees that Solid State Security Ltd have no knowledge of any contractual obligations undertaken by the installer with others, in relation to the equipment supplied and/or commissioned by Solid State Security Ltd.
- 1.3. The commissioning of the equipment is a test of its functionality only and not a statement of its compliance to any regulations

## 2. General Requirements

- 2.1. All equipment should be installed per the agreed drawings and specification.
- 2.2. All addressable devices fitted on such systems are addressed and labelled.
- 2.3. Continuous working is required during the commissioning period.
- 2.4. Travelling and accommodation expenses are extra to the quoted price at Solid State Security Ltd normal rates, unless specifically included for in the quotation.
- 2.5. Dedicated mains supply's have been installed per the drawings and equipment requirements.
- 2.6. Work is to be undertaken during normal working hours.
- 2.7. Unrestricted access to all areas and all equipment at all times.
- 2.8. To comply with electricity at work regulations a responsible person must be available on site for the duration of the commissioning.
- 2.9. Where devices are installed above 4 metres or in such a position as to make them inaccessible, the equipment and/or works necessary to gain full access must be provided for the duration of the commissioning in accordance with Health & Safety Work Act and site restrictions, e.g. duct mounted detectors, void detectors behind normally inaccessible panels etc, should this be necessary for any reason at all.
- 2.10. Devices requiring access by ourselves during our normal commissioning e.g. Air Sampling Units/fittings, Beam Detector Tx Rx units should be provided with readily accessible access in accordance with Health and Safety and any specific site requirements.

## 3. Cabling Installation and Testing

- 3.1. The installer is deemed to be knowledgeable of any installation standards that the equipment is required to comply with e.g. EN54/BS 5839/specific site requirements etc, and has installed all equipment so as to comply with the these standards.
- 3.2. All cables necessary for the correct functioning of the system should be fitted /terminated /labelled and tested and a schedule generated of the cable installation. **NOTE** cables tested to 500v to comply with wiring regulations should be tested prior to the fitting of any electronic equipment.
- 3.3. All equipment housings, detector bases/heads, sounders etc should be correctly fitted terminated and addressed as necessary in line with the manufacturers recommendations and the schedules of equipment as detailed in the following section and generated by the installer.
- 3.4. All cable entering any device/equipment should be clearly labelled in accordance with its functioning and schedules of wiring as detailed in the following section.
- 3.5. The cabling and installation is deemed to be fault free by the installer. No allowance has been made for locating or repairing any faults/errors/omissions etc whatsoever and howsoever caused

- 3.6. In accordance with BS5839-2002 (wiring clause 26), there are two grades of fire resistant cable that may be used to install a fire alarm system. These comprise Standard and Enhanced grades. Manufacturers/ Third Party Certification of the cable grade used and test results (as per NIC EIC requirements including electrical test meter calibration certificates) may be required for the commissioning certificate to be issued.

## 4. Information required prior to site attendance

### 4.1. Notice

Generally two weeks notice is required for attendance on site.

Programming information regarding cause and effect/Fire Strategy etc is required at least 3 weeks prior to commissioning on site.

Because of the complex nature of some sites it is not possible to determine with all interested parties the Fire Evacuation strategy of the building at the time of quotation. Solid State Security Ltd has allowed for the standard strategy of 'One Out All Out'.

Schedule of wiring should be provided at least 5 days prior to attendance on site.

### 4.2. Schedules of wiring/equipment

In an effort to aid the installer a series of wiring schedules have been developed showing the required information needed prior to commissioning. These may be copied by the installer without acknowledgement but are by no means exhaustive. Specific extra information on a site by site basis may be required from time to time. This should be confirmed with Solid State Security Ltd prior to attendance on site. Sample documents are as listed below

#### 4.2.1. Loop Wiring/Device Ident sheet

Details addressing/naming details of all items connected to detector 'loops' or other circuits fulfilling the same function, and the addresses assigned to them including loop sounders/drivers (if fitted).

#### 4.2.2. Zone Naming Sheet'

Concerns the naming in English language text of specific numbered zones e.g. 'Basement'

#### 4.2.3. Sounder Ident/trigger Sheet

To identify the sounder sequencing relating to which set of FA zones triggers which sounder groups and when.

#### 4.2.4. Fire Alarm Control and Ancillaries List

Details all control and indicating equipment, its addressing (if applicable) and any other items not included in 4.2.1-4.2.3 e.g. Naming of repeaters 'Repeater 1 -Control Room'

#### 4.2.5. Fire Alarm Notes Sheet

Details any special requirements, special wiring details, or interfaces present on the system e.g.

### 4.3. Programming Information/Cause and Effect

Concerning naming of any relevant items on the installation, including but not limited too, FA Zones, Repeaters, input

devices,output devices. Most of this information may be contained within the schedules listed above in 4.2,some however may not.

It is the responsibility of the installer to obtain and submit to Solid State Security Ltd all of this information.

## 5. Handover

Instruction to the relevant client personnel is included for at the time of commissioning. Return visits to e.g. give instruction to final users are not included for and are extra at Solid State Security Ltd normal daily commissioning rate.

## 6. Documentation/Drawings

Unless specifically stated the following apply:-

### 6.2. Items Included for.

Control Equipment Instruction Manual-(1-set)  
Commissioning certificate.

### 6.3. Items Not Included for.

Any Record Drawings (including as fitted drawings)  
Wiring Certificates/Certificates of Conformity.

## 7. Maintenance

Unless specifically stated No allowance has been made for any on site maintenance/attendance. Solid State Security Ltd are able to offer a Comprehensive 24hr On Site Maintenance Service should this be required.