

Emergency Lighting Test Record

An emergency lighting test record: monthly function tests and the annual full duration test for each luminaire or circuit, with charge indicators, faults, photos and a warning when a test ends early.

1. Test details

Project

Client

Site *

Site address

Date of the test *

Time

Tested by, name and role *

Responsible person for the premises

Which test? * (choose one)

☐ Monthly function test ☐ Annual full duration test

Type of system (choose one)

☐ Self-contained luminaires ☐ Central battery system ☐ Both

Date of the last monthly function test

Before today's test. From the log book or the last record.

Date of the last annual full duration test

Before today's test, if today is an annual test.

Days since the last monthly test (if applicable; worked out automatically in the app)

Days since the last full duration test (if applicable; worked out automatically in the app)

Routine tests overdue (if applicable; worked out automatically in the app)

The monthly test counts as overdue after 31 days, the annual test after 366 days.

If applicable: More than a month since the last monthly function test. Record why it was missed and get the monthly tests back on track.

If applicable: More than a year since the last full duration test. Book the annual full discharge test the Home Office guide describes.

Home Office guide Fire safety risk assessment: offices and shops. Testing would typically include a daily visual check of any central controls, a monthly function test, operating the test facility for long enough to make sure each emergency lamp lights, and an annual full discharge test. It is good practice to keep a record of tests.

Sources. BS 5266-1 (Emergency lighting, code of practice) and BS EN 50172 (Emergency escape lighting systems) set a monthly function test of every luminaire and an annual test for the full rated duration, with results kept in a log book. The Regulatory Reform (Fire Safety) Order 2005, article 17, requires the responsible person to keep emergency lighting maintained in efficient working order and good repair, by a competent person.

Rated duration of the system (hours) (if applicable)

From the design or commissioning documents for the system.

How long did the test run? (minutes) (if applicable)

Rated duration covered (%) (if applicable; worked out automatically in the app)

Minutes short of the rated duration (if applicable; worked out automatically in the app)

If applicable: Test not complete. The test did not run for the full rated duration. Record it as incomplete and arrange a repeat.

If applicable: After a full discharge test, batteries typically take 24 hours to recharge. The Home Office guide says the premises should not be re-occupied until the emergency lighting is fully working again, unless other arrangements have been made.

Are other arrangements in place until the batteries have recharged? (if applicable)

☐ Yes ☐ No

2. Luminaires tested

Record the results for (choose one)

☐ Each luminaire ☐ Each circuit

Luminaires by floor or area (copy this block for each one)

Floor or area *

For example Ground floor, First floor east wing or Plant room

Luminaires or circuits in this area (copy this block for each one)

Luminaire or circuit reference *

Scan the luminaire label

Scanned in the SiteSurvey app. On paper, write the numbers: asset number, serial number.

Position in this area *

Type (choose one)

- ☐ Non-maintained bulkhead
- ☐ Maintained bulkhead
- ☐ Exit sign
- ☐ Downlight
- ☐ Twin spot
- ☐ Central battery fitting
- ☐ Other

Charge indicator (choose one)

- ☐ Lit
- ☐ Not lit
- ☐ No indicator fitted

Result * (choose one)

- ☐ Pass
- ☐ Fail

What was wrong? (if applicable; choose one)

- ☐ Did not light
- ☐ Went out before the end of the test
- ☐ Dim
- ☐ Charge indicator not lit
- ☐ Damaged or missing diffuser
- ☐ Missing

Went out after (minutes) (if applicable)

From the start of the test. Shows how far short of the rated duration this fitting fell.

If applicable: Failed. Record the fault in the log book and tell the responsible person before you leave. The area this covers may not be lit if the normal lighting fails.

Photos of the fault (if applicable; photos: attach, or note the file names)

Action taken or needed (if applicable)

This floor or area: luminaires or circuits tested (worked out automatically in the app)

This floor or area: passed (worked out automatically in the app)

This floor or area: failed (worked out automatically in the app)

This floor or area: charge indicator not lit (worked out automatically in the app)

This floor or area: went out before the end (worked out automatically in the app)

Luminaires or circuits tested (worked out automatically in the app)

Passed (worked out automatically in the app)

Failed (worked out automatically in the app)

Passed (%) (if applicable; worked out automatically in the app)

Charge indicator not lit (worked out automatically in the app)

Went out before the end (worked out automatically in the app)

If applicable: Failures found. Each failed fitting may leave its area unlit if the normal lighting fails: tell the responsible person before you leave and set an action for each.

Has the responsible person been told about the failures? (if applicable)

☐ Yes ☐ No

Did the test cover every luminaire in the building?

☐ Yes ☐ No

Which were missed, and when will they be done? (if applicable)

Has this test been entered in the emergency lighting log book?

☐ Yes ☐ No

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Next monthly function test due

BS 5266-1: every month.

Days until the monthly test (if applicable; worked out automatically in the app)

Next annual full duration test due

BS 5266-1: every 12 months.

Days until the annual test (if applicable; worked out automatically in the app)

If applicable: Check the dates. A next test date is before the date of this test.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.