

Fire Alarm System – Weekly Tests

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

Weekly Test Instructions

- 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	Initial	Device ID	Fire Alarm Zone	Location

Date	Fault Found	Action Taken