

Smoke Vent and AOV Inspection

A smoke vent and AOV inspection: control panel and power, detector and switch activation, each vent opening fully and resetting, obstructions, faults and the reporting rules for high-rise residential buildings.

1. System

Project

Client

Site *

Site address

Test date *

Time

Engineer *

Company and competence (for example scheme or manufacturer training)

System (choose one)

- ☐ Natural smoke vents (AOVs)
- ☐ Mechanical smoke extract
- ☐ Smoke shaft
- ☐ Pressurisation system

Maximum opening time (seconds)

From the system design, O&M manual or manufacturer. The form compares each vent's opening time with it.

Is it a residential building with two or more flats, at least 18 m high or with at least 7 storeys?

☐ Yes ☐ No

If applicable: Regulation 7, Fire Safety (England) Regulations 2022: in high-rise residential buildings, smoke control systems and the fire detection linked to them are essential fire-fighting equipment. The responsible person must check them every month, record the checks and make the record available to residents, and report to the fire and rescue service by electronic means any fault not fixed within 24 hours, and again when it is fixed.

Article 17 of the Fire Safety Order: where needed to keep people safe, fire safety equipment and devices must be subject to a suitable system of maintenance and kept in an efficient state, in efficient working order and in good repair.

Natural smoke vents (AOVs and roof vents) are made and tested to BS EN 12101-2 (natural smoke and heat exhaust ventilators). BS 9999:2017 (non-residential) and BS 9991:2024 (residential) recommend routine testing by the occupier and periodic servicing by a competent specialist, normally at least once a year, following the installer or manufacturer schedule. Record the test, the faults and what was done.

2. Controls

Control panel healthy, no faults showing (choose one)

☐ OK ☐ Defect

Battery backup tested (choose one)

☐ OK ☐ Defect

Activates from the smoke detector (choose one)

☐ OK ☐ Defect

Fire service override switch works (choose one)

☐ OK ☐ Defect ☐ Not fitted

System resets and vents close afterwards (choose one)

☐ OK ☐ Defect

Control checks with a defect (worked out automatically in the app)

3. Vents

Vents by stair, level or area (copy this block for each one)

Stair, level or area *

For example Stair A, Level 4 lobby or Car park

Vents in this area (copy this block for each one)

Position (stair head, corridor, lobby) *

Type (choose one)

☐ Window AOV ☐ Roof vent ☐ Damper ☐ Fan

Opens fully (choose one)

☐ OK ☐ Defect

Time to open (seconds)

Opening time check (if applicable; worked out automatically in the app)

Clear of obstructions (choose one)

☐ OK ☐ Defect

Actuator, chain and seals (choose one)

☐ OK ☐ Defect

Clear frame opening width (m) (if applicable)

Inside the frame, with a tape or measured from a photo with an A4 sheet taped to the wall beside the vent.

Clear frame opening height (m) (if applicable)

Design free area (m²) (if applicable)

From the smoke control design or O&M manual.

Frame opening area (m²) (if applicable; worked out automatically in the app)

Opening against the design (if applicable; worked out automatically in the app)

If applicable: The frame opening is smaller than the design free area, so the vent cannot give the free area it was designed for. Check for a restrictor, a partly opening actuator or the wrong vent, and refer it to the smoke control engineer.

What is wrong? (if applicable)

Checks with a defect (worked out automatically in the app)

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

This stair, level or area: vents tested (worked out automatically in the app)

This stair, level or area: vents with a defect (worked out automatically in the app)

This stair, level or area: vents slower than the maximum (worked out automatically in the app)

This stair, level or area: openings smaller than the design (worked out automatically in the app)

This stair, level or area: defects found (controls and vents) (worked out automatically in the app)

Vents tested (worked out automatically in the app)

Vents with a defect (worked out automatically in the app)

Vents slower than the maximum (worked out automatically in the app)

Openings smaller than the design (worked out automatically in the app)

Defects found (controls and vents) (worked out automatically in the app)

If applicable: Defects found. Record each one, what was done on the day and what is still needed, and who will fix it by when.

Result * (choose one)

☐ In efficient working order ☐ Faults found

Faults and action (if applicable)

Who will fix the faults, and by when (if applicable)

Will the faults be fixed within 24 hours? (if applicable)

☐ Yes ☐ No

If applicable: Report the fault to the local fire and rescue service by electronic means as soon as reasonably practicable, and report again when it is fixed.

When and how the fire and rescue service was told (if applicable)

Completed by *

Signature

Next monthly check due (if applicable)

Regulation 7 of the Fire Safety (England) Regulations 2022: every month in high-rise residential buildings.

Days to the next monthly check (if applicable; worked out automatically in the app)

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

Next specialist service due

Set by the duty holder or manufacturer, normally at least once a year.

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

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