

Emergency Lighting Certificate Book

Emergency Lighting Design Certificates x 2

Emergency Lighting Installation Certificates x 5

Emergency Lighting Verification Certificates x 3

Emergency Lighting Completion Certificates x 5

Periodic Inspection and Test Certificates x 3

EMLOG KEWTECH

Emergency Lighting
Log book



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SUMMARY OF STANDARDS COVERING EMERGENCY LIGHTING

Emergency lighting is now covered by a series of interdependent standards which can be seen as forming a hierarchy as shown below.

BASE GUIDANCE DOCUMENT

BS 5266: 2016 Emergency lighting - Part 1: Code of practice for the emergency lighting of premises

Gives general recommendations and guidance on the provision and operation of emergency lighting in most premises other than dwellings

SYSTEM STANDARDS

BS EN 1838: 2013 Lighting applications – Emergency Lighting

Specifies the illumination to be provided by emergency lighting (including illuminance, duration and colour)

BS EN 50172: 2004 (BS 5266-8: 2004) Emergency escape lighting systems

Specifies the minimum provision and testing of emergency lighting for different premises

PRODUCT STANDARDS

BS EN 60598-2-22: 2014 Luminaires for Emergency Lighting

Specifies self-contained and centrally powered luminaires for use in emergency lighting systems

BS EN 62034: 2012 Automatic test systems for battery powered emergency escape lighting

..... Specifies a test system for battery powered emergency lighting

BS EN 50171: 2001 Central power supply systems
Specifies central power supply systems for luminaires for emergency lighting

HOW TO USE THESE FORMS

Each completed form (i.e. certificate) is to be given to the person ordering the work, and a copy of it (in either hard copy format or electronic means) should be retained by the designer, installer or verifier, as applicable, as they may have to be reviewed at a later date by a third-party organisation such as an insurance company and/or a bank.

Note that, irrespective of the method of compilation of the certificate, it remains the responsibility of the compiler of these certificates to ensure that the information provided on them is factual, and that the work to which each certificate relates is safe.

Emergency Lighting Completion Certificate

For new installations

Occupier / Owner: _____

Address of premises: _____

Certificate applies to the following areas (*insert All if all of property*)

Declaration of Conformity

In consequence of acceptance of the appended declarations, I/we¹ hereby declare that the emergency lighting system installation, or part thereof, at the above premises conforms, to the best of my/our¹ knowledge and belief, to the appropriate recommendations given in BS 5266-1: 2016, *Emergency lighting - Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838: 2013 *Lighting applications - Emergency lighting* and BS EN 50172: 2004, *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.

¹Delete as appropriate

This certificate is only valid when accompanied by current signed declaration(s)* of:

- A) Design Yes N/A
 Installation Yes N/A
 Verification Yes N/A

- B) Photometric Design Data Provided
 The data can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to meet worst case requirements.

- # Authenticated spacing data such as ICEL 101 registered tables**.
 # Calculations as detailed in Annex D of BS 5266: 2016 and CIBSE/SLL Guide LG12***.
 # Appropriate computer print-out of results.

- C) Test log Book Provided

* As applicable

** Available from Industry Committee for Emergency Lighting (ICEL), Stafford Park 7, Telford TF3 3BQ

*** Available from Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9GS

Deviations from standards

(As entered on the Design, Installation and Verification Certificates)

Declaration (Design, Installation or Verification)	Clause number	Details of deviation

Details of person responsible for the acceptance of the system:

Signature: _____ Name in Capitals: _____

Qualifications: _____

Contact Details: _____

For and behalf of: _____ Date: _____

Emergency Lighting Design

Declaration of Conformity

System Specification (tick as appropriate):

- Duration of System 1 hour 3 hours Other (State):
- Exit Sign Mode Non-maintained Maintained Combined
- Escape Route Lighting Non-maintained Maintained Combined
- External Lighting Non-maintained Maintained Combined

BS 5266-1: Recommendations		System Conforms (If NO, record a deviation)		
2016 Clause		Yes	No	N/A
4.2	D1 Accurate plans available showing escape routes, fire alarm control panel, call points and fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.9	D2 Escape route signs in accordance with BS EN ISO 7010 and BS 5499-4 and other safety signs in accordance with BS EN ISO 7010 and BS 5499-10, clearly identifiable and adequately illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	D3 The luminaires conform to BS EN 60598-2-22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.8.1	D4 Luminaires are located within 2 metres (horizontally) of the following positions:			
	a) At each exit door intended to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Near stairs so each tread receives direct light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Near any other change in level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Externally illuminated escape route signs, escape route direction signs and other safety signs needing to be illuminated under emergency lighting conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) At each change of direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) At intersections of corridors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Near to each final exit and outside the building to a place of safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Near each first aid post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) Near each place of fire-fighting equipment and call point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j) Near escape equipment provided for disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k) Near refuges and call points, including two-way communication systems and disabled toilet alarm call position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l) Near manual release controls provided to release electronically locked doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	D5 Each room (open area) and escape route has visible light from at least two emergency luminaires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.8	D6 Additional emergency lighting provided where needed to illuminate			
5.2.8.3	a) Evacuation lift cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.8.4	b) Moving walkways and walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.8.5	c) Toilet facilities larger than 8m ² floor area or without borrowed light, and those for use by disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.8.6	d) Motor generator control, plant, and server rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.8.7	e) Covered car parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7.3	D7 Design duration adequate for the application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.6; 10.7; 11	D8 Operation and maintenance instructions, and a suitable log book produced for retention and use by the building occupier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D9 At least the minimum illuminance provided for			
5.2.5; 5.2.6; 5.2.7	i) escape routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) open areas above 50 m ² - 0.5 lux that, anywhere in the open area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii) high risk task areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	D10 At least the minimum illuminance provided for emergency safety lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deviations from standards (to be entered on the Completion Certificate)

Clause number	Details of deviation

Details of competent person making design declaration of conformity:

Signature: _____ Name in Capitals: _____

Qualifications: _____

Contact Details: _____

For and behalf of: _____ Date: _____

Emergency Lighting Installation

Declaration of Conformity

For work only covering part of a premises detail the areas covered by this declaration below:

System Conforms
(If NO, record a deviation)

BS 5266-1: Recommendations

2016 Clause

			Yes	No	N/A
6	IN1	The system installed conforms to the agreed design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1	IN2	All non-maintained luminaires fed or controlled by the final circuit supply or their local normal mains lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	IN3	Luminaires mounted at least 2 m above the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	IN4	Luminaires mounted at a suitable height to avoid being located in smoke reservoirs or other likely area of smoke accumulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.9	IN5	Safety signs provided as follows:			
5.2.9.1	a)	Escape route signs in accordance with BS EN ISO 7010 and BS 5499-4, adequately illuminated and identifiable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.9.2	b)	Other safety signs in accordance with BS EN ISO 7010 and BS 5499-10, adequately illuminated and identifiable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	IN6	The wiring of central power systems has adequate protection and is appropriately sized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3.5	IN7	Output voltage range of the central power system is compatible with the supply voltage range of the luminaires, taking into account supply cable voltage drop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2.12	IN8	All plugs and sockets protected against unauthorized use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3.3	IN9	The system has suitable and appropriate testing facilities for the specific site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	IN10	The equipment manufacturer's installation and verification procedures satisfactorily complied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	IN11	The system conforms to BS 7671	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deviations from standards

(to be entered on the Completion Certificate)

Clause number	Details of deviation

Details of competent person making the installation declaration of conformity:

Signature: _____ Name in Capitals: _____

Qualifications: _____

Contact Details: _____

For and behalf of: _____ Date: _____

Emergency Lighting Verification

Declaration of Conformity

For work only covering part of a premises detail the areas covered by this declaration below:

BS 5266-1: Recommendations 2016 Clause

			System Conforms <i>(If NO, record a deviation)</i>		
			Yes	No	N/A
4.2	V1	Plans available and correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3.3	V2	System has a suitable test facility for the application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.9	V3	All escape route safety signs and fire-fighting equipment location signs, and other safety signs identified from risk assessment, visible with the normal lighting extinguished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	V4	Luminaires correctly positioned and orientated as shown on the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7.1	V5	Luminaires conform to BS EN 60598-2-22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7.1	V6	Luminaires have an appropriate category of protection against ingress of moisture or foreign bodies for their location as specified in the system design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	V7	Luminaires tested and found to operate for their full rated duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	V8	Under test conditions, adequate illumination provided for safe movement on the escape route and the open areas, paths under emergency safety lighting, and operations within high risk task areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		NOTE: This can be checked by visual inspection and checking over the illumination if the luminaires is not obscured and that minimum design spacing has been met.			
	V9	After test, the charging indication remains correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	V10	Fire protection of central wiring systems satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2.6	V11	Emergency circuits correctly segregated from other supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.6;10.7; 11	V12	Operation and maintenance instructions together with a suitable log book showing a satisfactory verification test provided for retention and use by the building occupier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional recommendations for verification of an existing installation					
10.7.12	V13	Building occupier and their staff trained on suitable maintenance, testing and operating procedures, or a suitable maintenance contract agreed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	V14	Last records in the logbook complete and satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	V15	Luminaires clean and unobscured with lamps in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	V16	Original design still valid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		NOTE: If the original design is not available this needs to be recorded as a deviation.			

Deviations from standards

(to be entered on the Completion Certificate)

Clause number	Details of deviation

Details of competent person making the verification declaration of conformity:

Signature: _____ Name in Capitals: _____

Qualifications: _____

Contact Details: _____

For and behalf of: _____ Date: _____

Emergency Lighting

Periodic Inspection & Test Certificate

Declaration of Conformity

To be issued annually

For systems designed to comply with BS 5266-1, BS EN 1838 and BS EN 50172 / BS 5266-8

WARNING: Full duration tests involve discharging the batteries, so the emergency lighting system will not be fully functional until the batteries have had time to recharge. For this reason, always carry out testing at times of minimal risk, or only test alternate luminaires at any one time.

System manufacturer: _____									
Contact phone number: _____									
System installer: _____									
Contact phone number: _____									
Competent person/engineer(s) responsible for verification and annual tests	Contact phone number								
Name: _____	Signature: _____								
Site address: _____ _____									
Responsible person(s)	Date the system was commissioned: _____								
Details of system mode of operation <table style="width: 100%; margin-top: 5px;"> <tr> <td>Non-maintained.....</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Non-maintained luminaires, maintained signs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Maintained</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (detail below).....</td> <td><input type="checkbox"/></td> </tr> </table>		Non-maintained.....	<input type="checkbox"/>	Non-maintained luminaires, maintained signs	<input type="checkbox"/>	Maintained	<input type="checkbox"/>	Other (detail below).....	<input type="checkbox"/>
Non-maintained.....	<input type="checkbox"/>								
Non-maintained luminaires, maintained signs	<input type="checkbox"/>								
Maintained	<input type="checkbox"/>								
Other (detail below).....	<input type="checkbox"/>								
Duration of system: _____ hours	Is a automatic test system fitted? Yes / No								

The 'log book' for the installation has been checked, and the section detailing the Monthly / Annual Inspection and Test Record' has been kept up-to-date.

Yes No

Signature: _____ Date: _____

DETAILS OF ADDITIONS OR MODIFICATIONS TO THE SYSTEM OR THE PREMISES SINCE ORIGINAL INSTALLATION

Date	Addition (A) or Modification (M)	Detail of Addition or Modification

Action to be taken on finding a failure

- The Supplier of the system or a competent engineer should be contacted to rectify the fault.
- A risk assessment of the failure should be conducted; this should evaluate the people who will be at increased risk and the level of that risk. Based on this data and, if necessary, advice from the Fire Authority, the appropriate action should be taken.
- Action may be:

To warn occupants to be extra vigilant until the system is verified.	To initiate extra safety patrols.
To issue torches as a temporary measure.	In a high risk situation, to limit use of all or part of the building.

NOTE: Test programs for identifying early failures can reduce the chances of failure of two adjacent luminaires at the same time.

Other Titles Available In This Series:

Electrical Documentation

TC1 - Electrical Installation Certificate

TC2 - Minor Works Certificate

TC3 - Periodic Inspection Report

TC4/Part P - Domestic Electrical Installation Certificate

TC5 - Schedules of Inspection
and Circuit Details/Test Results up to 12 ways

TC6 - Schedules of Inspection
and Circuit Details/Test Results up to 36 ways

TC7 - Observation Recommendation Sheet

Patlog 1 - Portable Appliance Register

FC1000 Log - Calibration Register

Emergency Lighting Documentation

EMLOG - Emergency Lighting Log Book

EMCERT - Emergency Lighting Certificate Book

Fire Alarm Documentation

FIRLOG - Fire Alarm Log Book

FIRCERT - Fire Alarm Certificate Book

Technical Sales Helpline: **01302 761 044**