Fire Register

(guidance and templates)

Gníomhaireacht Éileamh an Stáit
State Claims Agency

TABLE OF CONTENTS

Table of Tables

1.0 General

1.1 Introduction

This document is part of a suite of documents and tools designed to assist State authorities in managing their fire safety programme. The other documents include guidance on fire risk assessment and on emergency planning.

All fire safety equipment requires regular inspection and testing, as stipulated in legislation and various technical standards. Some elements of these inspections must be carried out by the occupier, while others must be done by a competent person.

Occupiers of State buildings must maintain appropriate records of maintenance, inspection and testing on all fire safety and emergency equipment. These records are an important element in the control of fire safety risks and are evaluated as part of a fire risk assessment. They may also be examined during audits and inspections. The records can be kept in a variety of formats such as log books or in a fire register.

The aim of this document is to provide the occupier with guidance and tools that can be used in preparing a fire register and to provide information on the checks that the occupier must themselves carry out. It includes:

- Instructions on how to assemble the fire register using the various template forms provided,
- Details of the various inspections and tests that must be carried out,
- A list of forms (checksheets) for recording the results of those that must be done by the occupiers, and
- Examples of documents and records that should be generated or provided, and maintained in the fire register.

Further (expanded) details on maintenance of fire safety and emergency equipment may be found in the SCA guidelines 'Inspection and Testing of Equipment and Machinery – Regulatory Requirements' Parts 1 and 2, which is available on the Agency's website at '*www.stateclaims.ie'*. The SCA's website also has copies of the templates listed in Section 4 for download and use.

1.2 Overview of the document

This document is broken down into four sections:

Section 2 contains the procedure for preparing and managing the fire register. This involves compiling an inventory of fire safety equipment, identifying the checks required, selecting the required documentation, conducting the checks and maintaining records.

Section 3 contains a one-page summary table listing the various types of equipment, the frequency at which these must be inspected and tested and who has responsibility for doing these. It also contains a number of other tables which summarise the checks required according to the particular inspection frequency, responsibility and indicates the particular forms that should be used to record the results of occupier checks.

Section 4 lists the forms that can be used by the occupier to record general details, fire safety equipment inventory; forms for recording the results of the various inspections and testing done by the occupier; and details of fire alarm events. These will constitute a major part of the fire register. The latest versions of these are available on the State Claims Agency's website.

Appendix 1 contains, for information purposes, some examples of records, certificates and checksheets that might be used and provided by the competent person (service provider/contractor) following their maintenance and service visits.

Appendix 2 contains a worked example that illustrates compiling an equipment inventory, scheduling checks, conducting these checks and assembling the associated records.

1.3 Training records

Training records are normally filed centrally, not in the Fire Register. However, details of fire drills, which are considered training, debriefs and follow-up actions, should be recorded in accordance with local requirements and may be recorded/filed in the fire register.

1.4 Responsibilities for inspection, servicing and testing of fire safety equipment

Checks that need to be carried on fire safety equipment can be divided into two types:

1. Those that are to be carried out by the occupier, and
2. Those that must be carried out by a competent person.

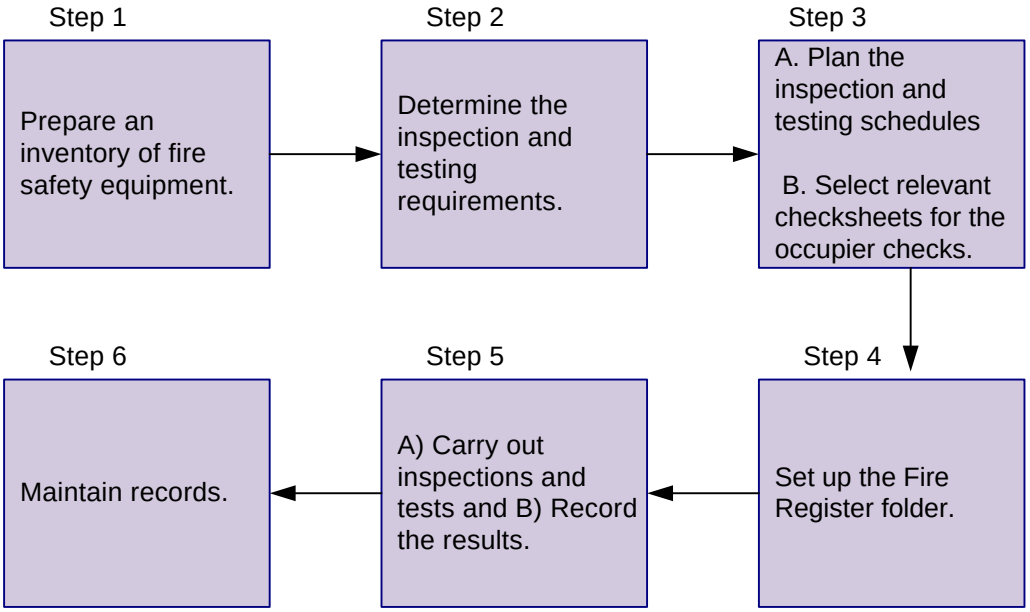
Responsibility for overall management of fire safety should be designated to one individual at each location. Roles, responsibilities and relevant names should be detailed in the safety statement.

In the case of those checks required to be carried out by the occupier, the responsible person shall prepare the necessary inspection schedules, checksheets etc. and maintain records of those in a fire register. The maintenance, inspection and testing to be done by a competent person is normally organised via the Office of Public Works (OPW) or by the Accommodation/Facilities section within each State authority and are typically conducted by a service provider (contractor). The local person responsible should ensure that the requisite checks are being done, that appropriate records are kept and that service reports are processed in accordance with the relevant requirements.

1.5 Document control

The procedure and associated documentation may change to reflect changes in legislation, standards and practices. These documents are version-controlled and the latest version will be available on the State Claims Agency website. The version number of a particular document is denoted by the final two digits in the document's ID number, usually on top or bottom corner, for example, SCA-FR.P.01.**01**. In this procedure, version numbers of documents are generally not specified and are indicated as –xx.

2.0 Procedure for preparing and maintaining the Fire Register



Step 1. Prepare the inventory of equipment

- In order to schedule your maintenance programme, you will first need to compile an inventory of all fire safety equipment. An inventory template has been provided in Section 4 (SCA-FR.F.03.xx) to record the total number of each type of equipment for a three storey building. This form should be modified to suit your own premises and needs.
- In the case of new builds, inventories may be provided by the developer to the occupier – usually as part of the *Safety File*, during the handover process. Operating and maintenance (O&M) manuals should also be provided.
- In the case of existing builds, inventories should already exist as these will often have been developed as part of the on-going maintenance programme, for example, a schedule of fire extinguishers, emergency lighting etc. which the service providers can furnish.
- Having this information available will assist you in compiling or reviewing the inventory.
- Most equipment such as fire extinguishers, fire alarm devices such as manual call points (MCPs), smoke detectors, heat detectors and automatic fire doors, can be readily identified through visual inspection.
- You should conduct a walkabout of all areas of the premises to familiarise yourself with the location of equipment and also to verify that the inventory is accurate. Remember to include areas such as: stairwells, store rooms, remote areas, external areas, roofs etc. You may not be able to verify the presence of equipment in inaccessible areas such as smoke detectors in ceiling voids.
- Drawings or plans such as those showing fire alarm zones as in Figure 1, or simple hand-drawn layouts may be useful to mark up the location of equipment.

Note: Detailed floor plans indicating the location of fire safety and emergency equipment can be useful and may be included in the register **if they are available**. However, such drawings can be costly to produce and are not a necessity for the purpose of compiling the inventory.

- It is recommended that the inventory is finalised and that it is signed and dated for document control and traceability purposes.

Below is an example of a building floor plan clearly displaying the three fire alarm zones.

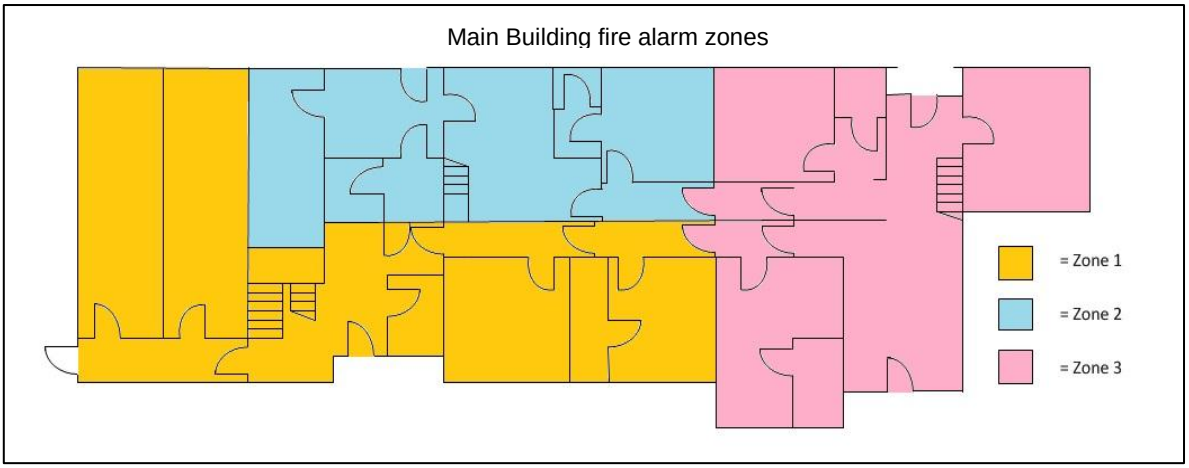


Figure 1: Fire alarm zones indicated on a floor plan

Step 2. Determine the inspection and testing requirements for the equipment present

- The frequency of inspection and testing for each equipment type has been summarised in brief in Table 2 in Section 3. The table also shows who should carry out the checks: RP denotes 'Responsible person', that is the occupier, and CP denotes 'Competent person', which will normally be a contractor/service provider.
- These requirements are based on legislation and the various existing technical standards.
- Tables 3-18 in Section 3 list equipment types in alphabetical order and include brief (bulleted) details on the inspections and tests required for each type, according to the required inspection frequency, such as weekly, monthly and so on. It also indicates who is responsible for carrying out these checks and the ID number of the form required to record the results.
- Using the information from these tables, **identify** the type and frequency of checks that need to be carried out for the equipment in your premises. Any decision to deviate from the requirements should be based on, and documented in, the written fire risk assessment.

Step 3. Plan the maintenance schedule and select the relevant forms (checksheets)

- If there are large inventories, you may find it easier to break the facility or site into more manageable sections, for example by building and/or floor. It is possible to spread checks over regular periods, for example, monthly checks could be done at a rate of 25% of inventory over each of four weeks.
- Note that the majority of user/occupier checks are visual only, and can be carried out by an individual on a walkthrough/tour, but some tests may require two people. For instance, when doing the weekly test of the fire alarm system, one person will be required at the panel to put the system into test mode, verify the correct signal and silence the alarm if necessary, while a second will have to trigger the alarm using a system device such as a callpoint.
- Fire wardens or marshals can assist in carrying out the vast majority of occupier checks.
- Develop a schedule or plan for carrying out the occupier checks.
- The inspections and maintenance required to be carried out by a competent person will be organised by the OPW, or your authority Accommodation or Facilities Section. However, the service provider should agree their maintenance schedule with you, provide a plan of same and explain what paperwork and records they will provide.

Selecting the forms

- The forms listed in Section 3 are designed to record the results of the checks for the various types of equipment. These forms are intended to be used on a calendar basis, that is, to record daily, weekly, monthly and six-monthly checks.
- In order to reduce the quantity of forms, some have been combined; specifically SCA-FR.F.05.xx is a combination of SCA-FR.F.04.xx, SCA-FR.F.06.xx and SCA-FR.F.07.xx. It should be possible to use this combined form in most premises.
- All the daily and weekly forms are designed to be used for a one-month period, so there should be 12 of each completed forms over the year.
- All other forms such as monthly and six-monthly require a single copy to cover the year.
- Once the maintenance schedule or plan applicable to your premises has been identified, assemble the set of checksheets for the items you need to complete every month. Prepare enough copies to cover the year January to December.
- Note: Sprinkler system test sheets are normally supplied by the service provider. The user tests involved should be discussed with the manufacturer/installer and service provider in each case. Completed test sheets are normally kept with the sprinkler pump.

Step 4. Set up the fire register folder

Prepare a folder and insert the following sections:

A. Procedure/instruction for preparing the fire register

Check the SCA website to ensure you have the latest version and insert a copy of **this** procedure into the folder for reference.

Register records:

B. General information

- Form SCA-FR.F.01.xx - Details of the location and responsible person, completed.
- Form SCA-FR.F.02.xx - Service provider details for the various types of equipment, completed.

C. Inventory of fire safety equipment

- Form SCA-FR.F.03.xx - Inventory total, completed. Any detailed lists of equipment may also be filed here plus any relevant drawings

D. The forms (checksheets) for occupier inspection and testing

- The set of forms described in Step 3 above – replicated as necessary in each of twelve monthly tabs January-December. These are to be completed over the year.

E. Service provider records

- Service records, certificates etc. will be inserted here as they are provided.

Step 5. Carry out inspections and tests, record results

- Carry out the required inspections and tests according to the schedule. Each form contains a summary instruction of the check to be done. This is provided as an *aide memoir*. Consult the relevant operating manuals, guidance documents or relevant standard if further detail is required.
- Testing a manual call point without breaking the glass requires a test key, available from the system provider.
- It is recommended that the weekly test of the fire alarm is carried out when people are in the building, at the same time every week. This helps people become familiar with the sound of the alarm.
- Record the results as the checks are done on the relevant form. It is not intended that results for each individual item of equipment will be recorded, although this can be done if preferred. For instance, all emergency light fixtures in a particular floor of a building might be checked at any one time on a quick walkthrough, but this can be recorded by initialling just once on the appropriate form in the register.
- If there is a problem with the equipment, log a call with the OPW M&E Maintenance Helpdesk or your facilities management company, or the service provider as appropriate. Non-critical and minor issues may wait for the next service visit.

Step 6. Maintain records

Occupier inspections and tests

- File the completed form for each month.
- In the case of monthly and six-monthly forms, you will need to move them to the next appropriate (month) tab each time they are completed.
- Once a full year has been completed you may archive the previous year's records. You may keep completed records electronically, for instance, scanned and saved in PDF format. They should be maintained for a period of 10 years.

Other items that must be recorded:

A record of all fire alarm events must also be maintained; this includes unwanted alarms, false alarms, accidental alarms, deliberate alarms, including activation for the purpose of conducting fire drills. Form SCA-FR.F.15.xx can be used to record these events. Note that reports of fire drills are recorded on a separate form.

Service provider inspection and test records

Records are required to certify the work done, to provide details of same for the fire register and for processing payments. The key requirements for the most common equipment types, based on current standards, are indicated in Table 1. The relevant standards should be consulted for more detail.

Other records that may be generated:

- A service docket for processing payment to the provider is countersigned by the responsible person to verify that the work detailed has been carried out after each visit.
- Additional works which are outside the standard contract works normally requires separate approval and paperwork, which is also countersigned by the responsible person.
- The relevant service provider records should be filed in the register. If filed elsewhere, reference should be made to that location in the register.

Regular review and updating

It is important that all documents and critical information is reviewed regularly to ensure it is up-to-date, a minimum of once a year. All changes, including those to legislation or standards or to equipment, should be notified and addressed accordingly, but it is recommended that you pro-actively carry out the following, for instance before setting up the register each year.

- Verify service providers' details;
- Verify the inventory of equipment;
- Check for updated procedures and forms on the SCA website.

Table 1: A summary of recordkeeping requirements

Equipment/Item	What?	Where?
Carried out by the 'Occupier'		
All fire safety equipment (except sprinkler weekly)	Occupier checksheets	Fire register
Sprinkler system	Weekly test sheet	At sprinkler pump
Fire alarm events	Fire alarm event log	At fire alarm panel
Received from the 'Competent Person'		
Fire alarm system	1. Certificate of servicing and testing	1. Fire register
		2. At fire alarm panel
	2. Inspection/testing report	Fire register
Emergency lighting	1. Periodic inspection and testing certificate[1]	Fire register
	2. Report of tests (for **all** fixtures listed)	Fire register
Portable fire extinguishers	1. Maintenance service register/log indicating the service details for **each** extinguisher.	Fire register
	2. Certificate of inspection/service	Fire register
Fire hose reels, hydrants, fire mains/risers, fixed gaseous extinguishing systems, kitchen fire suppression system, smoke control system, sprinkler system, other.	Service register/log indicating the **details** of the service carried out (in accordance with relevant standard) for each item recorded.	Fire register
Fire alarm zone drawings	Floor plans showing the fire zones within a building. These must be posted. See Figure 1.	Fire alarm panel
Addressable fire alarm system (only)	Floor plans showing locations of devices on the fire alarm system.	Fire alarm panel (either posted or in folder)

[1] Anticipated to be a requirement for the annual maintenance, inspection and testing in IS 3217: 2013.

3.0 Equipment type and testing requirement

Table 2: Equipment Inspection Schedule

Equipment	Regular intervals	Daily	Weekly	Monthly	3 Monthly	6 Monthly	1 Year	2 Years	3 Years	4 Years	5 Years	10 Years	Manf/ Installer inst.
Doors: Automatic door releases			RP			CP	CP						
Doors: Emergency exit door				RP									
Doors: Fire door						RP							
Emergency lighting		RP[1]	RP	(ATS)[3]	CP		CP			CP			
Escape routes		RP[2]											
Fire alarm systems		RP	RP		CP		CP						CP
Fire extinguishers & blankets		RP[1]		RP			CP						
Fire hose reels	RP			RP			CP				CP		
Fire hydrants	CP		RP				CP						
Fire mains (dry & wet risers)						CP	CP						
Fire suppression (wet chemical - kitchen)						CP							
Fixed gaseous extinguishing systems			RP			CP	CP						
Smoke control systems	CP												CP
Sprinkler systems			RP	RP	CP	CP	CP		CP			CP	
Ventilation & air conditioning ductwork	CP							CP					

RP = Responsible person – appointed or nominated
CP = Competent person – service provider

1. Not in most areas, only if risk assessment indicates
2. Recommended.
3. Automatic Test Systems. Premises with ATS must carry out monthly short duration tests and record on the Emergency Lighting Weekly form as per instructions.

Table 3: Doors: Automatic door releases

Frequency & Summary	Who?	Record on
Weekly • Actuate the release mechanism using the fire alarm signal. • Check all mechanisms release properly. • Check that doors operate properly.	Responsible person	Automatic door releases SCA-FR.F.09.01
Six-monthly To be done in conjunction with fire alarm testing. • Any faults addressed. • Visual inspection. • Any batteries checked. • Fire alarms sounders in acoustic mechanisms checked. • Fault indicators checked. • Logbook updated – defects reported, servicing certificate issued.	Competent person	Service provider records
Annually To be done in conjunction with fire alarm testing. • Switch mechanism of every manual release control tested. • Primary (non-rechargeable) batteries required to provide power must be replaced. • Visual check that all accessible cable fixings are secure and undamaged. • Further tests as required by manufacturer.	Competent person	Service provider records
Additional Information **1.** The release mechanism is typically positioned on the wall where the door opens outwards.	 1.	

Table 4: Doors: Emergency exit doors

Frequency & Summary	Who?	Record on
Monthly • Inspect and operate the emergency exit device. • Ensure keeper is free from obstruction. • Lubricate in accordance with manufacturer's instruction. • Ensure no additional locking devices added.	Responsible person	Emergency exits & escape routes SCA-FR.F.13.01

Table 5: Doors: Fire doors

Frequency & Summary	Who?	Record on
Six-monthly Ensure that: • Heat-activated seals and smoke seals are undamaged. • Door leaves are not damaged or deformed. • Hanging devices, securing devices and all other mechanisms are operating correctly.	Responsible person	Fire doors SCA-FR.F.14.01

Table 6: Emergency lighting

Frequency & Summary	Who?	Record on
Daily (if risk assessment shows it is necessary) • Check that every lamp in a maintained system is lighting as required. • Check that LED status indicators are illuminated and showing healthy condition / status.	Responsible person	Daily checksheet SCA-FR.F.04.01 (or combined form SCA-FR.F.05.01)
Weekly • Check previous faults and actions recorded in the fire register have received attention. • Check that every lamp in a maintained system is lighting as required. • Check that LED status indicators are illuminated and showing healthy condition / status. • Check that the main control or indicating panel of each central battery system or static inverter system indicates normal operation. • Check that the main control or indicating panel of each engine driven generator plant indicates	Responsible person	Emergency Lighting Weekly SCA-FR.F.06.01 (or combined form SCA-FR.F.05.01)

normal operation. • Record any faults and subsequent actions taken and record in the fire register.		
Monthly • Automatic Test Systems (ATS): The results of the short duration tests shall be recorded.	Responsible person	Emergency Lighting Weekly SCA-FR.F.06.01 (or combined form SCA-FR.F.05.01)
3-monthly Simulating failure of power supply: • Functional tests (30 mins.) of self-contained light sets and illuminated escape signs. • Central battery system run from its battery and all lights sets and signs visually verified to be lighting. • Any generating plant started and run min. 1 hour to energize EL system. • Any back-up battery in generator system used to energize the EL system. • Fuel tank refilled and coolant levels topped up.	Competent person	Service provider records
Annually • As for three-monthly checks PLUS additional. • Each light set tested and inspected. • Each self-contained light and illuminated sign tested to full duration (3 hours). • Normal supply returned and verified operating. • Central battery system tested to full duration (3 hours). • Each generator back-up battery tested to full duration. • Following each above test, system returned to normal and normal operation verified. • Fuel tank filled and coolant topped up. • Inspection and Testing Certificate supplied.	Competent person	See Appendix 1 for example.
4-yearly • Detailed checks on central battery system.	Competent person	Service provider records
Additional Information **1.** This image shows an exit sign with an illuminated green LED on the underside. (The LED may be red in older systems) **2.** There are a variety of emergency lighting types available. Familiarise yourself with the type found in your building.	 1.	 2.

3. This light fixture (luminaire) provides normal light but is also an emergency light as indicated by the presence of the green LED. **Note:** Automatic test systems require a monthly functional test.		 3.

Table 7: Escape routes (including refuges)

Frequency & Summary	Who?	Record on
Daily • Escape routes clear and free from obstruction, through final exit and to route to assembly point • No goods, material or unwanted furniture etc stored. • All fire doors kept closed. • Emergency exit doors open immediately and easily. • Emergency exit doors clear of obstruction. **Remove any obstructions immediately!**	Responsible person	Daily checksheet SCA-FR.F.04.01 (or combined form SCA-FR.F.05.01)

Table 8: Fire alarm system

Frequency & Summary	Who?	Record on
Daily • Indicator panel showing normal. • Any fault found is recorded, investigated and action taken. • Any fault recorded previously has received attention.	Responsible person	Daily checksheet SCA-FR.F.04.01 (or combined form SCA-FR.F.05.01)
Weekly • Operate at least one device on at least one zone using a special key. This will usually be a callpoint (could also be alarmed fire/exit door). • Where there are more than 13 zones, test more than one each week so that each zone is tested at least every 13 weeks. Use a different trigger device each time. • Record the trigger device that has been used to initiate the test. • Visually examine the standby supply and its connections to ensure that they are in good condition. Remedy any defect, including low electrolyte level. • Check the fuel, oil and coolant levels of any standby generator and top up as necessary. • Check any printer to ensure that its reserves of paper, ink or ribbon are adequate for at least 2 weeks normal usage. • Record all defects.	Responsible person	Fire Alarm System SCA-FR.F.07.01 (or combined form SCA-FR.F.05.01)

3-monthly • Check log book/register entries and take necessary corrective action. • Examine batteries to ensure gravity of electrolyte in each cell is correct. • Verify battery life adequate. • Use a device in each zone to verify alarm functions ok. • Fault indicators and circuits checked. • All sounders and visual alarms tested. • Control and indicating equipment checked for moisture ingress. • Visual inspection to verify siting of devices still ok. At least 50mmm clearance around detectors. • Certificate of Servicing/Testing supplied. • Analysis of false alarms. **Notes:** • The annual test required for all devices - smoke detectors and callpoints (SDs and CPs) - may be spread over the quarterly visits. • If </= two zones with < 20 automatic devices or CPs, quarterly inspection may be extended to 6-months. • See SCA reference document[2] for details of requirements.	Competent person	Service provider records
Yearly As for three-monthly checks PLUS additional: • Each SD and CP to be tested. • Visual inspection of obvious cabling. • Check that sound levels are adequate. Recommended in conjunction with evacuation drill. • Certificate of Servicing/Testing supplied. • See SCA reference document for details of requirements. • Analysis of false alarms.	Competent person **Note 1**: For larger premises, this may be split over quarterly visits.	Service provider records **Note 2:** Certificate of testing to be supplied and maintained in the fire register. Example in Appendix 1.
Additional Information **1.** This image shows a fire alarm system control panel. There are numerous models, sizes and colours but the indicator panel will be a common feature and forms part of the daily check requirements. **2.** This photo illustrates the test activation of a break glass unit /manual callpoint (BGU/MCP) using the appropriate unit key. In modern, 'addressable 'systems, each device will have a unique address or identification number which is recorded during the test.	 1.	 2.

[2] Inspection and Testing of Equipment and Machinery – Regulatory Requirements' Parts 1 and 2

Table 9: Fire blankets

Frequency & Summary	Who?	Record on
Daily (if risk assessment shows it is necessary) • Blanket is in its designated location and free of obvious damage.	Responsible person	Daily checksheet SCA-FR.F.04.01 (or combined form SCA-FR.F.05.01)
Monthly (do in conjunction with fire extinguisher check) • Blanket and container both in their designated location and free of obvious damage. • Unobstructed and visible. • Operating instructions clear and facing outwards. • Tamper indicators, where fitted, not broken or missing.	Responsible person	Fire Extinguishers SCA-FR.F.11.01

Table 10: Fire extinguishers

Frequency & Summary	Who?	Record on
Daily (if risk assessment shows it is necessary) • As per monthly instructions below.	Responsible person	Daily checksheet SCA-FR.F.04.01 (or combined form SCA-FR.F.05.01)
Monthly • Extinguisher in its designated place, clearly visible and unobstructed. • Seals or indicator tabs not broken. • Any pressure indicators in the operational range (i.e. in the green). • Extinguisher not visibly damaged (including its mounting). • No obvious defects such as a clogged nozzle, corrosion, leakage or a damaged hose. • Maintenance record label is and up to date and maintenance register also up to date.	Responsible person	Fire Extinguishers SCA-FR.F.11.01
Yearly Note: for practical purposes, this may be spread over four quarters • Each extinguisher opened, examined and defective parts replaced. • Discharge testing and examination of one third of stored pressure water and foam extinguishers.	Competent person	Service provider records – Example in Appendix 1.

• Discharge of one fifth of cartridge-type water and foam extinguishers, all powder extinguishers and carbon dioxide extinguishers.		
Additional Information **1.** Regardless of branding or content type, extinguishers, with the exception of CO_2, will have a gauge to indicate that the internal pressure is within the operational zone. This is usually identified by a green segment on the gauge. **2.** Another important feature is the pin/indicator tab that indicates whether the equipment has been used or tampered with.		

Table 11: Fire hose reels

Frequency & Summary	Who?	Record on
Monthly/Intervals (risk-based) • Hose in designated place. • Unobstructed, visible and legible operating instructions. • Drum free to rotate. • Not obviously defects, corroded or leaking.	Responsible person	Fire hose reels SCA-FR.F.12.01
Yearly • Each hose fully run out, pressurised and the following checked. • Unobstructed, undamaged, no corroded or leaking. • Location clearly marked. • Operating instructions clear and legible. • Brackets OK. • Water flow OK. • Pressure gauge working within range. • Hose body in good condition. • Hose clips secured. • Hose drum rotating freely, pivot of swinging reels swings 180deg. • Manual stop valves and automatic valves operating. • Water supply pipework in good condition. • Cabinet and doors undamaged and swinging freely. • Nozzle easy to operate. • Hose guide firmly fixed.	Competent person	Service provider records.
Five-yearly – Refer to SCA guidance document[3]	Competent person	

[3] Inspection and Testing of Equipment and Machinery – Regulatory Requirements' Parts 1 and 2

Table 12: Fire hydrants (above ground)

Frequency & Summary	Who?	Record on
Weekly/intervals • No obstruction impeding access. • Indicator plates in position. • Isolating valves locked open.	Responsible person	Fire Hydrants SCA-FR.F.08.01
Yearly • Visual inspection – valves open, indicator plate ok. • Pressure and flow tests. • Supply maintenance report/certificate.	Competent person	Service provider records.

Table 13: Fire mains (dry and wet risers)

Frequency & Summary	Who?	Record on
Six-monthly **Dry risers** • Inlets, landing valves, drain valves, door hinges, locking arrangements to inlet and landing valves boxes inspected. • All valves, spindles, glands, and washers in good condition. **Wet risers** • Internal cleanliness of storage tanks checked; tanks full. • Booster pumps and associated equipment checked.	Competent person	Service provider records.
Yearly • Booster Dry risers to be wet-tested.	Competent person	Service provider records.

Table 14: Fixed gaseous extinguishing system

Frequency & Summary	Who?	Record on
Weekly • Visually check that there have been no changes to the integrity of enclosure (room). • No obvious damage to pipework and all operating controls and components properly set and undamaged. • Pressure gauges and weighing devices (if present) reading correctly.	Responsible person	Fixed gaseous extinguishing system SCA-FR.F.10.01
Six-monthly • Examine condition of pipework and repair/replace where corrosion or mechanical damage exists. • Check control valves for manual function. • Check automatic valves for correct automatic function. • Containers and system hoses are undamaged or modified. • Pressure gauges – liquefied gas within 10% of correct charge pressure/non-liquefied gases within 5% of correct charge pressure. Replace or refill accordingly. • Liquefied gases checked to verify correct content – replace or refill any loss >5%.	Competent person	Service provider records.
Yearly • Container tested if necessary. • Contents weight or pressure checked. • Visual examination of all hoses. • Boundary enclosure checked for any changes; otherwise carry out integrity test. • Report of work carried out and remediation action taken or required supplied.	Competent person	Service provider records. Example in Appendix 1.
Additional Information **1.** The first image on the right shows where an opening was sealed up to maintain the integrity of the room. **2.** The second image shows cylinders of gas extinguishant, pressure gauges and pipework.	 1.	 2.

Table 15: Fire suppression system (wet chemical e.g. in kitchens)

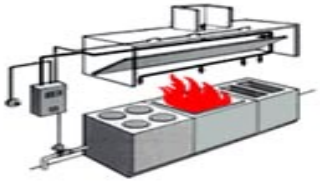
Frequency & Summary	Who?	Record on
Six-monthly • Inspection, checking and cleaning of all components. • Replacement of parts supplier recommendations. • Hydrostatic Testing and recharging when required. • Report / Certification preparation.	Competent person	Service provider records
Additional Information **1.** Fire suppression systems can be found in larger kitchens located directly over open deep fat fryers.	 1.	

Table 16: Smoke control systems

Frequency & Summary	Who?	Record on
Intervals (not specified) Refer to manufacturers/installers instructions.	Competent person	Service provider records
Additional Information **1.** This image shows an activated smoke control vent on a building roof – it may look like a roof light from inside, but there are various designs. Most often located in atriums, stairwells and where there are underground car parks. Not common. **2.** The yellow box is a smoke vent manual activation unit.	 1.	 2.

Table 17: Sprinkler system

Frequency & Summary	Who?	Record on
Weekly • Water and pressure gauge readings on installations, trunk mains and pressure tanks checked and recorded. • All water levels in storage tanks checked. • All main stop valves in correct position. • Water motor alarm tested for min 30 seconds. • Automatic pump fuel and oil levels checked. • Simulate automatic star by reducing water pressure. • Check and record starting pressure. • Oil pressure of diesel pumps checked and flow of cooling water.	Responsible person	Form provided by service provider
Monthly • Electrolyte levels and density of all lead acid cells checked in diesel engine starter and control panel power supplies.	Responsible person	Form provided by service provider
3-monthly • Sprinkler heads cleaned if necessary, painted or distorted ones replaced. • Pipework and hangers checked and painted if necessary. • Earthling connections checked. • Water supplies and alarms checked. • Electrical supplies checked/stop valves operated. • Flow switches checked. • See SCA reference document for details of requirements.	Competent person	Service provider records
Six-monthly • Moving parts of dry alarm valves, accelerators and exhausters exercised. • Electrical installation for fire brigade and remote central station alarms checked.	Competent person	Service provider records
Yearly • Automatic pump flow tested. • Diesel engine failed-to-start test. • Float valve on water storage tanks checked. • Pump suction chambers and strainer inspected and cleaned if necessary.	Competent person	Contractor record sheet
3-yearly • Storage tanks examined externally for corrosion. • Drained cleaned and examined internally for	Competent person	Service provider records

corrosion. • Tanks repainted or refurbished as necessary. • Water supply stop valves, alarm and non-return valves examined and replaced or overhauled as necessary.		
10-yearly • All storage tanks cleaned and examined internally and fabric attended to as necessary.	Competent person	Service provider records
Additional Information **1.** This image shows the sprinkler installation pump and associated pipework.	 1.	

Table 18: Air conditioning and ventilation

Frequency & Summary	Who?	Record on
Includes fire dampers and any smoke detectors used to operate fire dampers. Also any output from fire alarm system to A/C systems. Refer to manufacturers/installers instructions.	Competent person	Service provider records

4.0 Fire register forms

This section specifies the full list of forms (checksheets) that are referenced in this document. These forms are available for download from the State Claims Agency website. www.stateclaims.ie

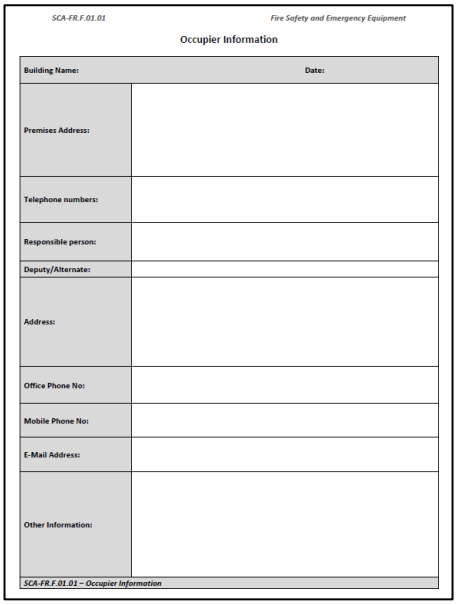
The form reference number is unique to that particular form and the latest version available. The last two digits, which are represented as 'xx' below, represent this version number and will initially commence at '01' for every form and subsequently change to '02', '03' once the form has been revised. This may be necessary to ensure the user instructions remain up to date. The latest form versions will be available on the SCA website.

Table 19: Fire register forms

Form Ref No.	Form Title
SCA-FR.F.01.xx	Occupier information
SCA-FR.F.02.xx	Service provider contact details
SCA-FR.F.03.xx	Inventory total
SCA-FR.F.04.xx	Daily checksheet – various, including escape routes
SCA-FR.F.05.xx	Daily & weekly combined fire alarm & emergency lighting checksheet
SCA-FR.F.06.xx	Weekly emergency lighting
SCA-FR.F.07.xx	Weekly fire alarm systems
SCA-FR.F.08.xx	Weekly fire hydrants
SCA-FR.F.09.xx	Weekly automatic door releases
SCA-FR.F.10.xx	Weekly fixed gaseous extinguishing systems
SCA-FR.F.11.xx	Monthly fire extinguishers and blankets
SCA-FR.F.12.xx	Monthly fire hose reels
SCA-FR.F.13.xx	Monthly emergency exit doors
SCA-FR.F.14.xx	Six-monthly fire doors
SCA-FR.F.15.xx	Fire alarm event log

The next page contains a number of samples the above forms.

Sample forms

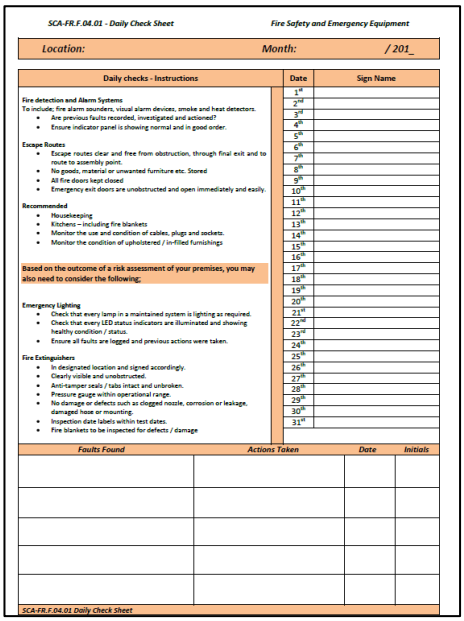


SCA-FR.F.01.01 Fire Safety and Emergency Equipment

Occupier Information

Building Name:	Date:
Premises Address:	
Telephone numbers:	
Responsible person:	
Deputy/Alternate:	
Address:	
Office Phone No:	
Mobile Phone No:	
E-Mail Address:	
Other Information:	

SCA-FR.F.01.01 – Occupier Information



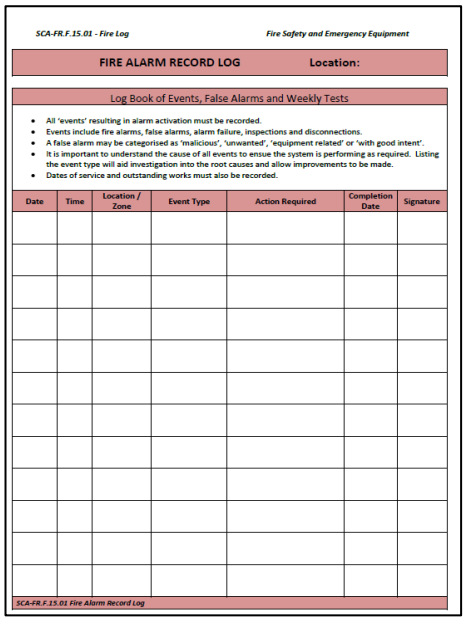
SCA-FR.F.04.01 - Daily Check Sheet — Fire Safety and Emergency Equipment

Location: Month: / 201_

Daily checks - Instructions	Date	Sign Name
Fire detection and Alarm Systems To include; fire alarm sounders, visual alarm devices, smoke and heat detectors. • Are previous faults recorded, investigated and actioned? • Ensure indicator panel is showing normal and in good order. Escape Routes • Escape routes clear and free from obstruction, through final exit and to route to assembly point. • No goods, material or unwanted furniture etc. Stored • All fire doors kept closed • Emergency exit doors are unobstructed and open immediately and easily. Recommended • Housekeeping • Kitchens – including fire blankets • Monitor the use and condition of cables, plugs and sockets. • Monitor the condition of upholstered / in-filled furnishings Based on the outcome of a risk assessment of your premises, you may also need to consider the following; Emergency Lighting • Check that every lamp in a maintained system is lighting as required. • Check that every LED status indicators are illuminated and showing healthy condition / status. • Ensure all faults are logged and previous actions were taken. Fire Extinguishers • In designated location and signed accordingly. • Clearly visible and unobstructed. • Anti-tamper seals / tabs intact and unbroken. • Pressure gauge within operational range. • No damage or defects such as clogged nozzle, corrosion or leakage, damaged hose or mounting. • Inspection date labels within test dates. • Fire blankets to be inspected for defects / damage	1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21st 22nd 23rd 24th 25th 26th 27th 28th 29th 30th 31st	

Faults Found	Actions Taken	Date	Initials

SCA-FR.F.04.01 Daily Check Sheet



SCA-FR.F.15.01 - Fire Log — Fire Safety and Emergency Equipment

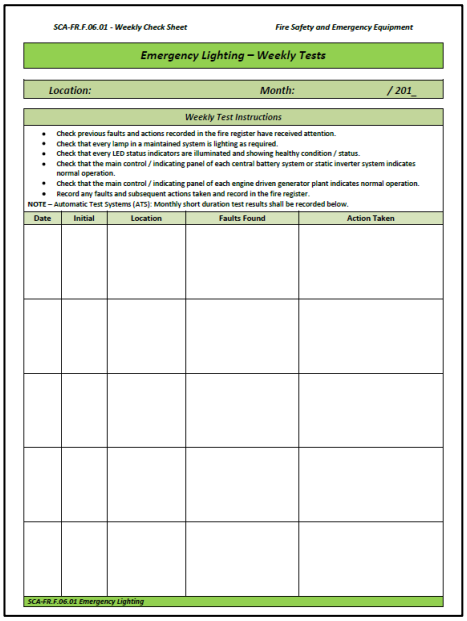
FIRE ALARM RECORD LOG Location:

Log Book of Events, False Alarms and Weekly Tests

- All 'events' resulting in alarm activation must be recorded.
- Events include fire alarms, false alarms, alarm failure, inspections and disconnections.
- A false alarm may be categorised as 'malicious', 'unwanted', 'equipment related' or 'with good intent'.
- It is important to understand the cause of all events to ensue the system is performing as required. Listing the event type will aid investigation into the root causes and allow improvements to be made.
- Dates of service and outstanding works must also be recorded.

Date	Time	Location / Zone	Event Type	Action Required	Completion Date	Signature

SCA-FR.F.15.01 Fire Alarm Record Log



SCA-FR.F.06.01 - Weekly Check Sheet — Fire Safety and Emergency Equipment

Emergency Lighting – Weekly Tests

Location: Month: / 201_

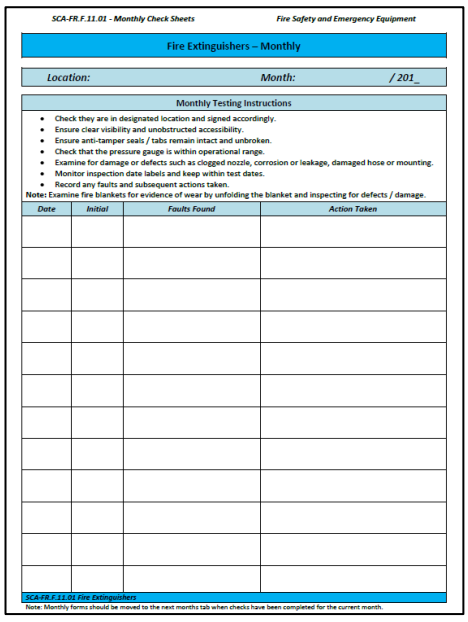
Weekly Test Instructions

- Check previous faults and actions recorded in the fire register have received attention.
- Check that every lamp in a maintained system is lighting as required.
- Check that every LED status indicators are illuminated and showing healthy condition / status.
- Check that the main control / indicating panel of each central battery system or static inverter system indicates normal operation.
- Check that the main control / indicating panel of each engine driven generator plant indicates normal operation.
- Record any faults and subsequent actions taken and record in the fire register.

NOTE – Automatic Test Systems (ATS): Monthly short duration test results shall be recorded below.

Date	Initial	Location	Faults Found	Action Taken

SCA-FR.F.06.01 Emergency Lighting



SCA-FR.F.11.01 - Monthly Check Sheets — Fire Safety and Emergency Equipment

Fire Extinguishers – Monthly

Location: Month: / 201_

Monthly Testing Instructions

- Check they are in designated location and signed accordingly.
- Ensure clear visibility and unobstructed accessibility.
- Ensure anti-tamper seals / tabs remain intact and unbroken.
- Check that the pressure gauge is within operational range.
- Examine for damage or defects such as clogged nozzle, corrosion or leakage, damaged hose or mounting.
- Monitor inspection date labels and keep within test dates.
- Record any faults and subsequent actions taken.

Note: Examine fire blankets for evidence of wear by unfolding the blanket and inspecting for defects / damage.

Date	Initial	Faults Found	Action Taken

SCA-FR.F.11.01 Fire Extinguishers

Note: Monthly forms should be moved to the next months tab when checks have been completed for the current month.

Appendix 1. Examples of service provider records

This section contains examples of records provided from your service provider. These can vary in layout between providers but the content is basically the same depending on the check, tests or service being performed.

1 - Emergency Lighting

Example 1.1 – Luminaire test record (extract)

Example Emergency Lighting Ltd.
Boundary Road
Dublin

01 76543321

LUMINAIRE TEST RECORD

CUSTOMER NAME:	State Authority ABC						
PHONE NO:	021 1234567						
CUSTOMER ADDRESS:	Government Buildings, Main Street, Cobh, Co. Cork						
SERVICE DATE:	01/01/2013			**ENGINEER:**	Karl West		
TEST TIME:	**30 MIN**		**3 HRS** X	**TEST START TIME:**	12:30	**TEST FINISH TIME:**	15:30

x = Faulty ✓ = Good

Luminaries	Location	Fuse No.	Description	30 Mins	1hr	2hrs	3hrs
	Basement						
F1	Entrance	CTU	8w Box exit		✓	✓	✓
F2	Entrance	CTU	2x36w Fitting		✓	✓	✓
F3	Entrance	CTU	2x36w Fitting		✓	✓	✓
F4	Entrance	CTU	2x36w Fitting		✓	✓	✓
F5	Exit	CTU	8w Box exit		✓	✓	✓
F6	Store room	CTU	8w Box exit		✓	✓	✓
F7	Comm room	CTU	8w Box exit		✓	✓	x
F8	Comm room	CTU	2x36w Fitting		✓	✓	✓
F9	Comm room	CTU	2x36w Fitting		✓	✓	✓
	Ground Floor						
F10	Entrance	CTU	8w Bulkhead		✓	✓	✓
F11	Entrance	CTU	8w Picture exit		✓	✓	✓
F12	Entrance	CTU	2x18w PLC		✓	✓	✓

Example 1.2 – Fault record (extract)

Example Emergency Lighting Ltd.
Boundary Road
Dublin

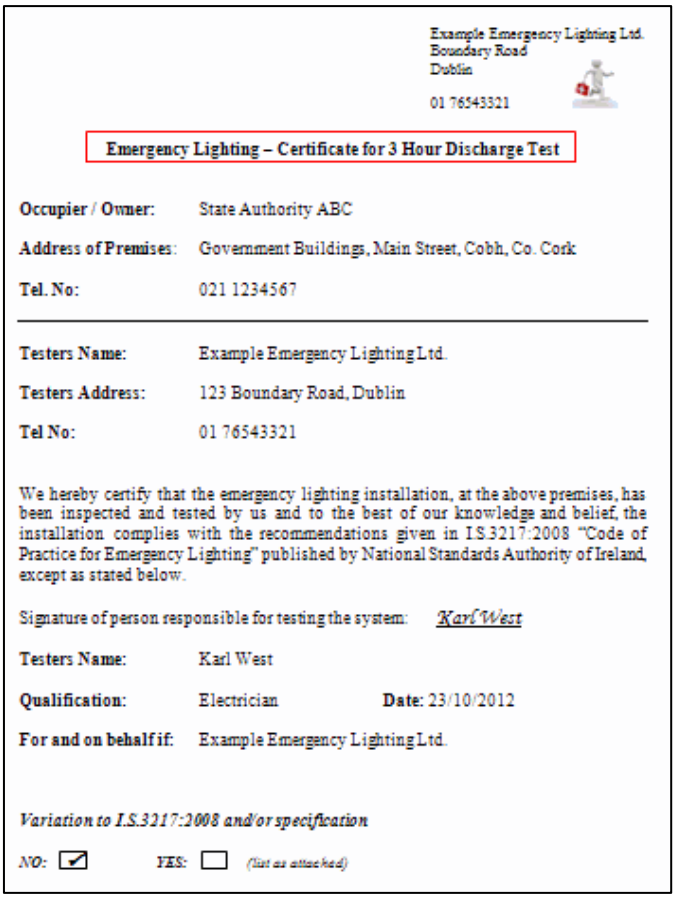
01 76543321

FAULT RECORD

NAME OF BUILDING: Government Buildings
DATE: 23/10/12
NAME OF ENGINEER Karl West
DURATION OF TEST: 3 hours

Fitting ID	Type of Fitting/Area of Building		Fault
F7	Lamp – Box Exit	Comms	Lamp black
F20	Lamp – Box Exit	Toilet lobby	Lamp black
F22	Lamp – Box Exit	Toilet lobby	Lamp black
F43	Lamp – Box Exit	Toilet lobby	Lamp black
F65	Lamp – Box Exit	Main stairs	Lamp black
F70	28w20	Back Stairs	Lamp out
F71	28w20	Back Stairs	Lamp out
F72	28w20	Back Stairs	Lamp out
F73	28w20	Back Stairs	Lamp out
F74	28w20	Back Stairs	Lamp out
F75	28w20	Back Stairs	Lamp out
F76	28w20	Back Stairs	Lamp out

Example 1.3 – Certificate for 3-hour discharge test



Example Emergency Lighting Ltd.
Boundary Road
Dublin

01 76543321

Emergency Lighting – Certificate for 3 Hour Discharge Test

Occupier / Owner: State Authority ABC

Address of Premises: Government Buildings, Main Street, Cobh, Co. Cork

Tel. No: 021 1234567

Testers Name: Example Emergency Lighting Ltd.

Testers Address: 123 Boundary Road, Dublin

Tel No: 01 76543321

We hereby certify that the emergency lighting installation, at the above premises, has been inspected and tested by us and to the best of our knowledge and belief, the installation complies with the recommendations given in I.S.3217:2008 "Code of Practice for Emergency Lighting" published by National Standards Authority of Ireland, except as stated below.

Signature of person responsible for testing the system: *Karl West*

Testers Name: Karl West

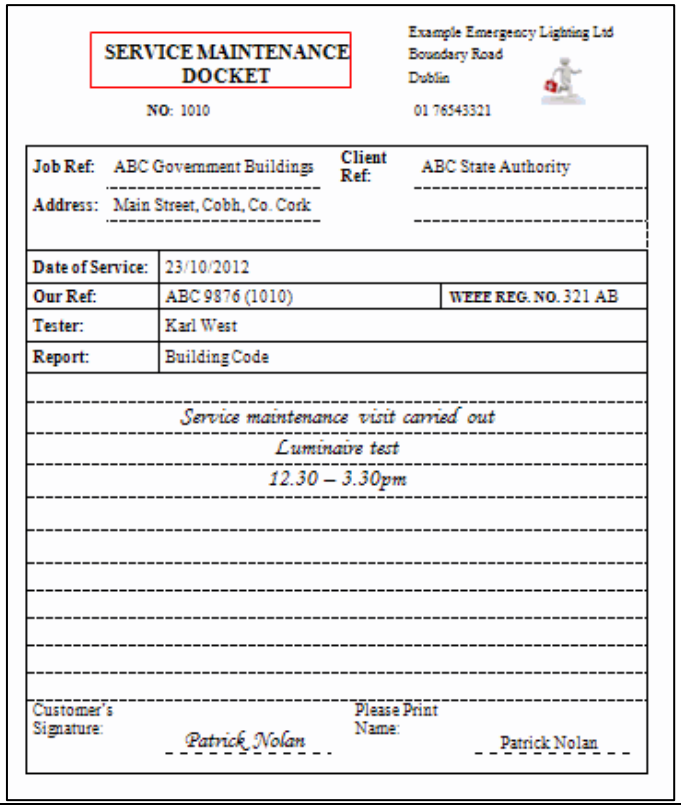
Qualification: Electrician **Date:** 23/10/2012

For and on behalf if: Example Emergency Lighting Ltd.

Variation to I.S.3217:2008 and/or specification

NO: ☑ *YES:* ☐ *(list as attached)*

Example 1.4 – Service maintenance docket



SERVICE MAINTENANCE DOCKET

NO: 1010

Example Emergency Lighting Ltd
Boundary Road
Dublin

01 76543321

Job Ref:	ABC Government Buildings	**Client Ref:**	ABC State Authority
Address:	Main Street, Cobh, Co. Cork		
Date of Service:	23/10/2012		
Our Ref:	ABC 9876 (1010)	**WEEE REG. NO.**	321 AB
Tester:	Karl West		
Report:	Building Code		

Service maintenance visit carried out
Luminaire test
12.30 – 3.30pm

Customer's Signature: *Patrick Nolan*

Please Print Name: Patrick Nolan

Example 1.5 – Extra works docket

SERVICE MAINTENANCE
EXTRA WORKS DOCKET

NO: 2020

Example Emergency Lighting Ltd
Boundary Road
Dublin

01 76543321

Job Ref:	Government Buildings	**Client Ref:**	ABC State Authority
Address:	Main Street, Cobh, Co. Cork		
Date of Service:	23/10/2012	**Job Ref:**	ABC Government Building
Work Carried Out By:	Karl West		

1) 7 x No. 4 cell batteries

2) 7 x No. 28w20 lamps

3) 5 x No. 8wT5 lamps

Time on site for extra works from 4:30pm – 5:45pm

Report Date:	To be forwarded upon completion by 30th October 2012

Customer's Signature: *Patrick Nolan*

Please Print Name: Patrick Nolan

Note: The docket above confirms the works carried out to repair the 7 x No. 28w20 lamps as listed previously in example 1.2 Fault record

2.0 Fire Extinguishers

Example 2.1 – Certificate of inspection

Example Fire Protection Ltd.
321 Sea View Road
Waterford
051 6543231

CERTIFICATE OF INSPECTION

Government Buildings,
Main Street, Ennis,
Co. Clare

CERT NO: 0155
PERSON IN CHARGE: T Walsh
TELEPHONE NO: 065 9812981
DATE: 22nd January 2013

We hereby certify that *fire extinguisher* equipment installed in these premises has been *successfully* tested and checked in accordance with Standard *15291* and found to be in correct working order.

COMMENTS/EXCEPTIONS:

Work carried out on the 4th floor renovation to be assessed at next inspection

SYSTEM DESCRIPTIONS:

Dry Powder and CO2 extinguishers in use throughout 4th floor.

ENGINNEER'S SIGNATURE: *Sean Burke*
REFERENCE CODE: GBs 1531
DATE: *22/01/2013*

Example 2.2 – Maintenance service register (extract)

Example Fire Protection Ltd.
321 Sea View Road
Waterford
051 6543231

MAINTENANCE SERVICE REGISTER

Company Name: XYZ Government Buildings
Site Address: Main Street, Ennis, Co Clare
Date: 22nd January 2013
Name: Sean Burke

Customer reference: 122225
Site reference: 8000

Service Address	FP	Tot.	Ext	FM	Co2	PR	W/C	
Site Location	No	Ext	No	6/9ltr	2/5kg	2/6/9kg	6/9ltr	Notes:
2nd floor west block admin	63	1	105		2			
2nd floor west block admin	64	2	106,107	6	2			
1st floor west block lobby	65	2	108,109	6	2			
1st floor west block entrance	66	2	110,111	6	2			
1st floor west block fire exit	A		hose reel					
1st floor centre block entrance	67	2	112,113	6	2			
1st floor centre block entrance	68	1	114	6				
1st floor centre block entrance	69	2	115,116	6	2			

Example 2.3 – Record of Inspection

Example Fire Protection Ltd.
321 Sea View Road
Waterford
051 6543231

RECORD OF INSPECTION

Customer Name: XYZ Government Buildings
Site Address: Main Street, Killarney, Co Kerry
Site Ref: 54321
Phone 064 7654321

Invoice Address: Government Buildings, Main Street, Killarney, Co Kerry

Call Out Ref: IR 12345

We hereby certify that the fire extinguishing appliances as listed have been installed/ inspected and/or serviced in accordance with British Standard BS 5306 – 3 & Irish standard IS 291

Date 12/02/13

☑ ANNUAL SERVICE/NEW SITE ☐ 6 MONTH SERVICE ☐ MONTHLY SERVICE ☐ CALL OUT ONLY

Extinguisher Type	Size K=KG L=LTR	Units Inspected	Units Service Exchange	Units Condemned	Units Supplied New	Total Units on Site	Unfit for Service Units: Damaged	Corrosion	Uneconomical Repair/Test	Lining Failure
CO2	2K	37	9	1	1	37		1		
CO2	5K	11	2			11				
DP	2K	17	4			17				
FM	6 L	37	10			37				

Other Comments/Remarks: *Recommend insulation of fire point signs*
Report to follow
No fire register on premises
CO2 unit condemned on 4th floor

Guidance to clients:
Standards recommended that regular inspections of all extinguishers be carried out by the user to make sure that appliances are in proper position and that they have not been discharged of lost pressure or surface damage.

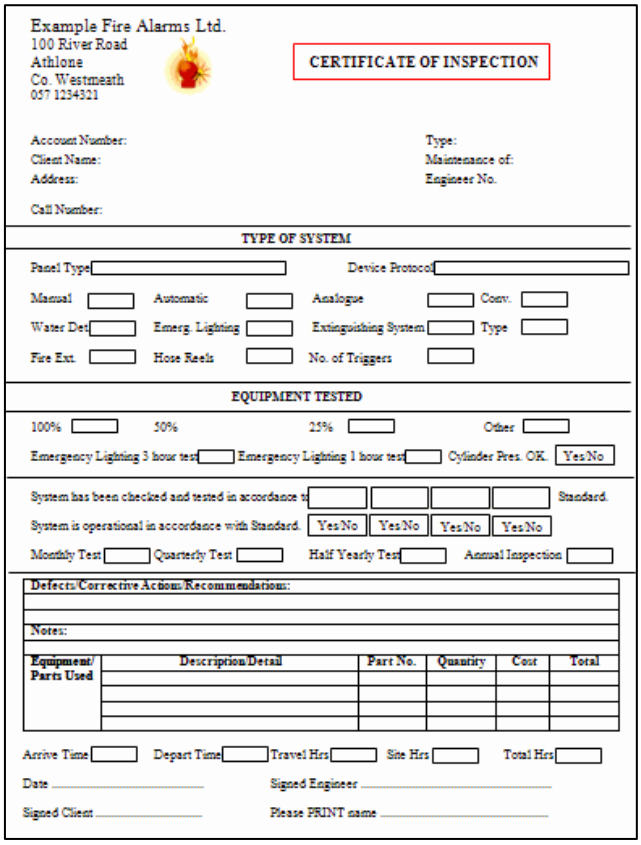
TO BE RETURNED WITH PAYMENT TO:
Example Fire Protection Ltd., 321 Sea View Road, Waterford

Quantity	Description	Stock Code	Unit Price	Total
75	*EXIS Service*	*Service*		
17	*Hose reel Service*	*Reel*		
10	*6kg Foam*	*Mfoo6r*		
9	*2kg CO2*	*Mcoo2e*		
			Total	

Order No: *284548*

3 - Fire Alarm Systems

Example 3.1 – Certificate of inspection



Example Fire Alarms Ltd.
100 River Road
Athlone
Co. Westmeath
057 1234321

CERTIFICATE OF INSPECTION

Account Number:
Client Name:
Address:
Call Number:

Type:
Maintenance of:
Engineer No.

TYPE OF SYSTEM

Panel Type | Device Protocol

Manual | Automatic | Analogue | Conv.
Water Det | Emerg. Lighting | Extinguishing System | Type
Fire Ext. | Hose Reels | No. of Triggers

EQUIPMENT TESTED

100% | 50% | 25% | Other

Emergency Lighting 3 hour test | Emergency Lighting 1 hour test | Cylinder Pres. OK. Yes/No

System has been checked and tested in accordance to | | | | Standard.
System is operational in accordance with Standard. Yes/No | Yes/No | Yes/No | Yes/No

Monthly Test | Quarterly Test | Half Yearly Test | Annual Inspection

Defects/Corrective Action/Recommendations:

Notes:

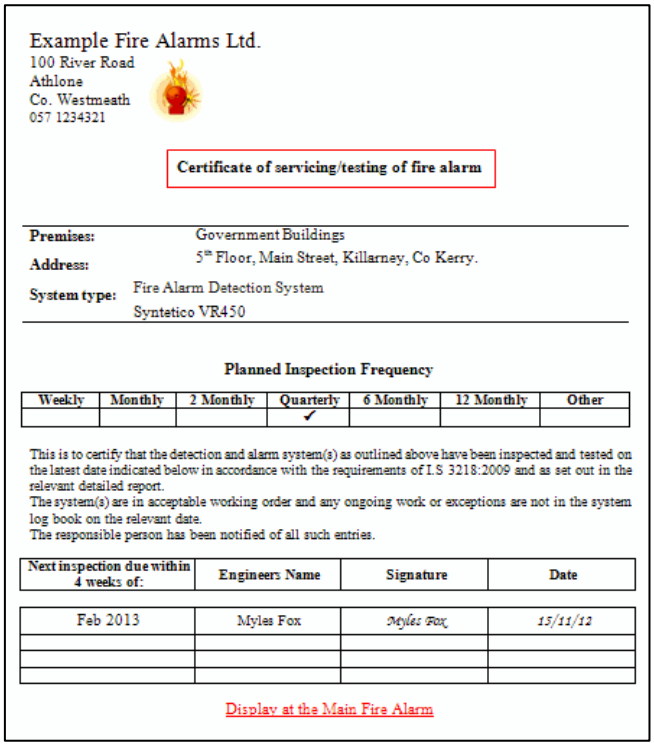
Equipment/ Parts Used	Description/Detail	Part No.	Quantity	Cost	Total

Arrive Time | Depart Time | Travel Hrs | Site Hrs | Total Hrs

Date ..... Signed Engineer .....

Signed Client ..... Please PRINT name .....

Example 3.2 – Certificate of service/testing



Example Fire Alarms Ltd.
100 River Road
Athlone
Co. Westmeath
057 1234321

Certificate of servicing/testing of fire alarm

Premises: Government Buildings
Address: 5th Floor, Main Street, Killarney, Co Kerry.
System type: Fire Alarm Detection System
Syntetico VR450

Planned Inspection Frequency

Weekly	Monthly	2 Monthly	Quarterly	6 Monthly	12 Monthly	Other
			✓			

This is to certify that the detection and alarm system(s) as outlined above have been inspected and tested on the latest date indicated below in accordance with the requirements of I.S 3218:2009 and as set out in the relevant detailed report.
The system(s) are in acceptable working order and any ongoing work or exceptions are not in the system log book on the relevant date.
The responsible person has been notified of all such entries.

Next inspection due within 4 weeks of:	Engineers Name	Signature	Date
Feb 2013	Myles Fox	*Myles Fox*	*15/11/12*

Display at the Main Fire Alarm

Example 3.3 – Customer report

Example Fire Alarms Ltd.
100 River Road
Athlone
Co. Westmeath
057 1234321

Customer Report Sheet

Customer:	Government Buildings, Main Street					**Service Eng.**	Myles Fox			
	Killarney, Co. Kerry					**Date of Visit:**	15/11/12			
Site Visited:	4th Floor					**Job Ref. No**:	5888			
Reason for visit:	Commission		Repaired		Service Contracted		Installation		Inspection	
Items Serviced:	Inergen		Vesda		Fire Alarm		CO^2		Other	

Carried out service on fire alarm system and operated BGUs in the following areas;

Main reception, meeting rooms, board room, offices in open plan area only and

all escape stairs and escape stair corridors. Have printout of devices tested for our records.

Material Used			
Quantity	**Description**	**Hrs on Site**	3.5hrs
		Travel Time	
		Mileage	
		Engineer's Signature	*Myles Fox*
		Customer Accepted	*Con Murphy*

Appendix 2. Worked example – Occupier checks

The example illustrates how occupier checks for a small-medium size premises were planned, how the forms were arranged, how the checks were carried out and how the fire register records were arranged. The focus is on the occupier checks and not on other aspects of the Fire Register, or service provider inspections, tests or records.

The premises, the people

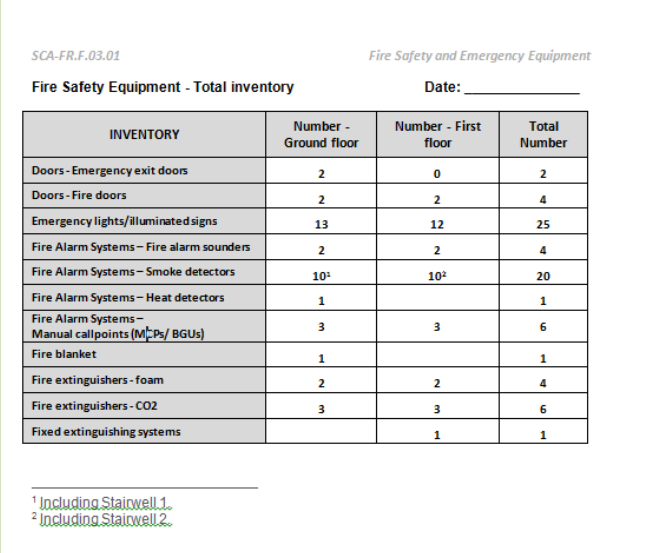
State-owned building A is a two-storey office building with a canteen and a Comms/IT server room. The fire alarm panel is located at ground floor Reception and the building is zoned into two areas (1 zone per floor). A Fire Warden, Ann, has been appointed who has overall responsibility for managing fire safety and who is assisted by a Fire Marshall, Seán, located on the first floor.

The Fire Warden carried out a review of the maintenance programme to ensure all necessary inspections and testing are being carried out, both by the service provider, contracted by the OPW, but in particular the Responsible Person (Ann) appointed by the occupier.

Step 1 - Prepare the inventory of equipment

The first thing Ann did was to confirm the inventory of fire safety equipment in the building. She did this by reviewing the records available in the existing register and in particular those records provided by the service providers, then using those records in a walkthrough of the building to cross-check and verify that the equipment was present. She used form **SCA-FR.F.03.xx Inventory totals** to record the information.

Here's what the final inventory looked like (with non-applicable items deleted):



SCA-FR.F.03.01 *Fire Safety and Emergency Equipment*

Fire Safety Equipment - Total inventory **Date:** _____

INVENTORY	Number - Ground floor	Number - First floor	Total Number
Doors - Emergency exit doors	2	0	2
Doors - Fire doors	2	2	4
Emergency lights/illuminated signs	13	12	25
Fire Alarm Systems – Fire alarm sounders	2	2	4
Fire Alarm Systems – Smoke detectors	10[1]	10[2]	20
Fire Alarm Systems – Heat detectors	1		1
Fire Alarm Systems – Manual callpoints (MCPs/ BGUs)	3	3	6
Fire blanket	1		1
Fire extinguishers - foam	2	2	4
Fire extinguishers - CO2	3	3	6
Fixed extinguishing systems		1	1

[1] Including Stairwell 1.
[2] Including Stairwell 2.

Step 2 - Determine the inspection and testing requirements for the equipment present

Table 2 ‘‘Equipment Inspection Schedule’ was then used to identify the frequency of checks for the various types of equipment and the colour-code of the forms (checksheets) required to record the results. Ann identified that the following checks were required to be carried out by herself as the Responsible Person:

- **Daily** – Fire alarm system, escape routes.
- **Weekly** – Fire alarm system, emergency lighting, fixed extinguishing system.
- **Monthly** – Emergency exit doors and fire extinguisher.
- **Six-monthly** – Fire doors.

Step 3 - Plan the maintenance schedule and select the relevant forms (checksheets)

Using Table 3, Ann then selected the appropriate checksheets required to record the results of the checks.

Frequency	***Items***	***Form No.***	***Alternative form***
Daily	Fire alarm system; escape routes	SCA-FR.F04.xx	SCA-FR.F.05.xx
Weekly	Emergency lighting	SCA-FR.F.06.xx	
Weekly	Fire alarm system;	SCA-FR.F.07.xx	
Weekly	Fixed extinguishing system	SCA-FR.F.10.xx	
Monthly	Fire extinguishers	SCA-FR.F.11.xx	
Monthly	Emergency exit doors	SCA-FR.F.13.xx	
Six-monthly	Fire doors	SCA-FR.F.14.xx	

It can be seen that the single combined form **SCA-FR.F.05.xx** was selected instead of three individual ones.

Forms SCA-FR.F.05.xx (Daily & weekly combined fire alarm & emergency lighting checksheet) and SCA-FR.F.10.xx (Weekly fixed gaseous extinguishing systems) can be used for a one-month period, 12 copies of each of these forms are needed to cover the year.

Step 4 - Set up the fire register folder

Ann enlisted the help of the Fire Marshall, Seán, to assist with the checks. For convenience, Seán uses a set of his own forms for all the items that need to be checked daily, weekly and monthly on the first floor. Ann maintains a similar set of forms for items on the ground floor including the only completed forms for the fire alarm system and the fire doors.

Here's what they ended up with:

Frequency	***Items***	***Form No.***	***No. of forms (full building, 12 month period)***
Daily	Fire alarm system Escape routes	SCA-FR.F.05.xx	12 (each, Ann and Seán [4])
Weekly	Fire alarm system; Emergency lighting		
Weekly	Fixed extinguishing system	SCA-FR.F.10.xx	12 (Seán)
Monthly	Fire extinguishers	SCA-FR.F.11.xx	1 (each, Ann and Seán)
Monthly	Emergency exit doors	SCA-FR.F.13.xx	1 (each, Ann and Seán)
Six-monthly	Fire doors	SCA-FR.F.14.xx	1 (Ann)

These forms are the basis of the fire register, with Ann holding the Master Register. In addition, to the forms above, forms 01-xx (Occupier information), 02.xx (Service provider details) and 03-xx (Inventory) are also added to the Register.

Step 5 - Carry out inspections and tests, record results

Ann and Seán developed the following schedule (see example below) and programme:

- First thing every day, Ann checks the fire alarm panel at Reception and both she and Seán would check the escape routes on their respective floors.
- Every Friday morning, the fire alarm is activated at 09.30. For that purpose, they use a different device each time, that is, one of the six manual callpoints, alternating between the two zones (floors). One of them stays at the fire alarm panel and the second activates the scheduled callpoint using the special plastic key. The person at the panel records the zone/number/description of the device, and then silences the panel. They cross-check that the details are correct and correspond to the listed address/zone number Smoke detectors or heat detectors are not used to activate the fire alarm systems in these occupier checks.
- The visual inspection of the emergency lights on each floor and in the stairwells is also checked by each every Friday and Seán also inspects the fixed extinguishing system in the first floor Comms Room.
- On the last week of every month each checks the extinguishers and every six months Ann carries out a visual inspection of all fire doors.

[4] The fire alarm test details are only recorded on Ann's sheet.

Step 6 - Maintain records

- Fully completed forms are filed in the respective fire register.
- At the end of the year, all completed records are collated, then scanned and filed.
- All service provider records are maintained in Ann's register.

Occupier Checks – Sample Monthly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
WK 1	FA panel	FA panel	FA panel	FA panel	FA panel
	Escape routes	Escape routes	Escape routes	Escape routes	Escape routes
					Activate FA (e.g.MCP1, G/Flr)
					E/lighting
					Fixed Ext. system
WK 2	FA panel	FA panel	FA panel	FA panel	FA panel
	Escape routes	Escape routes	Escape routes	Escape routes	Escape routes
					Activate FA (e.g. MCP4, 1/Flr)
					E/lighting
					Fixed Ext. system
WK 3	FA panel	FA panel	FA panel	FA panel	FA panel
	Escape routes	Escape routes	Escape routes	Escape routes	Escape routes
					Activate FA (e.g. MCP2, G/Flr)
					E/lighting
					Fixed Ext. system
WK 4	FA panel	FA panel	FA panel	FA panel	FA panel
	Escape routes	Escape routes	Escape routes	Escape routes	Escape routes
					Activate FA (e.g.MCP5, 1/Flr)
					E/lighting
					Fixed Ext. system
					Fire extinguishers & blankets
					Emergency exit doors

Daily	Weekly	Monthly

FA = Fire alarm.

*** Fire doors are checked every six months.**


Gníomhaireacht Éileamh an Stáit
State Claims Agency