FIRE ALARM LOG (WEEKLY)

DATE	TIME	ZONE	EVENT	ACTION REQUIRED	SIGNATURE

FIRE ALARM LOG (WEEKLY)

DATE	TIME	ZONE	EVENT	ACTION REQUIRED	SIGNATURE

SECTION 2

EMERGENCY LIGHTING TESTING AND MAINTENANCE

It is the responsibility of the occupier of the premises to ensure all the necessary work/tests are completed to maintain the system in correct operation.

2.1 General

A regular system of preventive maintenance is required to ensure that the installation will perform its task in the event of need and to prolong the life of the equipment.

A record showing the date of each routine examination and test and its result must be kept on the premises and provision is made in this Log Book for that purpose.

2.2 Routine Inspections and Tests

Because of the possibility of a failure of the normal lighting supply occurring shortly after a period of testing, all tests should, wherever possible be undertaken at times of least risks.

2.2.1 Daily Inspection by the Occupier

An inspection should be made every day to ascertain that:-

(a) Every lamp in a maintained system is lit i.e. illuminated exit signs and any other maintained lighting.

(b) The main control of any central battery system indicates normal operation.

(c) Any fault found is recorded in the Log Book and the action taken noted.

2.2.2 Monthly Inspection by the Occupier

Tests should be carried out as follows:-

(a) Each self contained luminaire and illuminated exit sign should be energised from its battery by simulation of a mains failure of the supply for a period sufficient only to ensure that each lamp is illuminated.

The period of simulation failure should not exceed one quarter of the rated duration of the luminaire or sign.

During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

At the end of the test period the supply to normal lighting should be restored and any indicator lamp checked to ensure that it is showing that the normal supply has been restored.

(b) Each central battery system should be energised from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient only to ensure that each lamp is illuminated.

The period of simulation failure should not exceed one quarter of the rated duration of the battery.

During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

If it is not possible to examine visually all luminaires and/or signs in this period, further tests should be made after the battery has been fully recharged.

At the end of each test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that the normal supply has been restored. The charging arrangements should be checked for proper functioning.

2.2.3 Six Monthly Inspection by the Occupier

The monthly inspection should be carried out and the following tests made;

(a) Each 3 hour self contained luminaire and illuminated exit sign should be energised from its battery for a continuous period of one hour, by simulation of mains failure of the supply to the normal lighting. If the luminaire is rated as having a duration of 1 hour, then the period of simulation failure should be 15 minutes.

During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

At the end of this test the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that the normal supply has been restored.

(b) Each 3 hour central battery system should be energised from its battery for a continuous period of one hour by simulation of a failure of the supply to the normal lighting. If the system is rated as having a duration of 1 hour then the period of simulation failure should be 15 minutes.

During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

At the end of the test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning.

2.2.4 Three Yearly Inspection by the Occupier

The monthly inspection should be carried out and the following additional tests made:-

(a) Each self contained luminaire and/or illuminated exit signs should be tested for its full duration.

At the end of the test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that normal supply has been restored.

(b) Each central battery system should be tested for its full duration.

At the end of each test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that normal supply has been restored.

2.2.5 Subsequent Annual Test by the Occupier

For self contained luminaires with sealed batteries, after the first three yearly test the three yearly test should be carried out annually.

EMERGENCY LIGHTING LOG (MONTHLY)

DATE	TIME ON	TIME OFF	CIRCUIT	RESULT OF TEST	SIGNATURE

EMERGENCY LIGHTING LOG (MONTHLY)

DATE	TIME ON	TIME OFF	CIRCUIT	RESULT OF TEST	SIGNATURE

SECTION 3

FIRE DOOR TESTING AND MAINTENANCE

3.1 General

Just like any passive or active fire protection system, it is essential for a fire door to perform its vital task in the event of fire.

As with any similar life-saving product, a fire door should be regularly checked to ensure it functions properly and is ready to use.

Most of the time, a fire door is used like any other door, and is subject to the day to day wear and tear of opening and closing when people pass through. The building and the surrounding environment can also change and affect the door. It is important to check if regular use or changes to the surroundings affect it in any way.

Any slight alteration to the door or its surroundings can affect the performance of the door. This can result in a half hour door lasting a lot less.

3.2 Fire Door Identification

Fire doors within your premises can be identified by looking at the Fire Safety plan in the back of the red Fire Certificate book. They are denoted by the double edged open door symbol - (this symbol can also be found in the key at the side of the plan, or on a separate page in the Fire Certificate book. All fire doors should have a controlled self closing device fitted to them, either in the form of an overhead arm actuated type, a floor spring contained under the floor on the hinged edge of the door, or a ‘perko’ chain device installed on the hinge side of the door between the edge of the door leaf and the door frame.

In premises with multiple fire doors it may be good practice to physically number every fire door for easy identification when carrying out maintenance checks and repairs.

3.3 3 Monthly Inspection by the Occupier

Tests should be carried out as follows:-

(a) With a self closing device, open the door fully and check it closes without binding on the floor. Open the door approx. 5 degrees (width of a clenched fist) and again check it closes fully, overcoming the latch or seal (if fitted). Check door closing speed to be approx. 10 seconds from 90 degrees and ensure thet the door does not slam. Adjust speeds as necessary. Ensure that the doors are not being wedged open.

(b) Make sure that door hold open devices (if fitted) are not straining the door against its self closing device. A closer fitted at the top of the door should have a hold open device at the top of the door. A floor spring at the foot of the door should have the hold open device fitted at the bottom.

(c) If fitted, ensure any electromagnetic hold open device is operating correctly and releases immediately power is removed (when the fire alarm activates).

(d) If fitted, ensure any intumescent strips or combined intumescent/cold smoke seals are not damaged or missing. If in need of repair, they must be replaced with the same type originally fitted. If smoke seals have to be replaced they should be fitted in one continuous length if possible. If fixed piecemeal, they could potentially leak at the joints.

(e) If fitted, inspect the glass. If it is cracked or broken then it must be replaced immediately. If not then in the event of a fire, the smoke and gases will travel through the glass, which means the fire door will not last its fire rating. This work must only be undertaken by companies with appropriate third party certification.

SELF CLOSING FIRE DOOR LOG (3 MONTHLY)

DATE	TEST RESULTS	ACTION REQUIRED	SIGNATURE

SELF CLOSING FIRE DOOR LOG (3 MONTHLY)

DATE	TEST RESULTS	ACTION REQUIRED	SIGNATURE

SECTION 4

FIRE FIGHTING EQUIPMENT TESTING AND MAINTENANCE

4.1 General

All fire equipment should be maintained in efficient working order and portable fire extinguishers fitted in designated positions on wall brackets.

4.2 Fire Extinguishers

(a) Portable fire extinguishers must be tested at least once a year by a competent person.

(b) Regular checks should be carried out to ensure that extinguishers are not obstructed and are readily available for use at all times.

4.3 Fire Hosereels

Hosereels must be tested at least once annually to ensure that they are in good working order and will produce a satisfactory jet of water at least 6m (20 ft).

4.4 Record

The recording of servicing and use of fire appliances should be entered in the following pages, as well as the replacement of equipment.

FIRE FIGHTING EQUIPMENT LOG

DATE	DETAILS OF SERVICE/REPLACEMENT	SERVICING AGENT	SIGNATURE

FIRE FIGHTING EQUIPMENT LOG

DATE	DETAILS OF SERVICE/REPLACEMENT	SERVICING AGENT	SIGNATURE

CERTIFICATE FOR TESTING FIRE ALARM BY COMPETENT PERSON/ENGINEER

DATE	SERVICING AGENT	COMMENTS	SIGNATURE

CERTIFICATE FOR TESTING FIRE ALARM BY COMPETENT PERSON/ENGINEER

DATE	SERVICING AGENT	COMMENTS	SIGNATURE

SECTION 5

FIRE INSTRUCTION AND DRILLS

5.1 General

It is the responsibility of the occupier to ensure all members of the staff receive instruction and training appropriate to their responsibilities in the event of an emergency. It should be based on written instructions.

5.2.1 Fire Drills

Exercises for the staff only should be held regularly to ensure the smooth operation of the procedure for dealing with an emergency.

5.2.2 Initial Instruction

The training of staff should provide for the following:-

(a) All members of the staff should receive a personal copy of prepared written instructions, and initially should receive two periods of at least half an hour verbal instruction given by a competent person. Such instruction should include details of how to call the Fire and Rescue Service.

These two periods should be given within one month, and in the case of newly engaged staff, this should be as soon as possible after appointment.

(b) A record of the training and instruction given and exercises held should be entered in the Log Book, and should include the following matters:-

(I) Date of instruction or exercise
(II) Duration
(III) Name of the person giving the instruction
(IV) Names of the persons receiving the instruction
(V) Nature of instruction or exercise

5.2.3 Follow Up Instruction

After the initial instruction all members of the staff should receive at least half an hour verbal instruction, given by a competent person, as follows:-

(a) Premises which are in use throughout the year: At least once in every period of 6 months for employees engaged only on day time employment and 3 months for employees who are at any time engaged on night duties.

(b) Premises having only seasonal use: At least once during the period in which the premises are open to receive guests, preferably at the beginning of such period.

5.2.4 Exercises

(a) Large Premises

Exercises which may be combined with the instruction, should be carried out once in every period of 6 months.

The exercise should include simulated evacuation drill with the assumption that one escape route is not available.

Each exercise should be started at a pre-determined signal and the whole premises checked as if evacuation was in progress.

(b) Small Premises

Exercises, which may be combined with the instruction, should be carried out once in every period of 6 months and should take the form of a walk over the escape routes, checking fire doors, the position of the fire alarm points, fire equipment and emergency lighting.

5.2.5 Responsible Person

One specific person should be made responsible for organising staff training and for co-ordinating the actions of the staff in the event of fire.

Effective arrangements should be made for a nominated deputy to be available to carry out the above duties.

FIREFIGHTING INSTRUCTION AND DRILLS LOG

DATE	DURATION	INSTRUCTOR	PERSONS UNDER INSTRUCTION	NATURE OF INSTRUCTION/EXERCISE

FIREFIGHTING INSTRUCTION AND DRILLS LOG

DATE	DURATION	INSTRUCTOR	PERSONS UNDER INSTRUCTION	NATURE OF INSTRUCTION/EXERCISE

MISCELLANEOUS

DATE	COMMENTS	SIGNATURE

For use by the occupier and fire service for comments not covered in sections 1 to 4 and for entries and comments on all fires

MISCELLANEOUS

DATE	COMMENTS	SIGNATURE

For use by the occupier and fire service for comments not covered in sections 1 to 4 and for entries and comments on all fires