

# CODE OF PRACTICE



## Vehicle Security Suppliers/Installers

## CODE OF PRACTICE FOR VEHICLE SECURITY SUPPLIERS/INSTALLERS

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## FOREWORD

This Code Of Practice defines the policies and procedures to be followed by members of the New Zealand Security Association Inc involved in the provision of vehicle security products and installation.

The objective in preparing this document is to ensure that high professional standards are maintained, legal responsibilities complied with and, consequently, enhancement of the industry's image and reputation.

The requirements of this Code are mandatory and compliance is a condition of membership of the New Zealand Security Association Inc.

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**SECTION 1: GENERAL**

	Self Audit	Auditor	Comments
<p><b>1.0</b> This Code of Practice is issued in order to ensure that persons and organizations operating in the vehicle security field of the security industry provide a standard of service and quality of employee that meets the standard as defined in this Code of Practice as being the minimum level. Sufficient latitude is built into the Code to enable vehicle security companies to exercise initiative and individual expertise in the provision of service to a higher degree than laid down in the Code.</p>			

**SECTION 2: DEFINITIONS**

<p><b>2.1 Vehicle Security Company</b> Means any person who carries on business either by themselves or in partnership with any other person and includes a limited liability company and who contracts to supply vehicle security products or installation/maintenance services of Vehicle Security products.</p> <p><b>Supplier Company</b> Any company who manufactures/imports for supply to the public or at wholesale level to other vehicle security companies or-installers.</p> <p><b>Installer</b> Means any person who carries out the installation or maintenance of vehicle security products either as an employee or contractor.</p> <p><b>Installation Standard</b> Joint Australian/New Zealand standard AS/NZS 3749.2 1997 relating to the installation of vehicle security products.</p>			
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	Self Audit	Auditor	Comments
<p><b>Star Rating</b> The New Zealand Security Association's 1 - 5 Star Rating system for Vehicle Security products as detailed in Addendum A.</p>			

**SECTION 3: RECRUITING AND EMPLOYMENT OF INSTALLERS**

<p><b>3.1 Creditworthiness</b> A credit worthiness check is to be made. A copy of the result of each creditworthiness check is to be placed on the personnel file of the installer. After the initial check it is recommended that creditworthiness checks be conducted on a regular basis.</p>			
<p><b>3.2 References and Previous Employment Checks</b> In every case applicants for employment will be required to complete an application form on which they will declare details of their previous employment or other activities during the preceding 10 years, or back to school leaving.</p> <p>Character references are to be called for from not less than three persons nominated by the potential employee and from not less than three immediately previous employers provided that such a person has three or more previous employers preceding the application for employment.</p>			

	Self Audit	Auditor	Comments
<p><b>3.3. Driving Licences</b> All Installers required to drive a motor vehicle during the course of their duties shall be the holders of an appropriate and current New Zealand driving licence. Such a licence must be a full and unrestricted New Zealand Driving licence. Loss of licence prohibiting driving, by any means, shall be reported to the employer and the NZSA within 14 days of loss.</p>			
<p><b>3.4 Personnel Files</b> A personnel file shall be established and maintained for each Installer employed and is to contain all information relative to each Installer's employment.</p>			
<p><b>3.5 Employment Agreements</b> A written employment agreement between the employer and the applicant employee must be entered into prior to commencement of employment. At all times the member must ensure compliance with the relevant statutory requirements in relation to employment legislation.</p>			
<p><b>3.6 Health and Safety</b> Prior to commencement of duties all new employees must undergo a comprehensive Health and Safety induction outlining the employer's Health and Safety Policy.</p>			
<p><b>3.7 Registration</b> All installers employed by a vehicle security Company shall be registered with the New Zealand Security Association Inc. and that registration shall be kept up to date.</p>			

**SECTION 4: TRAINING**

	Self Audit	Auditor	Comments
<p><b>4.1</b> All Installers employed by a vehicle security company shall receive adequate and regular training on all products fitted or serviced.</p>			
<p><b>4.2</b> Before commencing any installation/servicing duties Installers must be trained on and have an unrestricted understanding of the following:</p> <ul style="list-style-type: none"> <li>-Australian/New Zealand Vehicle Security installation standard AS/NZS 3749.2. 1997</li> <li>-How alarm and immobiliser systems work (make by make – model by model for those brands being installed) and how to interface them with the vehicle’s electrical system.</li> <li>-How various central locking systems work and how to interface them with alarm systems.</li> <li>-How the various alarm sensors work and how to install and set them up correctly.</li> <li>-Fault diagnosis and repair.</li> <li>-Vehicle electrical systems and how to find the relevant connections relating to alarm/immobiliser installation.</li> </ul>			
<p><b>4.3 Continuation Training</b> Sufficient training and instruction shall be provided by vehicle Security Company or it's supplier on any new products supplied, new installation methods or changes in the Installation Standard.</p> <p>The NZSAreserve the right to carry out random checks of security systems being fitted to ensure that the installation complies with the AS/NZS Standards.</p>			

**SECTION 5: COMPANY'S RESPONSIBILITIES**

	Self Audit	Auditor	Comments
<b>5.1 Public Liability</b> All vehicle security companies shall maintain a Public Liability Insurance relevant to the risk exposure. The insurance cover must not be less than \$1,000,000.			
<b>5.2 Supplier Companies</b> All supplier companies shall ensure their products comply with the requirements of the relevant Star Rating.			

**SECTION 6: INSTALLER'S RESPONSIBILITIES**

<b>6.1</b> All installation work carried out by the † installer shall be to the Installation Standard and be of a high level of workmanship.			
<b>6.2</b> Installers shall ensure they have sufficient understanding of the workings of all alarm/immobiliser systems they are working on.			
<b>6.3</b> Installers shall ensure they have sufficient understanding of the workings of the relevant electrical systems of the makes/models of vehicles they are working on.			
<b>6.4</b> Installers shall ensure that the vehicle circuits to which a security system is being fitted are within the capabilities of the security system.			

	Self Audit	Auditor	Comments
<p><b>6.5</b> Installers shall ensure the vehicle is fully operational upon completion of the installation (subject to any conditions noted on the vehicle inspection report which is to be completed prior to installation).</p>			

**SECTION 7: AUDIT**

<p><b>7.1</b> The installer company may request the NZSA to carry out an audit of their work however; the NZSA reserves the right to carry out such an audit at any time during normal working hours.</p>			
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ADDENDUM A

Star Ratings of  
Vehicle Security Systems  
&  
OEM Alarm Upgrades



NZSA – Vehicle Security has developed a STAR rating systems under which will be categorised the various international Standards:

New Zealand Security Association Inc. Rated **5** Star  
Must be professionally fitted by a NZSA Registered Installer.

HIGH RISK

New Zealand Security Association Inc. Rated **4** Star  
Must be professionally fitted by a NZSA Registered Installer.



New Zealand Security Association Inc. Rated **3** Star  
Must be professionally fitted by a NZSA Registered Installer.

MEDIUM RISK

New Zealand Security Association Inc. Rated **2** Star



New Zealand Security Association Inc. Rated **1** Star

LOW RISK

To Qualify for a 3, 4 or 5 star rating, they system must be fitted by an NZSA Registered Installer.

**New Zealand Security Association  
STAR Rating  
Vehicle Security Systems**

**The NZSA recognise and accept the following international Standards:-**

- a. The joint Australian / New Zealand Standards
- b. Thatcham Standards from the United Kingdom

The NZSA star rating system allows for easy identification of the various Standards.

Only products listed on this site qualify for a Star rating and are identified by the [labels shown above](#) and displayed on vehicle security systems packaging and owners operator manuals.

<b>5 STAR Vehicle Security System</b>	AS/NZS3749 2003 Class A, or Thatcham Cat 1  Full security alarm system including automatic engine immobilisation, battery back-up siren and interior protection.
<b>4 STAR Vehicle Security System</b>	AS/NZS3749 2003 Class B, or a 3 STAR system plus a Standards compliant siren  Security alarm system including automatic engine immobilisation and siren to give bonnet, boot & door protection.
<b>3 STAR Vehicle Security System</b>	AS/NZS4601 1999 amendment 1 (2003) or UK Thatcham Cat 2  Automatic Engine immobiliser (minimum dual circuit)
<b>2 STAR Vehicle Security System</b>	Uncertified immobiliser/alarm with same features and functions as a 5 STAR system.
<b>1 STAR Vehicle Security System</b>	Uncertified immobiliser with same features and functions as a 3 STAR immobiliser

**New Zealand Security Association  
STAR Rating  
OEM Alarm Upgrades**

**The Star Rating is only applicable to New Zealand new vehicles manufactured after 1 January 2000**

Due to their equipment level, vehicles manufactured prior to 1 January 2000, or not equipped as described below, may not be suitable for an 'upgrade' for acceptable insurance purposes. Check with your insurance company for their requirements.

If not suitable, please select a vehicle security product from the PRODUCTS page.

Only 'upgrades' listed on this site qualify for a Star rating and are identified by the [labels shown above](#) and displayed on the vehicle security systems packaging and owners operator manual.

<b>5 STAR OEM Alarm Upgrades</b>	Identical alarm features as a 5 Star 'vehicle security system'. Additional engine immobilisation may also be provided by the 'upgrade'.
<b>4 STAR OEM Alarm Upgrades</b>	Identical alarm features as a 4 Star 'vehicle security system'. Additional engine immobilisation may also be provided by the 'upgrade'.

**BASIC 'STANDARDS' REQUIREMENTS** – refer to the relevant Standard for a full description

**AS/NZS3749.1 2003 Class A or Thatcham Cat 1 = 5 STAR**

**AS/NZS3749.1 2003 Class B = 4 STAR**

**These Specifications are for full vehicle security system that contains  
ALL THE AUTOMATIC IMMOBILISATION FEATURES OF A 3 STAR SYSTEM**

**together with additional alarm functions to trigger upon intrusion:**

- **5 STAR = 3749 Class A** – includes a battery back-up siren and at least one of three types of permitted interior sensor: - ultrasonic, microwave or glass break sensor (note: shock sensors do not qualify)
- **4 STAR = 3749 Class B** – includes a siren, can be either non-battery back-up or battery back-up (sensors may be fitted as options but not mandatory)
- Optical warning device (flashes on alarm activation, eg: indicator or park light flash, but not headlamps)
- Optical indication of arming and disarming (light flash)
- Activates from the opening of bonnet, boot and doors
- Activates from the interior sensor (Class A)
- Bypasses an individual circuit if triggered more than 3 times to prevent excessive noise
- Individual alarm triggers have a maximum of a 30 second duration
- A maximum of 3 triggers per circuit – total sounding time per circuit is therefore 90 seconds
- Siren:-
  - a) Chirp: maximum 90db. Full siren: maximum 115db, minimum 90db
  - b) Frequency response to be within 1500Hz to 3550Hz
  - c) Siren isolating key shall not be used as an override
  - d) Battery back-up (Class A)
  - e) A battery back-up shall be sufficient to operate the siren for at least 5 minutes

**AS/NZS4601 1999 (AMENDMENT 1 2003) or Thatcham Cat 2 = 3 STAR**  
**AS/NZS4601 1999 (AMENDMENT 1 2003) PLUS compliant siren = 4 STAR**

These specifications are for vehicle security systems whose primary function is automatic engine immobilisation. Alarm functions to trigger upon intrusions are optional.

- Automatic dual engine immobilisation
- Immobilisation to be within 20~40 seconds after the ignition is turned off – regardless of door position
- Where relays are used, minimum 8 amps, these are to be of the 'normally open' type
- Once disarmed, immobilisers must re-arm between 20~120 seconds if engine not started
- The immobiliser may be unset by any of the following;
  - a) A coded digital device of not less than 10,000 codes
  - b) A coded proximity device of not less than 10,000 codes (eg: transponder)
  - c) A remote controlled device which is randomly encrypted of not less than 2 million codes (eg: rolling code remote)
  - d) A key pad of not less than 10,000 codes
- Optical status indicator (eg: dashboard LED)
- All primary wires to be black and any plugs/sockets for these shall be fully contained inside the security system housing

- Removal of a power or a ground shall not affect the safe operation of the vehicle nor disable the security product
- Shall be installed according to AS/NZS3749.2 1997

Optional

- Exterior signalling devices (eg: indicator or park light flash)
- A sounding device (eg: siren, meeting the requirements of 3749 frequency & decibel levels) – **Mandatory to qualify as a 4 Star system**
- System override, choice of following;
  - a) A code digital device inside the vehicle of no less than 10,000 codes
  - b) A remote controlled device which is randomly encrypted of not less than 2 million codes (eg: rolling code remote)
  - c) A PIN of not less than 10,000 codes which should be randomly chosen for each system manufactured. There shall be no master PIN code
- Window warning stickers which does not identify the model of system
- Automatic re-lock, if fitted, must re-lock within 30~120 seconds after disarming if a door not opened

## VEHICLE SECURITY SUPPLIERS AUDIT CHECK LIST

Company name:.....

Address:.....

Contact person:.....

Ph number:.....

No' of staff:.....

No' of installers:..... No' NZSA registered:.....

Brands supplied:.....

Check items	ü or x	COMMENT
Stock of Star rating stickers		
Are cartons Star labeled ?		
If not, when are they labeled?		
Are owners manuals Star labeled ?		
If not, when are they labeled?		
List models numbers Star rated		
Sight testing certificates for each of above		
Does product match description on certificate ?		
Is all sighted product on the NZSA approved list ?		
Does point of sale equipment show or refer to the NZSA star rating ?		
Does the supplier carry out installations ?		
Does the supplier carry out service and/or repair work ?		
Does the supplier have their own installers ?		
Are any installers NZSA registered ?		
If so, name them quoting their registration number.		
NZSA certificates on display		
NZSA 'Codes of Practice'		
Copy of AS/NZS3749.2 1997 Installation Standard		

Inspected by:..... Dated inspected:.....

Name of inspector:.....

Version 1 – March 2005

Signed by:.....  
(Company representative)