

 **D-TECH FIRE PROTECTION LIMITED** 

FIRE ALARM

LOG BOOK

5839:PART 1

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## PART A FIRE ALARM SYSTEM LOG BOOK

## **PART A-FIRE ALARM SYSTEM LOG BOOK**

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**1.0 SYSTEM DETAILS**

**1.1 DATE OF COMPLETION OF SYSTEM**

The systems covered by this manual and shown on the ‘as installed’ drawings were completed on

**1.2 QUARTERLY AND ANNUAL TESTS**

The quarterly tests should be carried out at the end of \_\_\_\_\_ & \_\_\_\_\_ The annual test should be carried out on or just before \_\_\_\_\_ every year.

**1.3 PERSON RESPONSIBLE**

The person/department responsible for the continued operation and testing of the system is:

Name.....  
Address.....  
.....  
.....  
Telephone.....

**This manual should always be returned to the person responsible.**

## **2.0 FIRE ALARM SYSTEM LOG BOOK**

It is a requirement of BS5839 that a log book should be retained on the premises in the care of a responsible person and should be available for examination by any duly authorised person/statutory body.

The log book should be used to record the following:

1. Date of any completion certificate including any certificate relating to alteration.
2. Date of each periodic inspection and test certificate.
3. Date and brief details of any defects and of the remedial action taken.
4. Date and brief details of each service, inspection or test carried out.
5. Date and brief details of any alterations to the fire alarm systems.

### **3.0 SUMMARY OF ROUTINE TESTING/MAINTENANCE REQUIREMENTS**

#### **3.1 DAILY**

1. Make a visual inspection of the fire alarm panel to ensure it indicates normal operation and ensure any fire alarm warning receives immediate attention.
2. Record the fire alarm inspection details in the log-book together with details of the action taken to resolve any faults.

#### **3.2 WEEKLY**

1. At least one fire alarm detector or call point on one zone should be activated to test the audibility of the control and indicating equipment to receive a signal and to sound the alarms.

For systems having more than 13 zones, as the whole school, more than one zone may need to be tested in any week so that the interval between tests on any one zone does not exceed 13 weeks

If the operation of the alarm has been prevented by a disconnection or disablement, then a further test should be carried out to ensure the sounders have been successfully re-instated.

2. A visual inspection of the fire alarm batteries and their connectors should be made to ensure they are in good condition.
3. The fire alarm panels integral printer should be checked to ensure it has sufficient paper for at least 2 weeks normal operation.
4. The details of the above procedures, any necessary corrective measures and the actions taken to correct the fault should be recorded in the fire alarm log-book.
5. The fire alarm log book should be checked to ensure the necessary corrective action has been implemented for all appropriate entries.
6. All daily tests should be implemented.

#### **3.3 QUARTERLY**

1. The fire alarm batteries and their connections should be examined and tested as specified by BS 5839 to ensure they are in serviceable condition and unlikely to fail before the next quarter.
2. All daily and weekly checks need to be made.

3. The details of the fire alarm testing, etc. need to be recorded in the log book.
4. Entries in the fire alarm log book ought to be checked to ensure they are receiving satisfactory attention.
5. A visual inspection should be made to ensure structural or occupancy changes will not affect the performance of the fire alarm systems.

### **3.4 YEARLY**

1. Carry out all daily, weekly and quarterly checks and inspections etc.
2. Each fire alarm activation device should be checked for correct operation in accordance with the manufacturer's instructions
3. A visual inspection should be made of all fire alarm cables and connections to ensure they are secure, adequately protected and undamaged.
4. Any fire alarm defect should be recorded in the log-book together with details of action taken to correct the fault.
5. A certificate of testing should be issued by the persons carrying out the fire alarm test. The certificate being retained in the fire alarm log-book.

### **3.5 WIRING**

Whilst the electrical services are new or relatively new, they should be tested in accordance with the BS 7671 at no more than 5 year intervals. However, as the systems age and/or the result of previous test become known it will be necessary to decrease the interval between each such test that towards the end of their reliable/safe working life the systems should be tested on an annual basis.

Accordingly, as each test of the electrical installation is completed, the person responsible for the testing should be specifically asked for a recommendation of when the next test should be carried out.

## **4.0 RECORD OF INSPECTION AND TESTS**





## **6.0 RECORDS OF CORRECTIVE MEASURES**

