

Fire Damper Test Record

A fire damper drop test record: each damper with its location, type and access, visual check, drop test, reset, result and photos, with failed dampers counted and the annual testing guidance.

1. Visit

Project

Client

Site *

Site address

Test date *

Time

Engineer *

Damper schedule or drawing reference

Date of the last test

From the previous test record, if there is one.

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

If applicable: More than 12 months since the last test. BESA's guidance on BS 9999 is to test at least annually.

BESA guidance on BS 9999: fire dampers should be tested by a competent person on completion of installation and at least annually after that, more often in dusty or polluted air. The Fire Safety Order (article 17) requires fire safety equipment to be maintained in efficient working order and in good repair.

2. Dampers

Floors and areas (copy this block for each one)

Floor or area *

For example Level 2, plant room or roof.

Dampers on this floor (copy this block for each one)

Damper reference *

Scan the damper label

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

Location

Type (choose one)

☐ Fusible link (spring) ☐ Motorised fire damper ☐ Fire and smoke damper

Access panel available?

☐ Yes ☐ No

Visual check (clean, no corrosion, no obstruction) (if applicable; choose one)

☐ OK ☐ Defect

Drop test: closed fully (if applicable; choose one)

☐ Pass ☐ Fail

Reset and left open? (if applicable)

☐ Yes ☐ No

Fusible link replaced with a correctly rated link? (if applicable)

☐ Yes ☐ No

Result * (choose one)

☐ Pass ☐ Fail ☐ No access

Fault and action (if applicable)

Photos (before and after the test) (photos: attach, or note the file names)

This floor: dampers (worked out automatically in the app)

Passed (worked out automatically in the app)

Failed (worked out automatically in the app)

No access (worked out automatically in the app)

Dampers on the schedule visited (worked out automatically in the app)

Dampers passed (worked out automatically in the app)

Dampers failed (worked out automatically in the app)

Dampers with no access (worked out automatically in the app)

Dampers tested that passed (%) (worked out automatically in the app)

Floors with a failed damper (worked out automatically in the app)

If applicable: A failed damper may not close in a fire. Arrange repair or replacement and tell the responsible person.

Who will arrange the remedial work, and by when? (if applicable)

Actions (copy this block for each one)

Action *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Owner

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Next test due

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

If applicable: Check the date. The next date is before the date of this visit.

3. Sign-off

Responsible person or site contact name

Responsible person or site contact signature

Completed by *

Signature