

Department: Distribution Operations	SOP #:030
Title: Cage, Vault and Building Alarm Testing	

1.0 Scope

The directives contained in this SOP apply to all Anda and Anda Pharmaceutical employees that have or may have contact or involvement in the activities associated with, Cage and Vault Alarm Testing. This is to include, but not be limited to:

- * Executive Director, Logistics
- * DEA Compliance Manager
- * Facilities Manager

2.0 Purpose

To perform an alarm test monthly for the cage and vault to insure that the alarms are operational. To perform an alarm test semi-annually for the building to insure that the alarms are operational.

3.0 Procedure

Cage and Vault

1. Call security provider and ask that they put our cage and vault alarms on test for about 30 minutes.
2. Arm the alarms in the main cage and then set off all zones and ensure that all sensors are active on panel.
3. Disarm the alarm.
4. Repeat steps 2 & 3 for other cages in the facility as well as the vault.
5. Call security provider's customer service department and have them provide you with documentation that all of the alarm signals were received.
6. If all signals were properly received, file documentation in the Cage and Vault Alarm Test File.
7. If there is a zone that didn't appear call the service department back and schedule a service call so that the necessary corrective actions can be taken.

Building

1. Call security provider and ask that they put our building alarms on test for about 30 minutes.
2. Arm the alarms in the building and then set off all zones and ensure that all sensors are active on panel.



3. Disarm the alarm.
4. Call security provider's customer service department and have them provide you with documentation that all of the alarm signals were received.
5. If all signals were properly received, file documentation in the Building Alarm Test File.
6. If there is a zone that didn't appear call the service department back and schedule a service call so that the necessary corrective actions can be taken.

Alarm Activation Response Protocol
Temperature Monitoring

1. Temperature sensitive areas in the distribution center are monitored 24 hours a day. Specific parameters regarding high and low temps are on file with our security company.
2. The contact call list consists of the following:
 - a. Facilities Manager
 - b. Executive Director of Logistics
 - c. Vice President of Logistics and Operations

Burglary Activation

1. When Burglary zones are activated the call list is:
 - a. Facilities Manager
 - b. Executive Director of Logistics
 - c. Vice President of Logistics and Operations
 - d. Local Police Department

4.0 Revision History

SOP will be reviewed annually, each February, by management

Effective Date	Version	Author	Change Description
August 20, 2004	030	Patrick Cochrane	Original Issue
September 26, 2008	030.01	Michael Cochrane	Change of Management where Applicable
May 21, 2010	030.02	Michael Cochrane	Review
February 2, 2011	030.03	Michael Cochrane	Review
April 5, 2012	030.04	Michael Cochrane	Review