

# Fire Alarm Log Book

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This log book is designed to help those responsible for fire alarm systems to meet current legislation, which requires that, where necessary to safeguard relevant persons in case of fire premises must be equipped with an appropriate fire detection and fire alarm system.

Manual fire alarm systems are considered sufficient to satisfy legislation in workplaces where no one sleeps. However, an automatic fire detection system is usually required by legislation to supplement the manual system in premises where people do sleep. Automatic fire detection may also be necessary to satisfy legislation for other type of properties (Refer to BS 5839-1: 2013, as amended, for further guidance.)

## Duties of the 'Premises Management'

A single, named member of the premises management should be appointed to supervise all matters pertaining to the fire alarm system, and be given sufficient authority to carry out the duties described below and should normally be the keeper of the documentation (such as certificates, operations manuals etc.) as prescribed by the BS 5839-1, as amended.

*The member of the premises management should:*

- check the control and indicating equipment at least once every 24 hours to confirm that there are no faults on the system.
- make provisions for the testing and maintenance of the system in accordance with the recommendations of BS 5839-1, as amended.
- ensure that a system log book is kept up to date and is available for inspection by any authorized person (e.g. representatives of enforcing authorities and property insurers)
- make sure that all relevant people within the building are suitably trained on the use of the system., This includes, but is not limited to, instructing and/or training relevant people to interpret fire, recognise and/or deal with fault indications etc.

In premises in multiple occupation, it should be ensured that sufficient representatives of each occupier are instructed.

**NOTE:** It may be necessary to provide different levels of instruction for different occupants.

The member of the premises management should also ensure that suitable measures are taken to limit the rate of false alarms.

It is important to maintain a clear space of at least 500 mm in all directions around and below the fire detector.

Manual call points should also remain noticeable and unobstructed.

When there are changes to the fabric of the building, the premises management should be consulted so that the work does not affect the protection afforded by the system, create system faults or cause false alarms. When changes are made to the system, the premises management should make sure the record drawings and operating instructions are supplied and/or updated, in accordance with the recommendations of BS 5839-1: 2013.

The member of the premises management should also ensure that the following spare parts are held within the premises:

- six frangible elements (break glasses) and appropriate tools (e.g striking hammers) for manual call points, unless there are less than twelve manual call points in the protected premises in which case only two spare frangible elements with appropriate tools need be held;
- other spare parts (such as dust covers for when certain types of work is undertaken) agreed between the user and the organization responsible for servicing the system.

# ROUTINE TESTING OF THE FIRE ALARM

Although modern fire alarm systems often incorporate a high degree of monitoring, such that faults are indicated automatically, it is still necessary for the premises management to ensure that fault indications at the panel are identified for appropriate action. A regular test should also be carried out to ensure that there has not been any major failure of the entire system, or a significant part of the system. Routine testing of the system also provides an opportunity for occupants of the building to become and remain familiar with the fire alarm signal(s) that the system produces.

## Recommendations for weekly testing by the user

Every week, at least one manual call point should be operated during normal working hours. It should be confirmed that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders, and that the fire alarm signal is correctly received at any alarm receiving centre to which fire alarm signals are transmitted. Note that it is not necessary to confirm that all fire alarm sounder circuits operate correctly at the time of this test.

**NOTE 1:** It is essential that any alarm receiving centre is contacted immediately before, and immediately after, the weekly test to ensure that unwanted alarms are avoided and that fire alarm signals are correctly received at the alarm receiving centre.

**NOTE 2:** The user needs to take account of the manufacturer's recommendations, particularly when battery powered devices are being tested, e.g. within radio-linked fire alarm systems.

The weekly test should be carried out at approximately the same time each week. Occupants of the building should be instructed to report any instance of poor or no audibility of the fire alarm signal.

In systems with staged alarms incorporating an 'Alert' and an 'Evacuate' signal, the two signals should be operated, where practicable, sequentially in the order they would occur at the time of a fire (i.e. 'Alert' and then 'Evacuate').

Where some employees only work during hours other than that at which the fire alarm system is normally tested, an additional test(s) should be carried out at least once a month to ensure those employees become familiar with the fire alarm signal(s).

A different manual call point should be used at every weekly test, so that all manual call points in the building are tested in rotation over a prolonged period. There is no maximum limit for this period (e.g. in a system with 120 manual call points, the user can test each manual call point once every 120 weeks). The identity of the manual call point used, together with the result of the weekly test, should be recorded in this log book.

The duration for which any fire alarm signal is given (other than where determined by the control and indicating equipment) at the time of the weekly test by the user should not normally exceed one minute. This ensures that in the event of a fire at the time of the weekly test, occupants will be warned by the prolonged operation of the fire alarm devices.

Voice alarm systems are also required to be tested on a weekly basis, in accordance with the recommendations of BS 5839-8.

## Inspection, Testing and Servicing

It is usual for a 'competent person' to carry out the inspection, testing and/or servicing of a fire alarm system. Such a person can be one who either works for a fire alarm maintenance or servicing company, or an electrical contractor who specialises in this type of work. Irrespective of whoever does the work, though, the results of the inspection and/or test must be recorded in a log book such as this one. In addition, a periodic inspection certificate/report should also be issued for the inspection and testing of the emergency lighting system.

A fire alarm system is required to be inspected, tested, and/or serviced at regular intervals. The maximum period to deal with the above must not be greater than six months.

## SITE AND CONTACT DETAILS

### Person within premises management responsible for the fire detection and fire alarm system:

Name: ..... Department: .....

Tel No. .... Mobile: .....

Address of protected premises: .....

The system was designed by: .....

The system was installed by: .....

The system was commissioned by: .....

The system was accepted by: .....

Verification was undertaken by: .....

Normal maximum attendance time for a maintenance technician is: .....

Expendable component replacement periods (list): .....

### External Companies/Authorities Responsible for Fire Alarm System

#### *Servicing and Maintenance:*

Company Name: ..... Contact Name: .....

Address: .....

Post Code: .....

Mobile: .....

Service / Contract Number(s) .....

#### *Call /Radio Link Centre (if applicable)*

Company Name: ..... Contact Name: .....

Address: .....

Post Code: .....

Mobile: .....

Service / Contract Number(s) .....

#### *The Fire Prevention Officer /Authority\*:*

Name: .....

Address: .....

Contract No(s): ..... Mobile: .....

\*With the introduction of the Regulatory Reform (Fire Safety) Order 2005, a Fire Prevention Officer may not be available in some areas of the UK

Major non-compliances that are agreed variations from recommendations of standard should be clearly recorded here to be readily available for future reference by maintenance personnel and other interested parties. Wherever possible a copy of the relevant system certificate should accompany this book.

Details of any agreed variation .....

# PANEL AND ZONE DETAILS

## Panel Information:

Make:..... Model:..... No. of Zones:..... Installed: / /  
 Battery: Volts..... V Rating:.....Ah Qty:..... Replace: / /

## Keyholder(s) and Access Codes:

Name: ..... User's Code:   
 Engineer's Code:

## Zones<sup>1</sup>

Zone	Description /Area covered	No. of Devices Connected to Circuit	Location of End-Of-Line Resistor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

## Sounder Circuits<sup>2</sup>

Zone	Description /Area covered	No. of Devices Connected to Circuit	Location of End-Of-Line Resistor
1			
2			
3			
4			
5			
6			

- Apart from filling in the right hand column, it is not necessary to complete this table if the property is protected by one of the following system categories:
  - M (manual system for call points only)
  - P1 (protection for the property by means of automatic detection installed throughout the protected building), and
  - L1 (protection for life by means of automatic detectors installed throughout all areas of the building (including roof spaces and voids))
- At least two sounder circuits are required in a system.

## LOCATION OF: (A) AUDIBLE, VISUAL and TACTILE ALARM DEVICES and (B) DETECTOR DEVICES and (C) MANUAL CALL POINTS

Date of Annual Service / Check / Clean	Location / Area	(A) Alarm Device Type					(B) Detector Device Type			(C) Manual Call Pt (Back of)
		Bell	Sounder	Strobe	Vibrating	Other	Optical	Ionization	Heat	
/ /										
/ /										
/ /										
/ /										



## FIRE EXTINGUISHERS (Asset Register)

No.	Type				Litre Capacity	Location	Date Installed	Discharge Test Due Date*
	Water	Foam	CO2	Other (eg. powder)				

\* A discharge test should be done at a maximum interval of not more than 5 years. For CO<sub>2</sub> devices, the interval can be extended to 10 years



## FIRE BLANKET / HOSE REEL (Asset Register)

Location	Type		Description and Size	Date Installed
	Fire Blanket	Hose Reel		



# FIRE DOOR AND EMERGENCY EXIT (Asset Register)

Location	Type		Alarmed (Y/N)	Other Information (if applicable)
	Fire Door	Fire Exit		

SAMPLE

## SERVICE DETAILS FOR FIRE EXTINGUISHER / BLANKETS / HOSE REELS

Date	Name of Service Company	Action Required / Taken	Certificate No.	Engineer's Signature

SAMPLE

















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