Unicorn

fire & safety solutions

FIRE SAFETY LOGBOOK

Name & Address of Property or Business;

THIS LOGBOOK MUST BE READILY AVAILABLE FOR INSPECTION

SECTION 1.

This Logbook is provided by *Unicorn* Fire & Safety Solutions.

THIS LOGBOOK MUST BE READILY AVAILABLE FOR INSPECTION BY AUTHORISED FIRE SERVICE INSPECTING OFFICERS

Introduction; *About This Logbook;*

This Logbook will help you to meet your responsibilities under the Regulatory Reform (*Fire Safety*) *Order*; 2005 (hereafter the 'FSO'). The fire safety records included in this book together with a suitable and sufficient *Fire Risk Assessment* and a well thought out emergency plans will lead to a quality safety management structure and a good fire safety culture within your organisation.

The Logbook should be kept continually up to date and stored so that is readily available for scrutiny by Fire and Rescue Service Inspecting Officers and other legitimate enforcement agencies.
It is advisable to keep it with your other fire safety records including your current Fire Safety Risk Assessment.

Some of the tests specified within this logbook can be undertaken by in-house staff provided they have had suitable training. However the more complex testing is best undertaken through maintenance contracts with competent persons (e.g. those registered with NICEIC or ECA for electrical maintenance or registered with BAFE for fire fighting equipment).

Additional guidance is available from the Fire Safety department of your local Fire Service.

Unicorn Fire & Safety Solutions may also be able to help you and details of the services we provide are included in the appendices.

SECTION 2. Contact Details

In the event of fire do not ring your local fire station, Dial 999 and ask for the Fire Service

Details of contacts and staff with particular fire responsibilities can be recorded below;-

Responsible Person (Manager with responsibility for fire)	
Fire Safety Co-ordinator	
Fire Wardens; *(See overleaf)*	
Fire Brigade Fire Safety Department	
Environmental Health Department	
Health & Safety Executive	
Local Building Control	
Licensing Authority	
Extinguisher Maintenance	
Fire Alarm Maintenance	
Smoke Detector Testing	
Emergency Lighting Maintenance	
Sprinkler System Maintenance	
Smoke Ventilation Engineers	
Works Officer/Building Maintenance	
Unicorn Fire & Safety Solutions	0845 519 9039 Mbl - 07828 190515

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SECTION 3 a) FIRE SAFETY AND THE LAW

The Regulatory Reform (Fire Safety) Order 2005 (FSO) was enacted on 1st October 2006 replacing all previous fire safety legislation. Subsequently most premises in England & Wales must now conform with the requirements of the Order.

Whilst the FSO does not apply to people's private homes, including individual flats in blocks or houses, it does apply to common areas such as shared means of escape.

The Responsible Person
Article 3 of the FSO provides that anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a *Responsible Person*. Therefore the *Responsible Person* might be the:

- employer
- managing agent or owner for shared parts of premises or shared fire safety equipment such as fire-warning systems or sprinklers
- occupier, such as self-employed people or voluntary organisations if they have any control
- or, 'other person' who has some control over a part of the premises.

The Fire Safety Order requires the responsible person to:

- Carry out a fire-risk assessment identifying any possible dangers and risks
- Consider those at particular risk
- Remove, or reduce, the risk from fire as far as is reasonably possible and provide general fire precautions to mitigate any remaining risk
- Take measures to make sure there is protection where flammable or explosive materials are used or stored
- Create a plan to deal with any emergency and, in most cases, keep a record of your findings
- Review your findings when necessary.

Article 13 requires the responsible person to appoint one or more competent persons to assist him in undertaking the preventive and protective measures

b) FIRE SAFETY ADVICE AND GUIDANCE

The advice given in this document is intended to assist you and your staff in your compliance with the Fire Safety Order. However, it is not intended to be a comprehensive guide and it is recommended that you purchase the guidance book appropriate for your premises which are available from: Department for Communities & Local Government. These can also be downloaded free from their website at www.firesafetyguides.communities.gov.uk

The guides available currently include;

- *Office and Shops*
- *Factories and Warehouses*
- *Sleeping Accommodation*
- *Residential Care Premises*
- *Educational Premises*
- *Small & Medium Places of Assembly*
- *Large Places of Assembly y*
- *Theatres, Cinemas and similar Premises*
- *Open air Events and Venues*
- *Healthcare Premises*
- *Transport Premises*
- *Animal Premises and Stables*
- *Means of Escape for Disabled People*

The Fire Safety Order requires that all such premises undertake and maintain a Fire Risk Assessment.
Your local Fire Service may be able to give you some guidance in this task but they will not do it for you. Their role is to periodically audit your assessment to ensure that it is suitable and sufficient.

Depending on the complexity of your site, your Fire Risk Assessment might be undertaken in-house, or for more involved premises it may be more appropriate to seek the services of a competent risk assessment specialist (such as Unicorn Fire & safety Solutions).

SECTION 4 **FIRE PRECAUTIONS**

Part 1 Guidance on Fire Risks and Preventative Measures

Further guidance can be found in Part 2 of the appropriate DCLG guides.

COMMON CAUSES OF FIRE IN BUSINESS PREMISES:

Electricity – Is a frequent cause of fire in buildings mainly due to the misuse of electrical equipment and poor maintenance. An annual inspection of the electrical system by a competent electrician will help to identify any problems. It is essential that you ensure;

- Electrical equipment is installed and maintained correctly.
- Sockets and extension cables are not overloaded.
- The correct fuses are used.

Isolating electrical equipment when not in use will help to reduce the risk of fire occurring.

Rubbish - When left to accumulate in the workplace, could not only increase the chance of fire occurring, it may assist a fire to spread throughout the premises a lot quicker. Adopt a good housekeeping regime to ensure rubbish is taken out of the premises as quickly and as often as possible and contained within lidded metal bins. Ensure external rubbish bins are sited away from buildings reducing the risk of a fire spreading to the building and ensure that they do not obstruct either your escape routes or those of neighbouring premises.

Smoking - Careless disposal of smoking materials is a major cause of fire. Implementation of a smoking policy could ensure:

- People only smoke in designated areas.
- Provision of non-combustible and substantial ashtrays.
- Daily disposal of the content of ashtrays into a non-combustible waste receptacle ensuring that all debris is fully extinguished first.
- End of day checks or checks before leaving rooms which will be unoccupied for long periods (people may be sleeping) are undertaken.

Heaters - If placed near furniture or combustible materials can start a fire. Ensure that they are positioned carefully and used appropriately.

Dangerous goods - Most correction, duplicator fluids and most aerosols are flammable. Aerosols can explode if they become too hot and must be kept well away from any heat sources. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.

Arson – is one of the highest causes of fires in commercial properties. Help protect your premises by securing any combustible waste in an appropriate receptacle, locking away flammable liquids or gases and ensuring adequate security measures including end of day checks to ensure all windows and doors are secure are in place to deter the arsonists.
Further information on reducing the risk of arson can be sourced from your local Fire Service and on www.arsonpreventionbureau.org.uk

Unicorn Fire & safety Solutions also provide Arson Prevention training and consultancy advice.

Part 2 **Guidance on fire detection and warning systems**

Further guidance can be found in Part 2 of the appropriate DCLG guides and British Standard 5839:1

The fire alarm system should be monitored and tested by a nominated responsible person. The responsible person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

Regular testing is vital to ensure that the warning system is always functional.

Where the alarm is linked to an alarm signal receiving centre it is essential that it is contacted immediately before and after, any tests to ensure that unnecessary attendance of the fire and rescue service is avoided and that an assessment of whether fire alarm signals are correctly received at the alarm receiving centre.

Routine testing should include;

- Inspect the alarm panel daily for normal operation of the system. This does not have to be recorded unless defects are found in which case these should be recorded in the logbook and reported to a responsible person.

- Every week a different manual call point should be operated during normal working hours. In premises where employees work out of these hours an additional test carried out at least once a month to ensure familiarity with the sound of the fire alarm.

- Automatic door releases which are connected to the fire alarm system should be tested weekly in conjunction with the fire alarm test, (check that all doors are being released and close fully onto the door rebates).

- If emergency generators are used as standby power, simulation of power failure to activate generators on load for at least one hour each month will be necessary. Where vented batteries are used as standby power carry out a visual inspection of batteries and connections including electrolyte level.

- Quarterly and annual inspections and tests should only be undertaken by a competent person with the relevant technical knowledge and training. This may be done by the installer, a qualified in house maintenance person or some other competent person.

- Regular visual inspection of manual call points and fire detectors is required to ensure that:

    - Manual call points are unobstructed and conspicuous.

    - A clear space of 500mm is maintained below each automatic fire detector and is not impeded by the accumulation of dust in detector heads or layers of paint.

All false alarms should be recorded and positive action taken to minimise the problem.

Part 3 Guidance on Fire Fighting Equipment

Further guidance can be found in Part 2 of the appropriate DCLG guides, British Standard 5309:3 and BS EN3-7.

All testing of equipment should be in accordance with the manufacturer's instructions.

Portable Fire Extinguishers

Monthly *Inspection by the responsible person or other nominated competent person.*
It is recommended that regular inspections of all extinguishers are undertaken not less than monthly.

Inspection and checks should include;-:

- That extinguishers are located in the designated place.
- That extinguishers are visible and unobstructed.
- That operating instructions legible and do they face outwards.
- That extinguishers have not been used and have no obvious damage.
- That pressure gauges/indicators are reading within operational safety limits.
- That the seals and tamper indicators are not broken or missing.

Action should be taken where faults are identified.

Annual *service and Inspection by a competent person*
The user should ensure that extinguishers, gas cartridges and replacements charges are inspected, serviced and maintained as recommended in current British Standards. These procedures should be carried out by a competent person at least annually.

Extinguishers should be discharged and checked for corrosion at a frequency detailed below;

Type of Extinguisher	Basic Service	Extended Service with discharge test	Overhaul and Recharging
Water	Every Year	Every 5 Years	
Foam	Every Year	Every 5 Years	
Powder	Every Year	Every 5 Years	
Carbon Dioxide	Every Year		Every 10 Years

Hose Reels

Further information see British Standard EN 671:3

Hose reels should be inspected by a competent person at intervals depending on the environment/fire risks. Regular visual checks should also be carried out to ensure that the hose reel isn't leaking, is unobstructed, clearly visible and operating instructions are present.

Annual *service and Inspection by a competent person*
The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition, that all couplings are water tight and the nozzle is easy to operate. A flow test should be carried out to ensure a steady and sufficient flow (use of a flow indicator and pressure gauge is recommended).

Sprinkler Systems (Automatic)

Further information see BS EN 671:3
Sprinkler systems should be maintained and tested in accordance with the manufacturers / Installers instructions.

Part 4 Guidance on Escape Routes

Further guidance can be found in Part 2 of the appropriate DCLG guides.

Ensure on a daily basis the escape routes are:

- Free from obstruction, slip or trip hazards (stored or temporary items).
- Clearly indicated to ensure all relevant people can use them easily and immediately.
- Equipped with fire doors to prevent the spread of fire, heat and smoke which are not wedged open or have self-closing devices removed,
- Final exit doors can be opened quickly and easily by means of push bars, push pads or similar device, but not with the use of a key.
- Areas outside the final exit doors are kept clear from obstruction.
- Available for access by the emergency services.

Part 5 Guidance on Emergency Escape Lighting

Further guidance can be found in Part 2 of the appropriate DCLG guides and BS 5266:1.

- The emergency escape lighting system should be monitored and tested by a nominated competent person who has sufficient information and training to carry out all aspects of routine testing of the system.
- Inspect the system daily and ensure that every indicator lamp in a maintained unit is lit. Defects must be record these in the logbook and reported to a responsible person.
- Monthly test of all self-contained luminaries by simulating normal lighting failure. The period of simulated failure should not exceed one quarter the rated duration of the luminaries and all luminaries / signs should be visually examined to ensure correct function.
- Six-monthly test of self-contained luminaries, internally illuminated signs and central battery systems by a power failure simulation of 1 hour for 3 hour duration units, and, 15 minutes for 1 hour units. During the test check all luminaries for proper function.
- Three yearly test for full duration of self-contained and central battery systems. During the test check all luminaries and at the end when the supply is restored ensure that any indicator lamp or device is showing normal supply.
- Subsequent Annual tests should be undertaken following the same procedure as the three yearly test.

Part 6 Guidance on Signs and Notices

Further guidance can be found in Part 2 of the appropriate DCLG guides.

Warning signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 and will need illumination to ensure they are conspicuous and legible. Appropriate signage will take into account the type of people who may need to use them. Regular checks are required to ensure that all signs and notices are clearly visible and unobstructed enabling relevant people to use them in an emergency.

Part 7 Guidance on Informing, Instructing and Training

Further guidance can be found in Part 2 of the appropriate DCLG guides.

You must ensure that all relevant people are aware of their responsibilities in the event of an

emergency. This should include;

- What action to take on discovering a fire and on hearing the fire alarm.
- How to raise the alarm.
- How to contact the Fire Service.
- Correct evacuation procedures and location of the assembly points.
- How to tackle a fire when it safe to do so.
- Aware of, and understand the contents of the Fire Risk Assessment.

Employees should receive training as soon as possible after they start employment, following any changes to the emergency plan or to the workplace and if there are changes to work practices and processes.

Part 8 **Business Continuity & Contingency Planning**

Around 50% of premises that suffer a significant fire fail to ever fully recover. By taking a short moment to consider the impact that a fire might have on your business, you may be able to minimise any disruption and ensure the survival of your business. The following is intended as prompt rather than a comprehensive study of continuity planning.

Consider as part of your continuity planning;-

Consideration	Satisfactory Yes / No	Further Action Required
Salvage plans prepared and held in secure location remote from main premises		
Insurance agreements in place and up to date for fire / flood restoration		
Insurance policy checked for cover against loss of revenue and relocation		
Computer files backed up daily to separate server / location away from main building		
Alternative temporary accommodation identified and available		
Alternate provider(s) established to maintain client continuity		
List of emergency contacts up to date and available		
Other Considerations;		

Section 5 Fire Safety Maintenance Checklists

a) Tests & Completing Records

When completing tests always ensure manufacturer's instructions are followed and records kept. Records should show;

- The date the test was undertaken and who did it.
- Whether the inspection was a visual or full test.
- If test was done by a staff member or an authorised engineer.
- Records of faults including date reported and remedial action taken.

Frequency of Tests

Note, this is for guidance only; you should always follow the manufactures or installers maintenance requirements.

** indicates tests which should be undertaken by a qualified engineer.*

Interval	Action	Record
Daily	• Check means of escape are unobstructed • Fire alarm indicator panel shows 'normal' • Visual check that emergency lighting units are in good repair • Check all safety signs and notices are legible	No No No No
Weekly	• Test fire alarm • Fire fighting equipment is in place • Sprinkler test (as detailed by manufacture) • Smoke ventilation system (detailed by manufacture)	Yes Yes Yes Yes
Monthly	• Extinguishers in place and fully charged • Test emergency lighting • Check all doors on escape routes and operation of those fitted with emergency devices	Yes Yes Yes
Quarterly	• Fire instruction for night staff	Yes
6 Monthly	• Fire alarm test * *(by competent engineer)* • *Emergency lighting & back- up battery test* • Fire training and fire drill for day staff	Certificate Yes Yes
Annually	• Test fire extinguishers and hose reels* • Test Smoke detectors* • Fire alarm full test* • Check fire alarm linked auto door releases • Test emergency lighting for full duration • Check all fire doors	Certificate Certificate Yes Yes Yes Yes
Five yearly	• Fire alarm wiring test* • Discharge & testing of fire extinguishers*	Certificate Certificate

NOTE THAT YOUR LOGBOOK IS A LEGAL DOCUMENT AND THAT IT IS AN OFFENCE TO MAKE FALSE RECORDS

Register of Fire Management Team

Use this table to maintain current details of the designated Responsible Person, the Fire Coordinator(s) and any Fire Marshals/Wardens.

Role & Name*	Date Appointed	Department	Building or Floor	Telephone
Responsible Persons *Name;*				
Deputy(s) *Name;*				

Fire Coordinator & Fire Marshals				
Name	**Date Appointed**	**Department**	**Building or Floor**	**Telephone**

Record of Initial/Review of Fire Risk Assessment

Date Risk Assessment Conducted	Name of Risk Assessor	Brief Comments	When Due Next

Date Risk Assessment Conducted	Name of Risk Assessor	Brief Comments	When Due Next

INSPECTIONS BY FIRE OFFICERS

All visits/inspections undertaken by local authority Fire Service Inspecting Officers and other legitimate enforcement personnel should be recorded.

Date	Inspecting Officer/ Authority	Comments	Signature

INSPECTIONS BY FIRE OFFICERS

Date	Inspecting Officer/ Authority	Comments	Signature

RECORD OF FIRE INCIDENTS

Record details of all fires and outcomes of post incident review.

Date Time	Details of Fire and Lessons Learnt *(Time, discovery, how extinguished, damage caused. summary of post incident review outcomes)*	Managers Signature

RECORD OF FIRE INCIDENTS

Record details of all fires and outcomes of post incident review.

Date Time	Details of Fire and Lessons Learnt *(Time, discovery, how extinguished, damage caused. summary of post incident review outcomes)*	Managers Signature

FIRE SAFETY TRAINING INSTRUCTION FOR *NEW* STAFF

To be conducted as soon as possible after starting

Name	Date of Training	Employees Signature	Instructor Print and Sign

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To be conducted as soon as possible after starting

Name	Date of Training	Employees Signature	Instructor Print and Sign

FIRE SAFETY TRAINING INSTRUCTION FOR *ALL* STAFF

To be conducted 6 monthly for night/lone working staff, annually for most others.

Date of Training	Person/Department Receiving Instruction	Instruction Duration	Nature of Instruction	Instructors Signature

FIRE SAFETY TRAINING INSTRUCTION FOR *ALL* STAFF

To be conducted 6 monthly for night/lone working staff, annually for most others.

Date of Training	Person/Department Receiving Instruction	Instruction Duration	Nature of Instruction	Instructors Signature

Fire Marshal Training Record

Name… **Date……** **Position in Company**…… **Area of Responsibility….**	√
• The fire safety strategy for the premises	
• Understanding how the fire alarm operates	
• Reporting faults, incidents and near misses	
• Shutting down turning of equipment or installations	
• Human behaviour in fires - Encourage others to; ○ promptly ○ Use the most appropriate escape route	
• Special considerations such as the difficulties the disabled face in promptly escaping and any special arrangements that are in place	
• Checking the premises to ensure full evacuation has taken place. ○ How to search safely and recognise areas that are unsafe to enter	
• Using fire fighting equipment if safe to do so	
• An understanding of thee purpose of any fixed fire fighting installations such as sprinklers	
• Liaising with the emergency services on arrival	
• Performing a supervisory/management role in any fire situation	
• Other matters specific to the premises	
• Other Issues	

Fire Marshal Training Record

Name… **Date……** **Position in Company**…… **Area of Responsibility….**	√
• The fire safety strategy for the premises	
• Understanding how the fire alarm operates	
• Reporting faults, incidents and near misses	
• Shutting down turning of equipment or installations	
• Human behaviour in fires - Encourage others to; ○ promptly ○ Use the most appropriate escape route	
• Special considerations such as the difficulties the disabled face in promptly escaping and any special arrangements that are in place	
• Checking the premises to ensure full evacuation has taken place. ○ How to search safely and recognise areas that are unsafe to enter	
• Using fire fighting equipment if safe to do so	
• An understanding of thee purpose of any fixed fire fighting installations such as sprinklers	
• Liaising with the emergency services on arrival	
• Performing a supervisory/management role in any fire situation	
• Other matters specific to the premises	
• Other Issues	

Fire Evacuation Drill Record

*Frequency**; Residential/Hotels -Six monthly, Others - Annually***

Date of Drill			
No of Staff Participating;		No of Customers/ Guest Involved	
Time Taken to Evacuate;			
Was Roll Call successfully completed?			
Debrief of Exercise;			
Further action/training Identified;			
Comments;			
Name;	Position;	Signature;	Date;

Fire Evacuation Drill Record

*Frequency**; Residential/Hotels -Six monthly, Others - Annually***

Date of Drill			
No of Staff Participating;		No of Customers/ Guest Involved	
Time Taken to Evacuate;			
Was Roll Call successfully completed?			
Debrief of Exercise;			
Further action/training Identified;			
Comments;			
Name;	Position;	Signature;	Date;

Record of Inspection of Means of Escape

Frequency; **Daily***

** Records of daily checks only required if defects identified.*

Date	**Area Inspected;** Whole Building/Zone	**Faults Found/Action Taken**	**Inspected By;**	**Signature**

Record of Inspection of Means of Escape

Date	Area Inspected; Whole Building/Zone	Faults Found/Action Taken	Inspected By;	Signature

REGISTER OF FIRE DOORS

Door No.	Location	Fire Resistance	Smoke Seal or Intumescent Strip	Single/Double Swing	Self-Closer	Release Mechanism	Glazing Yes/No

Door No.	Location	Fire Resistance	Smoke Seal or Intumescent Strip	Single/Double Swing	Self-Closer	Release Mechanism	Glazing Yes/No

INSPECTION OF FIRE DOORS

Frequency; **Monthly, Annually**

Date	Door No.	Outcome - Faults & Any Remedial Action	Inspected by	Signature

INSPECTION OF FIRE DOORS

Date	Door No.	Outcome - Faults & Any Remedial Action	Inspected by	Signature

FIRE WARNING SYSTEM - RECORD OF TESTS AND MAINTENANCE

Frequency; **Weekly, 6 Monthly, Annually, 5 Yearly.**

Date	Fire Alarm		Automatic Door Releases	Automatic Detectors		Remedial Action	Signature
	Call Point location or No.	Satisfactory Yes/No	Satisfactory Yes/No	Location or number	Satisfactory Yes/No		

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FIRE WARNING SYSTEM - RECORD OF TESTS AND MAINTENANCE

Frequency; **Weekly, 6 Monthly, Annually, 5 Yearly.**

Date	Fire Alarm		Automatic Door Releases	Automatic Detectors		Remedial Action	Signature
	Call Point location or No.	Satisfactory Yes/No	Satisfactory Yes/No	Location or number	Satisfactory Yes/No		

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RECORD OF FALSE ALARMS

Details of all fires must be recorded.
A post incident review should always take place and any lessons learnt enacted.

1. Unwanted alarms* - Alarms caused by cooking fumes and, steam, tobacco smoke, dust insects etc
2. Equipment false alarms* - Alarms caused by faults with the equipment.
3. Malicious false alarms* - Alarms arising from the unauthorised or malicious use of the equipment.
4. False alarms of good intent* - When an individual suspects there is a fire and raises the alarm
5. False alarms that do not fall into any of the above categories should be recorded as **Unknown*.**

Date & Time	Location - Call point or Detector activated	Cate-gory 1-5*	Brief Description of Cause,	Remedial action taken	Managers Name & Signature

RECORD OF FALSE ALARMS

Details of all fires must be recorded.
A post incident review should always take place and any lessons learnt enacted.

Date & Time	Location - Call point or Detector activated	Cate-gory 1-5*	Brief Description of Cause,	Remedial action taken	Managers Name & Signature

REGISTER OF LUMINARIES

Luminaire No.	Location	Type

REGISTER OF LUMINARIES

Luminaire No.	Location	Type

EMERGENCY LIGHTING SYSTEM

MONTHLY TESTS

Date	Luminaire No.	Satisfactory Yes/No	Remedial Action	Signature

EMERGENCY LIGHTING SYSTEM

MONTHLY TESTS

Date	Luminaire No.	Satisfactory Yes/No	Remedial Action	Signature

EMERGENCY LIGHTING SYSTEM

Routine Testing & Service

Frequency; ***Test*** **Monthly** *(m)* **6 monthly** *(6)* **Annual** *(a)* **3 Yearly** *(3)*
Annual ***Service*** *(s/a)* **Callout** *(CO)*

Date	*(Tst)* /(Sv) Then - (m) (b) (a) (3) (CO)	Outcome(*s*)	Contractor	Signature

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EMERGENCY LIGHTING SYSTEM

Routine Testing & Service

Frequency; ***Test*** **Monthly** *(m)* **6 monthly** *(6)* **Annual** *(a)* **3 Yearly** *(3)*
Annual *Service* *(s/a)* **Callout** *(CO)*

Date	*Tst*- (m) (b) (a) (3) (s/a) (CO)	Outcome(*s*)	Contractor	Signature

FIREFIGHTING EQUIPMENT - RECORD OF TESTS AND INSPECTIONS

Frequency; **Weekly** *(w)* **Monthly** *(m)* **Annually** *(a)* **Discharged** *(d)*

Date	Location / Number	Inspection (w) (m) (a) or discharged	Satisfactory Yes/No	Outcomes/Remedial Action Taken	Signature

FIREFIGHTING EQUIPMENT - RECORD OF TESTS AND INSPECTIONS

Date	Location / Number	Inspection (w) (m) (a) or discharged	Satisfactory Yes/No	Outcomes/Remedial Action Taken	Signature

Record of Tests of Sprinkler System

Frequency; **Weekly, Monthly, Quarterly, Annually**

Normal Gauge Pressure Range	Water Gauge		Air Pressure		Pump Cut-In Pressure	Diesel Engine Restart	Batteries	Stop Valves Zone Valves	Name of Tester (Print)
Date	Satisfactory Yes/No		Satisfactory Yes/No						

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Record of Tests of Sprinkler System

Frequency; **Weekly, Monthly, Quarterly, Annually**

Normal Gauge Pressure Range	Water Gauge		Air Pressure		Pump Cut-In Pressure	Diesel Engine Restart	Batteries	Stop Valves Zone Valves	Name of Tester (Print)
Date	Satisfactory Yes/No		Satisfactory Yes/No						

Test Record for Smoke Ventilation System

Frequency; **Weekly, Annually**

Date of Test	Curtains / Ventilators		Compressor		Annual Service / Test	Name of Tester (Print)
	Satisfactory	Unsatisfactory	Receiver Pressure	Hours Run Meter		

Test Record for Smoke Ventilation System

Frequency; **Weekly, Annually**

Date of Test	Curtains / Ventilators		Compressor		Annual Service / Test	Name of Tester (Print)
	Satisfactory	Unsatisfactory	Receiver Pressure	Hours Run Meter		

Record of Tests of Miscellaneous Provisions

E.G. PRESSURISATION SYSTEMS/FIRE SHUTTERS ETC

Date of Test	Item / Feature Tested	Test Frequency e.g. weekly, monthly	Pass /Fail	Comments/Remedial Action	Name of Tester

Record of Tests of Miscellaneous Provisions

E.G. PRESSURISATION SYSTEMS/FIRE SHUTTERS ETC

Date of Test	Item / Feature Tested	Test Frequency e.g. weekly, monthly	Pass /Fail	Comments/Remedial Action	Name of Tester

Appendices

Notes;