

Airservices Certified Maintainer Assessment for Romteck RM3118 dual SIM Alarm Signalling Equipment (ASE)

Technical Instruction

TI-0223

Version 2

Effective 31 August 2018

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Change summary

Version	Date	Change description
2	31 August 2018	<ul style="list-style-type: none">• Added additional checklist for non-maintainers that require an ASE Touch Key.• Other minor changes.
1	23 April 2018	Initial release

This document was created using Technical Instruction Template C-TEMP0168 Version 4.

1 Purpose

This checklist prescribes the requirements for the assessment, recording and validation of competencies of personnel who are authorised to install, remove and restore Alarm Signalling Equipment (ASE) connected to the Airservices Romteck system.

This certification only applies to working with the Alarm Signalling Equipment (ASE). It does not cover the Fire Indicator Panel (FIP) or the Emergency Warning and Intercommunication System (EWIS) that the ASE connects to.

2 Scope

This applies to Airservices employees and external personnel involved in the maintenance and support of Alarm Signalling Equipment (ASE) equipment. Refer to Section 3 ASE Certification Assessment.

This also applies to external personnel involved in the maintenance and support of Fire Indicator Panel (FIP) equipment who require an ASE Touch Key, for example to perform monthly FIP testing, but who will not be involved in the maintenance and support of Alarm Signalling Equipment (ASE) equipment. Refer to Section 4 Application for ASE Touch Key.

The validity period for this Certification is 5 years. Re-apply every 5 years.

3 ASE Certification Assessment

Email the signed form to: ARFFSystemSupport@AirservicesAustralia.com.

Business name* (Published on Airservices [website](#)): _____

Business Ph Number* (Published on Airservices [website](#)): _____

Site(s) covered* (Published on Airservices [website](#)): _____

Email address* (Published on Airservices [website](#)): _____

Name (External technicians published on Airservices [website](#)): _____

Postal address* (not PO): _____

List of all relevant state/territory licences: _____

Diploma/Degree/trades qualification to wire and install extra low voltage (ELV): _____

**Applicable to External technicians only.*

Access to Romteck ASE Maintenance Software, version 2.0.22 or greater.	Yes/No
Access to a micro-B to type-A USB cable	Yes/No
Access to Romteck ASE RM3118 Alarm Signalling Equipment (ASE) Operation and Installation Manual	Yes/No
Reviewed and understood TI-0157 . Have a working knowledge of the following: <ul style="list-style-type: none"> Understand that while a monitored automatic alarm system is not fully operational, it is vital to put alternative fire safety procedures 	Yes/No

<p>in place to ensure an appropriate level of fire safety during this period.</p> <ul style="list-style-type: none"> • Understand Airservices minimal isolation policy • High-level understanding of the Romteck Firemon System (https://www.youtube.com/watch?v=aX0hyvueMdE) • ASE Primary and Secondary Communications paths • Understand the FIP interface • How to backup and restore an ASE • ARFFS station contact numbers 	
<p>Adequate access to spares to comply with Australian Standard. Have an ASE configuration archive and storage policy.</p>	<p>Yes/No</p>
<p>Do you have an existing Romteck electronic Touch Key which can be used on an RM3118 ASE? Airservices RM3118 ASEs accept keys from all electronic Key Issuers.</p> <p><i>Note: If you do not have an electronic key, please complete Section 4.</i></p>	<p>Yes/ No – <i>complete</i> <i>Section</i> <i>4.</i></p>

Signature: _____

Date: ____/____/____

Comments: _____

4 Application for ASE Touch Key

Airservices RM3118 ASEs accept keys from all Romteck electronic Key Issuers. The following is only to be completed if you do not have an existing Romteck electronic Touch Key.

Email the signed form to: ARFFSystemSupport@AirservicesAustralia.com.

Business name: _____

Business Ph Number: _____

Site(s) covered: _____

Email address: _____

Name: _____

Postal address (not PO): _____

<p>Reviewed, understood and accept TI-0157 Section 4 key-holder Responsibilities:</p> <ul style="list-style-type: none"> • Understand that while a monitored automatic alarm system is not fully operational, it is vital to put alternative fire safety procedures in place to ensure an appropriate level of fire safety during this period. • Understand Airservices minimal isolation policy 	<p>Yes/No</p>
<p>Misuse of a Key is a serious matter. Keys are granted on a non-transferable basis. You will notify Airservices or return the key if you change contact details or no longer want to be a key-holder. You will notify Airservices if you lose or misplace your key. Firemon records an audit trail of when a key is used to access the ASE. It is an offence in most states and territories to damage or interfere with a fire indicator panel or other apparatus that transmits the signal to the fire services (monitored automatic alarm system) without reasonable excuse.</p>	<p>Yes/No</p>

Signature: _____

Date: ____/____/____

Comments: _____
