

YOUR LOGO  
HERE

SECURITY & LOW VOLTAGE · INTRUSION · FIRE · ACCESS CONTROL · CCTV

Security & Fire Alarm System Inspection

Place systems on test with the central station before transmitting any signal. Restore all systems and confirm normal before leaving.

INSPECTION COMPANYALARM / LOW-VOLTAGE LICENSE #

REPORT #

INSPECTION DATEARRIVAL / DEPARTURE

A Site & system identification

|                                                                                                                                                            |         |                         |                                                                                                                                                                 |                          |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------|
| PROPERTY NAME                                                                                                                                              |         | STREET ADDRESS          |                                                                                                                                                                 | BUILDING / SUITE COVERED |                   |
| OWNER / RESPONSIBLE PARTY                                                                                                                                  |         | ON-SITE CONTACT & PHONE |                                                                                                                                                                 | TECHNICIAN NAME          |                   |
| INSPECTION TYPE<br><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semiannual <input type="checkbox"/> Annual |         |                         | SYSTEMS PRESENT<br><input type="checkbox"/> Intrusion <input type="checkbox"/> Fire alarm <input type="checkbox"/> Access control <input type="checkbox"/> CCTV |                          |                   |
| INTRUSION PANEL MFR / MODEL                                                                                                                                |         | PANEL FIRMWARE REV.     | ACCESS CONTROL HEAD-END MFR / MODEL                                                                                                                             |                          | SOFTWARE VERSION  |
| VIDEO RECORDER<br><input type="checkbox"/> NVR <input type="checkbox"/> DVR                                                                                |         | RECORDER MFR / MODEL    |                                                                                                                                                                 | CHANNEL COUNT            | ZONES (INTRUSION) |
| CENTRAL / SUPERVISING STATION                                                                                                                              |         | MONITORING PHONE        |                                                                                                                                                                 | ACCOUNT #(S)             |                   |
| CARD READERS / DOORS                                                                                                                                       | CAMERAS | KEYPADS                 | ON SITE<br><input type="checkbox"/> As-built drawings <input type="checkbox"/> Zone / point list <input type="checkbox"/> Prior report                          |                          |                   |

B Power, battery & performance readings

Record target / spec from the design, manufacturer, or AHJ.

| Reading                                               | Unit | Target / spec | Measured | OK                       | Notes |
|-------------------------------------------------------|------|---------------|----------|--------------------------|-------|
| Intrusion panel standby battery voltage               | VDC  |               |          | <input type="checkbox"/> |       |
| Intrusion panel battery date code / age               | date |               |          | <input type="checkbox"/> |       |
| Intrusion standby duration under load                 | hr   |               |          | <input type="checkbox"/> |       |
| Fire panel standby battery voltage                    | VDC  |               |          | <input type="checkbox"/> |       |
| Access control controller / lock power battery or UPS | VDC  |               |          | <input type="checkbox"/> |       |
| Notification appliance sound level above ambient      | dBA  |               |          | <input type="checkbox"/> |       |
| Delayed-egress release time                           | s    |               |          | <input type="checkbox"/> |       |
| CCTV oldest available playback (retention)            | days |               |          | <input type="checkbox"/> |       |

C System checks

Mark each item Pass, Fail, or N/A. Note fails in the deficiency log.

| #                                     | Item                                                                             | Pass                     | Fail                     | N/A                      | Notes / deficiency |
|---------------------------------------|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------|
| INTRUSION ALARM CONTROL PANEL & POWER |                                                                                  |                          |                          |                          |                    |
| 1                                     | Panel enclosure secured, locked, clean, and free of moisture or corrosion        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 2                                     | Field wiring landed on terminals; no loose, nicked, or corroded connections      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 3                                     | Panel reports normal: no open zones, trouble, low-battery, or AC-loss conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 4                                     | Each partition / area arms and disarms from its assigned keypad(s)               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 5                                     | Entry and exit delays operate per program; abort / cancel window functions       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 6                                     | Primary AC on a dedicated, labeled circuit; transformer secure and warm, not hot | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 7                                     | AC disconnected: panel reports AC loss and runs on standby battery               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |

| #                                                                  | Item                                                                                         | Pass                     | Fail                     | N/A                      | Notes / deficiency |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------|
| 8                                                                  | Standby battery free of swelling, leakage, corrosion, or heat damage; terminals tight        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 9                                                                  | Battery holds the required standby duration under load                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 10                                                                 | Event / history log reviewed; panel date and time set to current                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 11                                                                 | Enclosure and keypad tamper switches open the circuit and report tamper                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| <b>INTRUSION DETECTION DEVICES</b>                                 |                                                                                              |                          |                          |                          |                    |
| 12                                                                 | Walk-test mode enabled at the panel before testing devices                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 13                                                                 | PIR / dual-tech motion: coverage walked; activation and correct zone / address               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 14                                                                 | Motion lenses clean; masking / anti-mask intact; mounting height and aim unchanged           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 15                                                                 | Door / window contacts: each opening faults its zone; gap within spec                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 16                                                                 | Glassbreak detectors activate with acoustic simulator at rated range                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 17                                                                 | Shock / vibration and seismic sensors operate and report correct zone                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 18                                                                 | Hold-up / panic buttons and duress codes send silent alarm to the station                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 19                                                                 | Photoelectric beams and perimeter devices align and trip at the protected line               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 20                                                                 | Environmental zones (water, low-temp, gas) operate and report                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 21                                                                 | Wireless devices: adequate signal and supervision; low-battery flags clear                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 22                                                                 | Device labels and zone descriptions match the as-built point list                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| <b>FIRE ALARM DEVICES (WHERE TIED TO THIS SYSTEM, PER NFPA 72)</b> |                                                                                              |                          |                          |                          |                    |
| 23                                                                 | Fire alarm placed on test with the supervising station before any fire signal                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 24                                                                 | Manual pull stations: alarm and correct address confirmed, then reset                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 25                                                                 | Smoke detectors: functional test with listed aerosol / test gas; location label correct      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 26                                                                 | Heat detectors: restorable spot types tested per manufacturer                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 27                                                                 | Notification appliances: horns / strobes activate; sound level meets required dBA            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 28                                                                 | Waterflow and valve tamper / supervisory switches operate and report                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 29                                                                 | Fire panel transfers to standby battery on AC loss and annunciates trouble                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 30                                                                 | Fire alarm restored from test; station logged restoration to normal                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| <b>ACCESS CONTROL SYSTEM</b>                                       |                                                                                              |                          |                          |                          |                    |
| 31                                                                 | Controllers / door panels powered, communicating, and reporting online                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 32                                                                 | Standby battery / UPS for controllers and locking power tested under AC loss                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 33                                                                 | Valid credential at each reader: grant and unlock confirmed                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 34                                                                 | Invalid / expired credential: deny confirmed and event logged                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 35                                                                 | Request-to-exit (REX) releases door and suppresses forced-door alarm                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 36                                                                 | Door position switch reports accurately; door-held-open timer alarms                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 37                                                                 | Door-forced-open event alarms and logs at the head-end                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 38                                                                 | Strikes, maglocks, and electrified hardware lock and release fully; re-lock timing correct   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 39                                                                 | Fail-safe egress locks release on power loss; fail-secure only where alternate egress exists | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 40                                                                 | Fire alarm / sprinkler interface drops locking power for free egress                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |

| #                                           | Item                                                                            | Pass                     | Fail                     | N/A                      | Notes / deficiency |
|---------------------------------------------|---------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------|
| 41                                          | Delayed-egress doors: nuisance-delay release operates and door alarms           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 42                                          | Door hardware, signage, and egress motion sensor unchanged from approved design | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| <b>CCTV / VIDEO SURVEILLANCE</b>            |                                                                                 |                          |                          |                          |                    |
| 43                                          | Recorder online, time / date synced; no drive or fan faults                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 44                                          | Hard-drive / RAID health checked; recording active on all configured channels   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 45                                          | Retention meets required policy (oldest playback recorded above)                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 46                                          | Each camera produces a live image on its assigned channel; no signal loss       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 47                                          | Image quality: focus, exposure, color / white balance, no excessive noise       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 48                                          | Housings, lenses, and domes cleaned; no webs, condensation, or obstructions     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 49                                          | Field of view matches documented coverage; no drift or repositioning            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 50                                          | Day / night and IR illuminator performance verified in low light                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 51                                          | Motion-record, scheduling, and analytics / alerts trigger and notify            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 52                                          | Remote / mobile viewing and recorded-clip export tested                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 53                                          | PoE switches, midspans, and power supplies secure, ventilated, not overloaded   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| <b>CENTRAL STATION &amp; COMMUNICATIONS</b> |                                                                                 |                          |                          |                          |                    |
| 54                                          | Systems placed on test with the central station before transmitting             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 55                                          | Account #, premises address, and zone / point descriptions on file verified     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 56                                          | Call list, emergency contacts, passcodes, and dispatch instructions current     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 57                                          | All systems restored from test; station logged restoration to normal            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |

**D Central station signal verification**

Confirm receipt of each signal with the station operator.

| Signal                          | Time sent | Received                 | Operator / ref # | Notes |
|---------------------------------|-----------|--------------------------|------------------|-------|
| Burglary                        |           | <input type="checkbox"/> |                  |       |
| Fire                            |           | <input type="checkbox"/> |                  |       |
| Hold-up / panic                 |           | <input type="checkbox"/> |                  |       |
| Trouble                         |           | <input type="checkbox"/> |                  |       |
| Path 1 failure (e.g., IP)       |           | <input type="checkbox"/> |                  |       |
| Path 2 failure (e.g., cellular) |           | <input type="checkbox"/> |                  |       |
| Open / close (arm / disarm)     |           | <input type="checkbox"/> |                  |       |
| Restore to normal               |           | <input type="checkbox"/> |                  |       |

**E Results by system**

| System         | Pass                     | Fail                     | Frequency | Next inspection due | Comments |
|----------------|--------------------------|--------------------------|-----------|---------------------|----------|
| Intrusion      | <input type="checkbox"/> | <input type="checkbox"/> |           |                     |          |
| Fire alarm     | <input type="checkbox"/> | <input type="checkbox"/> |           |                     |          |
| Access control | <input type="checkbox"/> | <input type="checkbox"/> |           |                     |          |
| CCTV           | <input type="checkbox"/> | <input type="checkbox"/> |           |                     |          |

F Deficiencies & corrective action

Flag life-safety items (impaired egress, fire detection, or signaling) and notify owner in writing.

| System | Device type | Zone / address | Location | Deficiency | Life safety              | Action / priority / parts | Fixed                    |
|--------|-------------|----------------|----------|------------|--------------------------|---------------------------|--------------------------|
|        |             |                |          |            | <input type="checkbox"/> |                           | <input type="checkbox"/> |
|        |             |                |          |            | <input type="checkbox"/> |                           | <input type="checkbox"/> |
|        |             |                |          |            | <input type="checkbox"/> |                           | <input type="checkbox"/> |
|        |             |                |          |            | <input type="checkbox"/> |                           | <input type="checkbox"/> |
|        |             |                |          |            | <input type="checkbox"/> |                           | <input type="checkbox"/> |

G Devices or zones left bypassed / disabled

| System | Zone / device | Reason | Planned restoration |
|--------|---------------|--------|---------------------|
|        |               |        |                     |
|        |               |        |                     |
|        |               |        |                     |

|                                                                                            |                                                                                                  |                                                                                            |                                                                                                        |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| ALL SYSTEMS RESTORED TO NORMAL<br><input type="checkbox"/> Yes <input type="checkbox"/> No | STATION VERIFIED ALL ACCOUNTS NORMAL<br><input type="checkbox"/> Yes <input type="checkbox"/> No | OWNER / REPRESENTATIVE BRIEFED<br><input type="checkbox"/> Yes <input type="checkbox"/> No | WRITTEN NOTICE OF LIFE-SAFETY ITEMS GIVEN<br><input type="checkbox"/> Yes <input type="checkbox"/> N/A |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

|                                                              |                                                                 |
|--------------------------------------------------------------|-----------------------------------------------------------------|
| TECHNICIAN SIGNATURE & LICENSE #<br><br>PRINT NAME      DATE | OWNER OR AUTHORIZED AGENT SIGNATURE<br><br>PRINT NAME      DATE |
|--------------------------------------------------------------|-----------------------------------------------------------------|

Fire alarm checks follow NFPA 72; central-station monitoring relates to UL 827; egress locking and door release are governed by NFPA 101 and the building / fire code. Values such as a 15-second delayed-egress release, 30-second extended delay with approval, and 24-hour standby are commonly cited examples, not universal requirements. Editions and local amendments vary; verify scope, methods, and frequencies with your AHJ. This form is a starting point and does not replace inspection or testing by qualified personnel.