Commercial Intruder Alarm Checklist

Survey Your Risks: Start by understanding your premises, assets, and insurer expectations before choosing a system.

- [ ] Site risk assessment completed and documented
- [ ] High-value or high-risk zones identified
- [ ] Existing systems and weaknesses noted
- [ ] Insurer requirements (alarm grade, monitoring) reviewed
- [ ] Out-of-hours access and staffing patterns confirmed
- [ ] Keyholder list up to date and logged
- [ ] Any previous security incidents documented

S

Evaluate Your Options: Select the right alarm system type, grade, and integrations to match your operational needs.

- [ ] Alarm type selected (bells-only, monitored, smart, hybrid)
- [ ] System grade confirmed (BS EN 50131 / PD 6662 compliant)
- [ ] Dual-path signalling specified
- [ ] Sensors and coverage mapped to identified risk zones
- [ ] Integration planned (CCTV, access control, lighting, BMS)
- [ ] Quotation includes installation, monitoring, and maintenance
- [ ] Total cost of ownership understood (installation + ongoing service)

E

Certify: Only accredited professionals can deliver systems that qualify for police response and insurer recognition.

- [ ] NSI Gold/Silver or SSAIB accreditation verified
- [ ] Police URN eligibility confirmed (if applicable)
- [ ] Proof of insurance and DBS-checked staff obtained
- [ ] Compliance with BS EN 50131 / PD 6662 documented
- [ ] Service Level Agreement and maintenance plan signed
- [ ] GDPR / data handling policy reviewed and accepted
- [ ] References or previous installations checked

C

Make a smart choice for your Fire & Security needs.

- Intruder Alarms
- CCTV Maintenance
- Access Control
- Monitoring
- Fire Protection
- Fire Alarms
- Fire Extinguishers
- Fire Risk Assessment
- Barriers & APNR Cameras
- Service & Maintenance

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U

Update and Maintain: Regular maintenance keeps your system reliable, compliant, and fully operational.

- [ ] Routine maintenance visits scheduled (minimum twice per year)
- [ ] Remote diagnostics and firmware updates enabled
- [ ] Batteries and power supplies tested and replaced as needed
- [ ] Alarm and communication paths tested after power cuts
- [ ] Users trained on system operation and fault reporting
- [ ] Faults logged and resolved within agreed service times
- [ ] Spare parts and technical support contacts confirmed

R

Review and Record: Maintain a full audit trail and verify that your system continues to meet standards.

- [ ] Weekly or monthly alarm tests performed and logged
- [ ] All service and maintenance records kept on file (digital or paper)
- [ ] Compliance certificates renewed on time
- [ ] Annual review with insurer or risk auditor completed
- [ ] User training refreshed annually
- [ ] All incidents and corrective actions documented

E

Extend Your Protection: Your security should evolve as your business grows; review coverage and technology regularly.

- [ ] System grade reconsidered if operations or risk change
- [ ] Integration opportunities reassessed (CCTV, access, fire)
- [ ] Additional zones, sites, or outbuildings reviewed for coverage
- [ ] New technology or signalling upgrades evaluated
- [ ] Budget allocated for future system improvementt
- [ ] Full system review completed every 2–3 years

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