

Fire Alarm System Log Book

Fire Alarm System Installed at:

Commissioning Date:

System Monitored by: _____ Tel. _____

This log book should be maintained by the person responsible for supervising the system. Every event, including defects observed during routine tests should be recorded.

**IT IS THE USERS RESPONSIBILITY TO CARRY OUT OR HAVE CARRIED OUT
ROUTINE FIRE ALARM SYSTEM INSPECTIONS IN ACCORDANCE
WITH Clause 45 OF BS5839 :1- 2002.**

FIRE ALARM SYSTEM INSPECTION PROCEDURES

Note: Monitored Systems MUST NOT be tested without notifying the Alarm Receiving Centre

DAILY INSPECTION

Check the Mains Indicator is lit. Check no other lights are lit or sounders operating. Notify any faults to the installation company.

WEEKLY TEST

Turn the key switch/enter code (or follow control panel manufactures instructions) to ARM CONTROLS and press RESET. Check that the WARNING BEEPER sounds. Operate a call point or sensor to test the fire alarm. Check that the alarm sounders operate. Reset the system by pressing SILENCE and then RESET. Each week test a different call point so that all call points and sensors are tested in rotation. Check all call points and sensors and verify that none is obstructed in any way.

QUARTERLY TEST

Check all previous Log Book entries and verify that remedial action has been taken. Visually inspect the batteries and their connections. Test the fire alarm as in the weekly test above. Remove the mains supply and check that the batteries are capable of supplying the alarm sounders.

ANNUAL TEST

As for the weekly and quarterly tests but check every detector, call point, sounder and all auxiliary equipment for correct operation.

EVERY 2-3 YEARS

Clean the smoke detectors to ensure correct operation and freedom from false alarms.

EVERY 4 YEARS

Replace Sealed Lead Acid Batteries.

It is recommended in accordance with BS5839 that as an absolute minimum, the annual test be carried out and be certified by a competent Fire Alarm servicing organisation.

Record of Testing

*ALSO RECORD DETAILS OF TESTS CARRIED OUT, DEFECTS, ACTION TAKEN ETC. IN THE EVENT LOG SECTION

Type	Date	Signed	Defects*	Type	Date	Signed	Defects*
Weekly 1			Y / N	Weekly 2			Y / N
Weekly 3			Y / N	Weekly 4			Y / N
Weekly 5			Y / N	Weekly 6			Y / N
Weekly 7			Y / N	Weekly 8			Y / N
Weekly 9			Y / N	Weekly 10			Y / N
Weekly 11			Y / N	Weekly 12			Y / N
Weekly 13			Y / N	Name		Company	
Quarter			Y / N				

Type	Date	Signed	Defects*	Type	Date	Signed	Defects*
Weekly 1			Y / N	Weekly 2			Y / N
Weekly 3			Y / N	Weekly 4			Y / N
Weekly 5			Y / N	Weekly 6			Y / N
Weekly 7			Y / N	Weekly 8			Y / N
Weekly 9			Y / N	Weekly 10			Y / N
Weekly 11			Y / N	Weekly 12			Y / N
Weekly 13			Y / N	Name		Company	
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Weekly 7			Y / N	Weekly 8			Y / N
Weekly 9			Y / N	Weekly 10			Y / N
Weekly 11			Y / N	Weekly 12			Y / N
Weekly 13			Y / N	Name		Company	
Annual			Y / N				

FIRE ALARM

LOG BOOK