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| Location: | Month: | / 201_ |
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| Daily checks - Instructions | Date | Sign Name |
|---|------------------|-----------|
| <p>Fire detection and Alarm Systems To include; fire alarm sounders, visual alarm devices, smoke and heat detectors.</p> <ul style="list-style-type: none"> • Are previous faults recorded, investigated and actioned? • Ensure indicator panel is showing normal and in good order. <p>Escape Routes</p> <ul style="list-style-type: none"> • 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. <p>Recommended</p> <ul style="list-style-type: none"> • Housekeeping • Kitchens – including fire blankets • Monitor the use and condition of cables, plugs and sockets. • Monitor the condition of upholstered / in-filled furnishings <div style="background-color: #f4a460; padding: 5px; margin: 10px 0;"> <p>Based on the outcome of a risk assessment of your premises, you may also need to consider the following;</p> </div> <p>Emergency Lighting</p> <ul style="list-style-type: none"> • 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. <p>Fire Extinguishers</p> <ul style="list-style-type: none"> • 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 | 1 st | |
| | 2 nd | |
| | 3 rd | |
| | 4 th | |
| | 5 th | |
| | 6 th | |
| | 7 th | |
| | 8 th | |
| | 9 th | |
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| | 11 th | |
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| | 22 nd | |
| | 23 rd | |
| | 24 th | |
| | 25 th | |
| | 26 th | |
| | 27 th | |
| | 28 th | |
| | 29 th | |
| | 30 th | |
| | 31 st | |

| Faults Found | Actions Taken | Date | Initials |
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Fire Alarm System - Weekly Test Instructions

Location: _____ **Month:** _____ / 201_

- Note - This test may require 2 people to complete.
- Testing of the 'automatic door release' may be incorporated into these checks.
- Check previous faults and actions recorded in the fire register have received attention.
- Quantify your zones and develop a plan to ensure 100% coverage every quarter i.e. 13 weeks
- Where you identify more than 13 zones, test more than one each week so that each zone is tested every 13 weeks.
 - (1) Operate at least one device, this will normally be a BGU, and vary each time.
 - (2) Record the trigger device that has been used to initiate the test.
 - (3) Visually examine the standby supply and its connections. Remedy defects including low electrolyte level.
 - (4) Check the levels of fuel, oil and coolant of the standby generator and top up where necessary.
 - (5) Check any printer to ensure the levels of paper, ink and ribbon are adequate for at least 2 weeks normal usage.
- Record any faults and subsequent actions taken.

| Date | Initials | Location | Device ID | Faults Found | Action Taken |
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Emergency Lighting – Weekly Test Instructions

Location: _____ **Month:** _____ / 201_

- 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.

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

| Date | Initials | Location | Faults Found | Action Taken |
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