

# CODE OF PRACTICE



## Vehicle Security Installation Centres

## CODE OF PRACTICE FOR VEHICLE SECURITY INSTALLATION CENTRES

### INDEX

Index	
Foreword	
Section 1	General note
Section 2	Definitions
Section 3	Installation Premises
Section 4	Technical Data/Procedure
Section 5	Electrical
Section 6	Documentation
Section 7	Installation Standards and Inspection
Section 8	Mobile Installations
Section 9	Tools and Equipment
Section 10	Installation Fundamentals
Section 11	Audit
Section 12	Audit Checklist

## 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.

Printed July 2005  
Revision July 2007

NEW ZEALAND SECURITY ASSOCIATION INC.  
Ground Floor, 7 Anzac Street  
Takapuna, Auckland  
New Zealand  
PO Box 33 936, Takapuna, Auckland  
Telephone (09) 486 0441, Fax (09) 486 0442  
Email: [info@security.org.nz](mailto:info@security.org.nz)  
Website: [www.security.org.nz](http://www.security.org.nz)

### ©COPYRIGHT

The copyright of this document is the property of the New Zealand Security Association Inc. No part of it may be produced by photocopying or by any other means without the prior written permission of the Executive Director of the New Zealand Security Association Inc. unless the circumstances are covered by the exception section (19 and 21) of the Copyright Act 1962.

**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>			
---	--	--	--

	Self Audit	Auditor	Comments
<p><b>Installation Standard</b>                      Joint Australian/New Zealand standard AS/NZS 3749.2 1997 relating to the installation of vehicle security products.</p>			
<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: INSTALLATION PREMISES**

<p>3.1 Must operate from approved premises which must conform to all legal requirements.</p>			
<p>3.2 Premises to have adequate fire fighting equipment and staff trained in the usage</p>			
<p>3.3 Premises to have adequate first aid equipment with at least one person trained in basic first aid treatment</p>			
<p>3.4 Premises must have adequate insurance cover against loss or damage to customers vehicles and/or property</p>			

	Self Audit	Auditor	Comments
3.5 Premises to be kept in a well maintained state			
3.6 Hygienic toilet/washroom facilities of a size suitable for the number of staff			
3.7 Construction of premises and outdoor yard area to allow for secure overnight storage of vehicles, equipment and supplies			
3.8 A suitable premises alarm system linked to a 24 hour monitoring station			
3.9 Work areas must be of a sufficient size to allow unimpeded movement around vehicles without the risk of damage. Space must be sufficient to allow all vehicle doors to be opened. Space also to allow for storage of any removed vehicle interior panels and away from likely damage			
3.10 It is highly recommended that the installation centre be linked to the internet to enable communication with the product suppliers and their information database			
3.11 Due to the nature of the work, eg: with installers kneeling on the floor to gain access to the under dashboard area of vehicles, the floor must be kept free of debris, clean and dry at all times and installers supplied with soft cushions or knee pads			

	Self Audit	Auditor	Comments
3.12 Premises to have sufficient light, power supplies, heating and cooling facilities			
3.13 It is recommended that vehicle hoists be available to allow vehicles to be lifted to a safe working height so as not to cause short or long term injury to the installers due to repetition of the type of work			
3.14 Vehicle protection against installation damage (eg: solder droppings) is to be provided, such as drop cloths for carpets and front wing protectors			
3.15 OSH regulations must be adhered to.			

**SECTION 4: TECHNICAL DATA/PROCEDURES**

4.1 Vehicle wiring diagrams must be made available			
4.2 Security system information and wiring diagrams be available			
4.3 An accurate record of all installations must be maintained			

	Self Audit	Auditor	Comments
<b>4.4</b> Where security systems have PIN override codes, these must be recorded with reference to unique vehicle identifiers (eg: chassis or VIN numbers)			
<b>4.5</b> Records to be kept secure at all times			

**SECTION 5: ELECTRICAL**

	Self Audit	Auditor	Comments
<b>5.1</b> Deviation from installation instructions/techniques is not permitted unless authorised			
<b>5.2</b> Only automotive wiring of a gauge suitable for the application may be used			
<b>5.3</b> Insulation of wiring must be to Standards requirements			
<b>5.4</b> Security module 'primary wires' connections must be soldered. Crimps and/or bullet connectors may be used for non-primary wires. Plastic connectors such as 'scotchlocks' or other similar devices are prohibited.			

	Self Audit	Auditor	Comments
5.5 Only a multi-meter can be used to test electrical circuits			
5.6 The vehicle interior must be protected whilst work is being undertaken and possible solder droppings prevented from causing damage by the use of drop cloths			
5.7 Front wing protectors must be used when working under the bonnet.			

**SECTION 6: DOCUMENTATION**

6.1 Only NZSA installation certificates may be used			
6.2 Security of certificate books to be maintained 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.			

**SECTION 7: INSTALLATION STANDARDS AND INSPECTIONS**

7.1 All installations to conform to AS/NZS3749.2 1997 Installation Standard			
7.2 All installation centres to provide all possible assistance during a random inspection by 'Fitment Quality Control' personnel			

	Self Audit	Auditor	Comments
7.3 Installers to be supplied with suitable identifiable clothing to ensure a comfortable and safe working environment.			
7.4 Installers must have received product training for what they are fitting			
7.5 All installers must be registered with the NZSA and carry their photo ID cards			
7.6 Installers certificates are recommended to be openly displayed			
7.7 Customers vehicles and property to be treated with respect at all times			
7.8 Customers to be treated with courtesy and honesty at all times			

**SECTION 8: MOBILE INSTALLATIONS**

8.1 Mobile installers may not carry out installations in any public place, such as car parks, footpaths, roadside			
8.2 Mobile installers may deviate from 6.1 where the work is of a service or repair nature to an existing security system installation			

	Self Audit	Auditor	Comments
<b>8.3</b> Mobile installers are able to refuse to carry out the work if: - <ul style="list-style-type: none"> <li>a. the area is not suitable</li> <li>b. insufficient light</li> <li>c. no power source</li> <li>d. inclement weather</li> <li>e. the area is not safe</li> <li>f. no undercover area</li> <li>g. unable to perform the tasks to prescribe criteria</li> </ul>			
<b>8.4</b> Mobile installers must be able to communicate with their installation centre, eg, cell phone or 2 way radio			
<b>8.5</b> All mobile units must comply to local and national laws			
<b>8.6</b> All mobile units must openly display their NZSA ID cards			
<b>8.7</b> All mobile units vehicles must be sign-written, either permanent or temporary, with the company name and telephone number			
<b>8.8</b> Mobile installers to complete the NZSA installation certificate			
<b>8.9</b> Mobile installers to be supplied with all the appropriate tools and equipment to accomplish the task			

**SECTION 9: TOOLS AND EQUIPMENT**

Digital multi-meter	Screwdriver set
Soldering iron	Allen key set
Solder	Spanner set
Electric drill	Socket set
Drill set	Junior hacksaw
Hammer	Files
Centre punch	Lead light
Wire cutters	Power extension cord
Wire strippers	Short circuit/overload power lead protection
Long & short nose pliers	Tool box
Crimping tool	Carpet and wing protectors
Selection of crimps	Fire extinguisher
Pen and paper	First aid kit
Selection of nuts, bolts, washers, screws	Spare parts for item being fitted
Insulation tape	Plastic trim tool/craft knife
Cable ties	Selection of automotive cable
Plastic sheathing – convoluted tubing	Plastercine / bluetac
Heat shrink tubing	Jumper leads
Heat gun	Vice
Hot glue gun	Battery charger
Vacuum cleaner	Dustpan and brush
Cushion or knee protectors	Protective eyewear

**SECTION 10: INSTALLATION FUNDAMENTALS**

	Self Audit	Auditor	Comments
10.1 Wiring must be trimmed to the correct length, but not to put stress on any part, so as to avoid coiling or bunching of wires			
10.2 All wiring must be concealed by means of looming tape			
10.3 All wiring to run alongside existing vehicle wires and be securely attached using either cable ties, convoluted tubing, or loomed with tape			
10.4 The soldering of all joints is mandatory on all primary and vital wires. Crimping is only permissible for non-essential wires that do not affect the integrity and security of the system			
10.5 All primary wires to be black and same diameter and identifying labels removed. If wires need to be extended, then wiring of the same colour and gauge must be used. Heavier gauge wire of the same colour should be used for extremely long cable runs			
10.6 Where two ground wires are supplied with the security system, these must be connected prior to any other wire and be connected to the vehicle ground at two separate points and secured with nuts/bolts and star washers or to similar factory ground point			

	Self Audit	Auditor	Comments
10.7 Main power (+12v) must be fused			
10.8 Main wiring harness should be disconnected from the security module during the wiring procedure			
10.9 Where wires pass through the vehicle bodywork, they must pass through a rubber grommet			
10.10 Where wires pass from a door to the vehicle interior, they must pass through protective tubing, either aftermarket or factory fitted			
10.11 The two circuits of immobilisation must be at least 300mm from each other, ie: one in the steering column and one at the fuse box if 300mm from the steering column			
10.12 It is highly recommended that where a wire is cut for the purposes of immobilisation, a certain length of that wire be removed, say 200mm, to prevent the ends being joined together to bridge that circuit			
10.13 In order to provide maximum security, the position of immobilised circuits be varied vehicle to vehicle			

	Self Audit	Auditor	Comments
<p>10.14 Security modules must be secured and concealed behind the dashboard in a dry area that makes tampering very difficult and time consuming. Concealment means it cannot be seen or touched. Suggested areas are behind the glove box, centre console or instrument panel. <u>Just behind the drivers side lower dash area is not permitted.</u></p>			
<p>10.15 Where the security system has alarm functions, all perimeter protection switches must be fitted to include, bonnet, boot and all doors. The use of factory switches is permitted. If no switches are provided in the security system installation kit or in the vehicle itself, then these must be supplied and fitted by the installation company</p>			
<p>10.16 Any additional alarm sensors must be fitted and adjusted according to the manufacturers instructions</p>			
<p>10.17 Under bonnet sirens must be mounted away from heat and water ingress. All wiring to run parallel to existing wiring/piping and suitably secured. At no times must any wiring be run over the engine or near any moving parts</p>			
<p>10.18 Security system immobilisation relays must be able to handle a minimum of 8amps continuous current. A current draw test must be performed on any circuit chosen for immobilisation and must not exceed the systems 'continuous' specification. Ignition circuits must be tested with all accessories turned on</p>			

	Self Audit	Auditor	Comments
<p>10.19 The New Zealand and Thatcham Standards stipulate that the engine immobilisation shall be automatic, within a specified time period, after the ignition is turned off. This is a mandatory requirement of the Standards and the Ministry of Transport. Under no circumstances shall this function be disabled or modified. Any person interfering with this requirement may be open to prosecution.</p>			

**SECTION 11: AUDIT**

	Self Audit	Auditor	Comments
<p>11.1 The Installation Centres may request 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>			

**SECTION 12: AUDIT CHECK LIST**

**VEHICLE SECURITY INSTALLATION CENTRE AUDIT CHECK LIST**

Company name:.....

Address:.....

.....

Contact person:.....

Ph number:.....

No' of staff:.....

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

Inspected by:.....

Dated inspected:.....

Name of inspector:.....

Signed by:.....

(Company representative)

Check items	Ù or X	COMMENT
Fire fighting equipment		
Fire fighting training		
First aid equipment		
First aid training		
Insurance cover		
Hygienic toilet/washroom facilities		
Secure overnight storage of vehicles		
Secure overnight storage of equipment and supplies		
24 hour monitoring		
Sufficient work area space		
Sufficient light		

Check items	Ü or X	COMMENT
Sufficient heating/cooling		
Sufficient power supplies		
Computer equipment		
Internet connection		
Websites for technical information		
Wiring database - hardcopy		
Product technical/operation manuals		
Product wiring diagrams		
Clean/tidy work area		
Knee pads/cushions		
Hoists (if applicable)		
Drop cloths/wing protectors		
Secure installation records		
Suitable clothing		
Photo ID cards		
NZSA certificates on display		
Tools and equipment		
NZSA 'Codes of Practice'		
Copy of AS/NZS3749.2 1997 Installation Standard		
OSH Policy		

## MOBILE VEHICLE SECURITY INSTALLATION CENTRE AUDIT CHECK LIST

Company name:.....

Address:.....

.....

Contact person:.....

Ph number:.....

No' of staff:.....

No' of installers:.....

No' NZSA registered:.....

Check items	Y or X	COMMENT
<b>MOBILE</b>		
Cellphone		
Tools and equipment		
Fire fighting equipment		
Fire fighting training		
First aid equipment		
First aid training		
Insurance cover		
Copy of AS/NZS3749.2 1997		
Wiring database - hardcopy		
Product technical/operation manuals		
Product wiring diagrams		
Knee pads/cushions		
Drop cloths/wing protectors		
Suitable identifiable clothing		
Photo ID cards		
Is service vehicle alarmed		
<b>OFFICE SUPPORT</b>		
24 hour monitoring		
Secure overnight storage of equipment and supplies		
Computer equipment		

Version 1 – July 2005

Internet connection		
Websites for technical information		
Secure installation records		
NZSA certificates on display		
NZSA 'Codes of Practice'		
Copy of AS/NZS3749.2 1997 Installation Standard		

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

Name of inspector:.....

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