

# Installation and Training Checklist



Client: [REDACTED]

Program Id : [REDACTED]

## Part One: Administration:

(Please initial to confirm):

1. .... I have read and fully understand the Service Agreement and Fee Schedule.  
I have received and read a copy of the Service Agreement and Fee Schedule.
2. .... I have provided a Driver's License and current proof of Insurance slip for my vehicle.
3. .... I have received a copy of the ALCOLOCK™ LR operating manual.  
I have read and understood the operating check list.
4. .... I have watched and understand the instructional video.
5. .... I have been advised of and signed the pre-installation vehicle checklist.
6. .... I understand that all payments for any service appointments must be prepaid in full using one of the following methods only: Master Card, Visa, Debit Card, or Pre-paid Credit Card. Payment can be made in person at an ALCOLOCK Service Center or on the web at [alcolockonline.com](http://alcolockonline.com).
7. .... I understand that in addition to the monthly monitoring fee, additional fees or other charges will apply on the
  - Early or Immediate Recall
  - Smart Code Services
  - Service Calls (include time and mileage both to and from the Service Center location)
  - Loss or Damage to the alcohol interlock device
8. .... I have been informed how to obtain service for the alcohol interlock from my service center, and given a toll free number to call (1-855-664-0353) if I have questions or problems. I understand that calling after business hours (Monday - Friday, between 8:30 a.m. and 5:00 p.m.) is for emergencies only.
9. .... I understand if maintenance is done on my vehicle, I must bring a copy of the garage receipt and present it to alcohol interlock program administrator the next time that the alcohol interlock is serviced or possible tampering conditions may apply (Please have mechanic call your service provider with any questions).
10. .... I understand that hot-wiring the ignition or any other bypassing of the alcohol interlock device to start the vehicle engine will result in an immediate (5 day) recall. This type of event is a Program Violation.
11. .... I understand that disconnection of the vehicle battery for more than 15 minutes or for more than 5 minutes on 3 occasions will result in a (5 day) early service. This may be considered to be a Program Violation.
12. .... I understand any of the following events may be considered to be Program Violations as determined by the North Carolina Division of Motor Vehicles (NCDMV):
  - Breath test indicating a BrAC at or above the Fail Point upon initial startup
  - Refusal to provide a Running Retest request
  - Running Retest with a BrAC at or above the Fail Point
  - Failure to return to the Service Provider for inspection of the ALCOLOCK device and download of data for an interval greater than 5 days past the Service Date
  - Tampering – In the Service Agreement, Tampering is defined as "any alteration to, interference with, or circumvention of, the Approved Ignition Interlock Device, or the installation or functioning of such device where such alteration, interference or circumvention has not been authorized by NCDMV or the Service Provider". In that context, Tampering also includes "the loss or destruction of an Approved Ignition Interlock Device, in whole or in part". Without limiting the generality of this definition, the following are examples of Tampering:
    - o Cutting and/or disconnecting any of the wires between the Ignition Interlock and the vehicle
    - o Removal of the tamper seals from the interlock, interlock wiring or alarm horn
    - o Cutting and/or disconnecting the GPS antennae between the ignition interlock and the vehicle
    - o Covering and/or disabling of the alarm horn or the auxiliary flashing lamp
    - o Unauthorized disconnecting of the vehicle battery from the interlock for more than 15 minutes on a single occasion for 3 such events lasting 5 minutes or longer
    - o Hot-wiring or push starting the vehicle
    - o Damage to or loss of the interlock, interlock wiring, auxiliary flashing lamp or alarm horn.

Client: [REDACTED]

Program Id : [REDACTED]

## Part Two: Operation of Alcohol Interlock:

(Please initial to confirm):

1. .... I understand how to power the alcohol interlock on and off.
2. .... I understand how to properly care for the handset and mouthpieces for the alcohol interlock device.
3. .... I understand that the alcohol interlock will power itself down 2 hours after the vehicle is turned off. Before this time, may conduct a breath test while the handset is connected.
4. .... I understand that when the handset is plugged in it requires 2 to 5 minutes to warm up before it goes into the ready to accept a breath sample.
5. .... I know how to determine when the handset is ready to accept a breath sample.
6. .... I understand that the messages: Blow Harder, Blow Softer and Hum mean my breath sample has been aborted due to incorrect procedure. I need to stop the test and wait until the handset is ready for another attempt.
7. .... I have delivered and passed a proper breath sample.
8. .... I understand that many substances contain alcohol, and that alcohol residue in the mouth from such substances can cause the alcohol interlock device to give a Fail test result and the vehicle will not start.
9. .... I understand that in order to minimize the possibility of a "false positive" test result, I should wait 15 minutes after eating, drinking, or using mouthwash, or else rinse my mouth thoroughly with water twice before attempting the breath test. If I fail the test my vehicle engine will not start.
10. .... I understand that smoking immediately prior to providing a breath sample will introduce contamination into the alcohol interlock. To minimize this possibility, I agree to wait at least 2 minutes after smoking or using tobacco products before providing the required breath sample.
11. .... I understand that the alcohol interlock will require random retests after the vehicle engine has been started and remains running. I understand that when a retest request occurs, I should safely stop my vehicle at the side of the roadway to conduct the test and then resume driving once the test has been successfully completed.
12. .... I understand that during a random retest request, the alarm horn will sound if I do not provide and pass the test within 5 minutes.
13. .... I understand that the interlock device will remind me of my next service appointment one week before to the scheduled date. I must return to the Service Centre on the scheduled "DUE DATE" or call to reschedule.
14. .... I understand if I fail to have my alcohol interlock device serviced by the "Due Date", the alcohol interlock will enter a "Permanent Lockout" condition and will not allow the vehicle engine to be started. I understand that it will be my responsibility to have the vehicle towed to the Service Centre at my expense.
15. .... I understand that a mobile phone may cause the alcohol interlock to abort the breath test. I understand that I should not operate the mobile phone during any breath samples.
16. .... I understand how to use the warm-up feature of the alcohol interlock. I understand that my vehicle should not be left running unattended unless in the warm-up mode.
17. .... I have been fully trained on the operation of the alcohol interlock by the service provider.