NACOSS GOLD ACCESS CONTROL Checklist (based on NACP 30)

Instructions

1. This checklist should be used for inspection of Access Control systems.

2. Deviations are to be entered on the Inspection Report by item letter, item number, and NACP 30 clause

   e.g. A(1) 5.3 Name of customer not stated 1 point

   NOTE: Points are awarded against the checklist item, not the individual deviation

   e.g. if there are three deviations under item E (cable installation), only 2 points are awarded against item E.

NACOSS GOLD ACCESS CONTROL SYSTEM CHECKLIST BASED ON NACP 30

Item	Check Points	
A	Documentation	1
B	Ease of operation	1
C	Security features on CPU	1
D	Ease of access for maintenance of controls	1
E	Cable installation	2
F	Reader functions and indications	1
G	Location of readers	1
H	Details of batteries for active tokens	1
I	Door and turnstile fittings	1
J	Power requirements	2
K	Safety and security requirements	1
L	Back-up and maintenance facilities	1

Access systems will be checked against the sections listed above. Detailed checks within each section are shown in the Checklist attached.

NACOSS GOLD ACCESS CONTROL SYSTEM CHECKLIST (NACP 30)

REQUIREMENTS

		NACOSS Gold CoP Clause NACP 30
A	**Documentation**	
	Does the documentation include the following:	
1.	Name and address of customer/or protected premises	5.3
2.	Full instructions for the operation of the system, including any relevant manufacturers literature	5.1/5.3
3.	The classification of the products relating it to the risk and the level of security that will be provided	5.3
4.	An accurate specification, logging facilities, location, alarms annunciation and type of all equipment	4.3/5.2/5.3
5.	The period of operation and/or the number of operations following a mains failure	5.2/5.3
6.	Records of commissioning tests	5.1
7.	For card systems a record of the supply volts and current to all parts of the system	5.1
8.	Is there a record of maintenance/service visits	Part 2 4.4/4.5
9.	Is there a NACOSS certificate	REG 13
B.	**Ease of Operation**	
	Have operators been suitably trained in the use of the system including any alarm monitoring	5.2
C	**Security Features of CPU**	
	Is the system protected against unauthorised interference, e.g. password level(s)	4.3

D. Ease of Access for Maintenance of Controls

1.	Is there ease of access for maintenance	4.3
2.	Is there adequate ventilation in the area of the CPU	4..3
3.	Is the equipment free from environmental problems such as dust, vibration, electrical interference etc	4.3

E. Cable Installation

1.	Is all cable installed within the controlled area and/or protected from accidental or wilful damage	4.2.5.1
2.	Does the cable size allow correct operation at the furthest reader	4.2.5.2
3.	Are all connections in accordance with the current IEE Wiring Regulations	4.2.5.3
4.	Are cable joints made in suitable junction boxes using either wrapped, soldered, crimped or screw terminals	4.2.5.1
5.	Are overhead cables clear of any obstacles	4.2.5.1/ 4.2.5.3
6.	Are cables run clear of interference from electrical contractors, microwave devices etc.	4.2.5.1
7.	Are cables installed and supported to good working practice and correctly marked	4.2.5.1/ 4.2.5.3
8.	Are all external junction boxes weatherproofed to IP 54 or IP 65 if in a very exposed position	4.2/4.2.5.1 4.2.5.3

F. Reader Functions and Indications

1.	Is there an indication for access granted or denied	4.2.2
2.	Are readers tamper proof and is a latching indication of tamper given	4.2.2
3.	If a variable release door timer is specified is it fitted	4.2.2
4.	Does the furthest reader from the controller respond within 2 seconds following completion of the data entry	4.2.2

G. Location of Readers

1.	Are readers and associated wiring fitted to minimise the risk of vandalism, particularly if close to external perimeters	4.2.2
2.	Do external readers meet the requirements of IP 54 or IP 65 if very exposed	4.2/4.2.5.3 4.2.3
3.	Are readers located at convenient height of approx. 1.5m, preferably adjacent to the opening edge of the door	4.2.2
4.	Are wired connections to readers concealed or given the appropriate mechanical protection, i.e. if the door release signal passes outside of the controlled area, metal conduit should be used	4.2.2/4.2.3 4.2.5
5.	Are keyboards located to prevent illegal observations of the codes	4.3

H. Details of Batteries for Active Tokens

	Are the minimum battery life and operating range as specified on the manufacturers data sheet	4.2.1

I. Door and Turnstile Fittings

1.	Are door catches and release mechanisms compatible	4.2.3
2.	Have devices been fitted to minimise the effects of the environment, e.g. vibration, dust etc	4.2.3
3.	Is the physical strength of existing doors satisfactory after fitting locking mechanisms	4.2.3
4.	Is the transfer of electrical connections onto doors by means of suitable, flexible cables in accordance with the manufacturers specification	4.2.3
5.	Do door closing devices close the door under normal circumstances including adverse air pressure	4.2.3
6.	Are doors a satisfactory fit in the frame	4.2.3
7.	Are the hinges, frames and fixings adequate for the weight and proposed usage of the door	4.2.3

8.	If a long operation for a door release is required is a continuous rated coil used	4.2.3
9.	In the case of a complete power failure is there a key override to a critical door with the key kept in a safe place outside the controlled door	4.2.3

J. Power Requirements

1.	Does standby power, if fitted, function correctly and is the system memory protected by back-up storage	4.2.4/4.3
2.	Are power supplies with the controlled area	4.2.4
3.	Is the mains power permanently connected	4.2.4
4.	Are extra low voltage cables kept separate from mains cables, particularly at entry points, and are they correctly insulated	4.2.4
5.	Are all mains connections in accordance with the current issue of the IEE Wiring Regulations	4.2.5.3

K. Safety and Security Requirements

1.	Are all mains or high voltage powered equipments provided with warning labels, in accordance with IEE Regulations or Health & Safety Regulations	4.2.5.3
2.	Does the system comply with the fire regulations and allow exit to personnel in an emergency	4.2.5.3
3.	Does the specification clearly indicate whether the system is "fail safe" or "fail secure"	4.1/4.2.3

NOTE: If exit is granted via electrical means, fail safe may be mandatory to meet safety requirements.

L. Back-up Maintenance Facilities

1.	Is there a current maintenance contract in force	
2.	Can the company provide call-out services in the time agreed in the contract	Part 3:3.1
3.	Can the installer offer hardware and software support to the system for at least 5 years	3.3.2