

## Compliance Schedule Details:

### SS 12/2 – FM Radio Frequency Systems and Infrared Beam Transmission Systems

Please provide the following information with your Building Consent Application - Form 2

(If you need help to complete this form, consult the system provider or an IQP who is registered for the system above)

Applicant Name: .....	Building Name: .....
Site Address: .....	Installation provider: (if known) .....
Existing Compliance Schedule Number(s): (if applicable) .....	Risk / Purpose group: .....
.....	Fire Hazard Category: .....
.....	Total Occupant Load: .....

#### SPECIFIED SYSTEM DESCRIPTION (address those items that apply)

**Specified systems:** ☐ Existing ☐ New ☐ Modified ☐ Removed

**Type:** ☐ FM radio frequency system  
☐ Infrared (IR) beam transmission system

**Location Plan for specified systems and records is attached:** ☐ YES ☐ NO

No.	Equipment location	Make (Main components)	Model
1			
2			
3			
4			
5			
6			
7			

*If needed continue the list on another sheet of paper*

#### STANDARDS (address those items that apply)

Specifically designed solutions do not apply if the system has been installed against a specific Standard / document.

<b>Performance / installation:</b>	<input type="checkbox"/> AS 60118.4, Year: ..... <input type="checkbox"/> Compliance Schedule Handbook pg 43-44 <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
<b>Inspections:</b>	<input type="checkbox"/> AS 60118.4, Year: ..... <input type="checkbox"/> Compliance Schedule Handbook pg 43-44 <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
<b>Maintenance:</b>	<input type="checkbox"/> AS 60118.4, Year: ..... <input type="checkbox"/> Compliance Schedule Handbook pg 43-44 <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

#### INSPECTIONS, MAINTENANCE AND REPORTING (address those items that apply)

**Minimum inspection and maintenance procedures:** Regular inspections and planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard/document to ensure continued effective operation of the system during occupation of the building.

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<b>Inspection frequency and responsibility:</b>	<p>Depending on the type of installation and its performance standard/document:</p> <p><input type="checkbox"/> Specifically designed solutions: by IQP only</p> <p><input type="checkbox"/> Standard /other document: Six-Monthly by: <input type="checkbox"/> Owner <input type="checkbox"/> IQP</p>
<b>Inspections &amp; Maintenance:</b> Six Monthly Inspections	<p>As a minimum, these inspections will include the inspection and testing of:</p> <ul style="list-style-type: none"> <li>• Signal transmission strength</li> <li>• FM transmission and availability of good reception in the indicated public area – any coverage blank spots will be eliminated or marked. (NOTE: Where IR transmission is used, blank spots may be caused by pillars, obstructions or poor placement of emitters, as reception is dependent on direct line transmission).</li> <li>• Receiver settings - will be set for the transmission channel used at the venue</li> </ul> <p>General:</p> <p><input type="checkbox"/> Where only FM transmission is available and users provide their own receivers: the system will be tested for proper operation and full area coverage</p> <p><input type="checkbox"/> Where receiver units and relevant listening devices are available for public hire: they will be inspected to ensure:</p> <ul style="list-style-type: none"> <li>○ The specified number of receivers are available for use</li> <li>○ The following items should also be tested to ensure they are functioning properly, being used correctly and in good condition:             <ul style="list-style-type: none"> <li>▪ Cords</li> <li>▪ Connectors</li> <li>▪ Tele loop (where used)</li> <li>▪ Stethoclip, earplugs</li> <li>▪ Headset</li> </ul> </li> </ul> <p><input type="checkbox"/> Where equipment is available for hire: earplugs, headset covers or ear pads will be sanitised and sealed in a bag or replaced after each use.</p> <p><input type="checkbox"/> Rechargeable batteries used in the receivers will be recharged after each use to ensure full operating capacity. Responsive maintenance will be applied to ensure continued operation during occupation of the building. In particular the following will be carried out.</p> <p><input type="checkbox"/> Where a component of the assistive listening system is found to be faulty or not operating as required it will be repaired or replaced without undue delay.</p>
<b>Reporting:</b>	<p>The owner will keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. These will be recorded in the On-Site Log Book, which will remain on the premises with the most recent compliance schedule, and as a minimum include:</p> <ul style="list-style-type: none"> <li>• Details of any inspection, test or preventative maintenance carried out, including dates, works undertaken, faults found, remedies applied and the person who performed the work.</li> <li>• Form 12A provided annually by the IQP.</li> </ul>