

Premises Information Box™ (PIB)® Order Form

Purchasing Company/ Organisation Name:					Purchasing Tel Number:		
Purchasing Company Address:						Postcode:	
Invoice Contact Name:		Invoice Contact Email:				Required Delivery Date:	
Invoice Address:						Postcode:	
Delivery Company Name:		Delivery Contact Name:		Delivery Address Contact Email:		Delivery Tel Number:	
Delivery Address:				Postcode:		End User Organisation:	

Required delivery date: All our products have a **5-8 week lead time**, except the BGL and H Lock which have a **10 week lead time**.

Shorter lead times may be achievable upon request depending on stock levels.

Please note that for security purposes, UK Fire and Rescue Services (FRS) all use different master key systems. It is important that the building address and/or post code is supplied correctly to ensure that the relevant Fire & Rescue Service has jurisdiction over this building.

PIB® Location Details

For the PIB® location, please advise where the PIB® will be sited, for example: in the lobby area to the right of the lifts. The reason for this is that the location details are advised to the Fire & Rescue Service.

PIB® Location		PIB® Specification		Provide Section Code if known, if not provided, a new section code will be allocated	Address We require as a minimum, the building address or 'What 3 Words' location where the PIB® is to be sited, if the site is under construction.	Postcode	New Build	Existing Build
Standard	High Security							
1.	☐	☐					☐	☐
2.	☐	☐					☐	☐
3.	☐	☐					☐	☐
4.	☐	☐					☐	☐
5.	☐	☐					☐	☐

**This cannot be suited to the same as other
EAS products**

Ensure the supporting construction is suitable to accommodate the Standard PIB® (weight 18kg) or the High Security PIB® (weight 25 kg). It is recommended that a manual handling risk assessment is carried out prior to the installation. NB: the Standard PIB® should be sited internally or if externally, in a sheltered well-lit location.

Premises Information Box™ (PIB)®

Authorised Personnel Key Registration Form

The registered Key Holder is the "Duty Holder", the person responsible for the locking system or emergency access system in the premise/s. Gerda Security Products operate a strict policy of key registration and only authorised keys are available from Gerda Security Products. We need to register this information so that if you need a replacement or a copy we can verify the request. If you require more than one authorised keyholder please supply one registration form per person. It is the responsibility of the registered Key Holder (the Duty Holder) to ensure that the keys are managed in line with an appropriate key management policy.

End User Organisation Name:		Email Address:	
Duty Holder First Name:		Tel Number:	
Duty Holder Surname:		Mobile Number:	
Department:		Position:	
Address:			
Town/City:	County/Borough:	Postcode:	
Pin Number:	This is a 4 digit number of your choice. It is used to verify you as the registered key holder upon reordering of keys 		
Password:		This is a word of your choice. It is used to verify you as the registered key holder upon reordering of keys. 	
Line Manager First Name:	Line Manager Surname:		

Please note: The GFS and DPB will have **one** key supplied as standard. The PIB and EACIE will be supplied with **two** keys.

Conditions apply as follows:

- Gerda Security Products recommend that authorised persons nominate a deputy to act on their behalf in case of absence.
- Each individual who has authority for key ordering within his or her organisation must complete a form.
- Gerda Security Products will act only upon the key orders being made by the authorised key signatories. If information is incomplete this may cause a delay in your order, as Gerda will not compromise on key security.
- Gerda Security Products requires all forms to be completed in full and signed prior to being returned.
- The registered keys supplied are strictly not for re-sale.

Signature of Authorised Person:	Signature of Line Manager:	Date:
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☐ By completing this form, you are agreeing to Gerda Security Products Limited terms and conditions of sale.