

Fire Alarm Test Record

A fire alarm test record: the weekly call point test with the call point used, sounders and reset, and the service visit with each device tested, faults, photos and the date of the last service.

1. Test details

Project

Client

Site *

Site address

Date *

Time

Tested by, name and role *

Responsible person for the premises

What is being recorded? * (choose one)

☐ Weekly test ☐ Service visit by a competent person ☐ Fault or false alarm

Sources. BS 5839-1 (fire detection and alarm systems for non-domestic premises) recommends a weekly test by the user, operating a different manual call point each week, and inspection and servicing by a competent person at intervals of no more than 6 months. BS 5839-6 covers systems in dwellings. The Regulatory Reform (Fire Safety) Order 2005, article 17, requires the responsible person to keep fire detection and warning systems maintained in efficient working order and good repair.

2. Weekly test (if applicable)

Home Office guide Fire safety risk assessment: offices and shops. All types of fire warning system should be tested once a week. For electrical systems, activate a manual call point, usually with a test key, using a different call point for each successive test. It is good practice to record all tests, false alarms and any maintenance.

Is the alarm connected to an alarm receiving centre?

☐ Yes ☐ No

Was the centre told before the test? (if applicable)

☐ Yes ☐ No

If applicable: Where a system is connected to a monitoring centre, arrange the test with them first to avoid an unwanted false alarm. Call the centre now and check no call was passed to the fire service.

Call point used today (number and location) *

Scan the call point label

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

Call point used at the last weekly test

If applicable: This is the same call point as last time. Use a different call point for each test so every one is tested in turn.

Date of the last weekly test

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

If applicable: More than a week since the last weekly test. The Home Office guide says all fire warning systems should be tested once a week. Record why it was missed.

Call point rotation (copy this block for each one)

Call point number and location *

Last used for the weekly test

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

Rotation (if applicable; worked out automatically in the app)

Call points in the rotation (if applicable; worked out automatically in the app)

Weeks to use every call point once (if applicable; worked out automatically in the app)

Call points overdue in the rotation (if applicable; worked out automatically in the app)

If applicable: Some call points have waited longer than one full rotation. Use those first at the next weekly tests, and check none are being skipped because they are hard to reach.

Did the panel show the call point you operated?

☐ Yes ☐ No

Did the sounders operate?

☐ Yes ☐ No

Could the alarm be heard throughout the building?

☐ Yes ☐ No

Did linked systems operate, such as door holders releasing? (choose one)

☐ Yes ☐ No ☐ None linked

Was the panel back to normal after it was reset?

☐ Yes ☐ No

If applicable: Alarm fault. Record it in the log book, tell the responsible person now and arrange for a competent person to attend.

What was wrong, and where? (if applicable)

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

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

☐ Yes ☐ No

2. Service visit (if applicable)

Engineer and company

Third-party certification, if any (for example BAFE SP203-1)

Date of the last service

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

If applicable: More than six months since the last service. The Home Office guide says six-monthly servicing and preventive maintenance should be carried out by a competent person.

False alarms since the last service

Was the log book reviewed for faults and false alarms?

☐ Yes ☐ No

Standby batteries and charger tested and within their service life?

☐ Yes ☐ No

Is a zone plan displayed next to the panel?

☐ Yes ☐ No

Devices by zone or area (copy this block for each one)

Zone, floor or area *

For example Zone 3, first floor east

Devices tested here (copy this block for each one)

Device number or address *

Scan the device label

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

Type (choose one)

- ☐ Manual call point
- ☐ Smoke detector
- ☐ Heat detector
- ☐ Multi-sensor
- ☐ Beam detector
- ☐ Sounder
- ☐ Beacon
- ☐ Interface or relay

Position in this area

Result * (choose one)

- ☐ Pass
- ☐ Fail

Fault found and action (if applicable)

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

This zone or area: devices tested (worked out automatically in the app)

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

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

This zone or area: call points tested (worked out automatically in the app)

Devices tested (worked out automatically in the app)

Devices passed (worked out automatically in the app)

Devices failed (worked out automatically in the app)

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

Call points tested (worked out automatically in the app)

System left (choose one)

- ☐ Fully working
☐ Working with faults recorded
☐ Not working: responsible person told

If applicable: The system is not working. The Home Office guide says that if a system fails, people in the premises must still be warned and able to escape safely: a temporary arrangement with suitable training may be acceptable for a short period while it is repaired.

2. Fault or false alarm (if applicable)

Time

Device or zone that activated

Cause (choose one)

- ☐ Cooking fumes
☐ Steam or dust
☐ Contractor works
☐ Malicious
☐ Equipment fault
☐ Real fire
☐ Not known

Did the fire service attend?

- ☐ Yes ☐ No

What was done to stop it happening again?

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 weekly test due

BS 5839-1: every week.

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

Next service due

BS 5839-1: at intervals of no more than 6 months.

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

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

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.