



How to Prepare for a UL Annual Audit

Annual Audits

- Each central station is audited once each calendar year
- Review of plant & equipment for changes
- Conducting service tests
- Review of signal processing records
- Issuing a report
- Tracking of corrective action

Audit of The Facility

- Notify UL in advance of changes to the following
 - The Facility
 - The Automation System
 - Secondary Power
 - Receivers that use New Technology
 - Radio
 - Data Network

Staff

- **Operators** -
- Sufficient personnel (at least two persons), trained as operators, on duty at all times. No other operator activity shall take precedence over receiving and acting on these signals. (UL827)

Testing of Retransmission Equipment

Two independent methods of retransmission are required

- 1) coded transmitter
- 2) direct telephone line
- 3) private communication system
- 4) public telephone network
- 5) 911 emergency services (only as secondary method)

Big Ticket Items

- Building and Operating Room
- Communication Cables
- Standby Power
- Automation System
- Receivers

Little Ticket Items

- Standby lighting
- Fire extinguishers
- Test logs
- Personnel training
- Disaster plan

Test Logs & Training

Item	frequency
• Standby lighting test	monthly
• Battery & UPS tests	monthly
• Generator & UBS	weekly
• Operator training	monthly
• Communication link	each shift
• Retransmission link (fire)	weekly
• Retransmission link (other)	annually

Service Tests

- Evaluate Signal Processing
- Evaluate Runner Response
- Verify Systems are within Service Territory

Key Points for Central Stations Monitoring Certificated Alarm Systems

- All Certificated systems are identified by type & line security
- Records of signal activity & actions by the central station are maintained
- The retransmission or action by the operator must be immediate
- The ASC responsible for the system must be notified

Processing Signals From Fire Alarm Systems

- *Alarms*
- *Supervisory*
- *Trouble*
- *Periodic test signal*

Burglar Alarm Services

- *Alarms*
- *Openings & Closings*
- *Troubles*
- *Periodic Test Signals*
- *Communication Faults*

Central Station VS Mercantile

- Central station
 - Certificate is issued by the central station & the installation is supervised, serviced, maintained, and provided by the central station
- Mercantile
 - Certificate is issued by the service company that maintains and services the installation. Monitoring may be subcontracted to any listed central station

Mercantile & Residential

Alarm signals received from Certificated residential or mercantile burglar alarm systems shall be retransmitted to the law enforcement agency serving the property or persons specified by the subscriber

Processing Signals From National Industrial Security Systems

- *Opening/closings are handled same as central station systems*
- *Alarms -*
 - Dispatch investigators, or FSO when the facility is open, or*
 - Employ alarm verification*

Audit of Installations

Certification =	Servicing & Maintenance	+ Installation	+ Operation
Verify Existence of Service Agreement Audit Record of Service Calls Response Time Nature of Work Audit Record of Annual Operational Inspection or Periodic Testing of the System	Verify the Extent of Protection or the Type of Service that is Provided Verify Correctness of Installation Techniques Confirm Listed Equipment Verify Programming of Control Equipment Check Method of Transmission	Central Station Burglar Alarm Systems Audit Alarm Records Records Times Use of Keys Completeness of Records Follow Up Action Audit Opening & Closing Records Fire Alarm Systems Audit Alarm Records Retransmission of Alarms Dispatch of Runner	Audit Supervisory Signal Records Trouble Signal Records

UL Alarm Systems

Fire alarm	NFPA 72 NFPA 72	UL central station fire UL non-central station fire (Local, remote station, proprietary Station or auxiliary station)
Burglar alarm	UL681 UL681 UL1641 UL681 & UL2050	UL central station burglary UL mercantile burglary UL residential burglary UL national industrial security

National Industrial Security Systems

- UL681 established extents 5 & 3 for closed areas & SCIF's
- Extents complete & partial are used for containers & vaults
- Line security is generally required
- Investigators may be customer guards, private guards, or law enforcement
- Operators in the central station must have a secret clearance

The Report

- Issued within 15 calendar days of the audit
- Response due within 30 days of the date of the report
- Late responses will result in revisits

The Administration of Certificates

- ✓ Certificate request form
- ✓ Alarm system description
- ✓ Fax back processing and request
- ✓ Expiration notice
- ✓ Renewal

Suggestions

- Call When There are Changes to the Facility
- Train at Least Two People
- Request a List of Certificated Systems
- Discuss the Results at the End of the Audit

Who Can You Call?

Northeast	Southeast	Mid-West	West
Pete Tallman 631.271.6200 Ext. 22415	Javier Olarte 919.549.1816	Tom Presnak 847.272.8800 Ext. 42651	Ron Anderson 408.985.2400 Ext. 32280
<div style="border: 1px solid black; padding: 2px; display: inline-block;">877.854.3577</div>			
Customer Service – MEL 49586	Customer Service – RTP 49566	Customer Service – NBK 49494	Customer Service – SC 49527