

# FIRE DETECTION AND ALARM SYSTEM INSPECTION AND SERVICING REPORT

## A. DETAILS OF THE CLIENT

Client:

Address:

Postcode:

## B. DETAILS OF THE FIRE DETECTION AND ALARM SYSTEM

Address:

Postcode:

Details of the system:

## C. EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND SERVICING

Extent of the fire detection and alarm system covered by this report:

Agreed limitations, if any, on the inspection and servicing:

## D. CERTIFICATION OF INSPECTION AND SERVICING

I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the inspection and servicing of the fire alarm system, particulars of which are set out above, CERTIFY that the said work for which I/We have been responsible complies to the best of my/our knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2002 quarterly inspection of vented batteries/periodic inspection and test/inspection and test over a 12 month period (delete as applicable), except for the variations, if any, stated in this report.

Variations from the recommendations of Clause 45 of BS 5839-1:2002 for periodic or annual inspection and test (as applicable):

I/we further declare that in my/our judgement, the said system was overall in  condition (see G) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see H).

The extent of liability of the signatory is limited to the system described above.

For the INSPECTION and SERVICING of the system:

Name:  (CAPITALS) Position:  Signature:  Date:

## E. PARTICULARS OF THE ORGANISATION RESPONSIBLE FOR THE INSPECTION AND SERVICING

Organisation:

Address:

Postcode:



**I. QUARTERLY INSPECTION OF VENTED BATTERIES**

Batteries checked

Battery connections checked

Electrolyte levels checked and topped up as necessary

**J. SCHEDULE OF ITEMS INSPECTED**

Premises

Manual call points suitably sited

Building use or occupancy does not make existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms

Manual call points are unobstructed

Additional fire detection and alarm equipment provided in any extensions or alterations to the building

Manual call points are conspicuous

Documentation

All exits, including new exits have manual call points

System log book examined

Automatic fire detectors suitable for building use or occupancy

Any faults recorded have been attended to

Automatic fire detectors suitably sited

False alarms

Fire alarm devices suitably sited

Record of false alarms checked in accordance with Clause 30.2i

No partitions within 500 mm horizontally of any automatic fire detector (Clause 22.3g)

Rate of false alarms during the previous 12 months recorded (Clause 30.2i)

No storage within 300 mm of ceilings (Clause 22.3j)

Action taken in respect of false alarms complies with the recommendations of Clause 30.2j:

Clear space of 500 mm exists below each automatic fire detector (Clause 22.3n)

Each automatic fire detector's ability to receive the stimulus it is designed to detect has not been impeded by any other means

**K. SCHEDULE OF ITEMS TESTED**

Fire alarm functions of CIE checked by operation of at least one detector or manual call point in each circuit and entry made in log book indicating which initiating devices used for these tests

Radio systems serviced in accordance with manufacturer's recommendations

Operation of fire alarm devices

For other equipment, manufacturer's checks and tests performed

Controls and visual indicators at CIE checked for correct operation

Printers checked for correct operation

Ancillary functions of CIE tested

Printers checked that characters are legible

For CIE, manufacturer's checks and tests performed

Printer consumables available in sufficient quantity to ensure operation until next service visit

Fault indicators and their circuits checked by simulation of fault conditions

Standby battery disconnected and full load alarm simulated

Automatic transmission of alarm signal to receiving centre

Specific gravity of each cell of vented batteries checked

Automatic transmission of other signals, such as fault signals, to receiving centre

Mains disconnected and batteries momentarily load tested (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio linked system)

**L. ARRANGEMENTS IN PLACE FOR REPAIR OF FAULTS OR DAMAGE**

Emergency call out arrangement in place where maintenance carried out by a third party

User records faults or damage in log book

Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE

User arranges for repairs to be carried out as soon as possible

Records and documentation give information on maintenance arrangements. See Clause 40

**M. OVER A 12 MONTH PERIOD - SCHEDULE OF ITEMS INSPECTED**

Premises

- |  |   |
|--|---|
| <input type="checkbox"/> Automatic fire detectors unpainted            | <input type="checkbox"/> Readily-accessible cable fixings secure    |
| <input type="checkbox"/> Automatic fire detectors undamaged            | <input type="checkbox"/> Readily-accessible cable fixings undamaged |
| <input type="checkbox"/> Visual fire alarm devices not obstructed      |   |
| <input type="checkbox"/> Lenses of visual fire alarm devices are clean |   |

Documentation

- Cause and effect programme confirmed as being correct

**N. OVER A 12 MONTH PERIOD - SCHEDULE OF ITEMS TESTED**

- |   |   |
|---|---|
| <input type="checkbox"/> Switch mechanism of every call point   | <input type="checkbox"/> CIE manufacturer's annual checks and tests carried out   |
| <input type="checkbox"/> Fire alarm devices checked for correct operation   | <input type="checkbox"/> Radio signal strengths checked for adequacy  |
| <input type="checkbox"/> Automatic fire detectors functionally tested, including heat detectors, point smoke detectors, optical beam smoke detectors, aspirating fire detection systems, carbon monoxide fire detectors, flame detectors and multi-sensor detectors | <input type="checkbox"/> For fire detection systems that enable analogue values to be determined, it should be confirmed that each analogue value is within the range specified by the manufacturer |
|   | <input type="checkbox"/> Standby power supply capacity checked  |
| <input type="checkbox"/> All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced  | <input type="checkbox"/> Checks recommended by manufacturers of other components of system carried out  |

**O. ADDITIONAL CHECKS UPON CHANGE OF SERVICING ORGANISATION**

- |   |  |
|---|--|
| <input type="checkbox"/> Adequate number of call points (Clause 20.2)   | <input type="checkbox"/> Standby power supplies provided   |
| <input type="checkbox"/> Adequate provision of fire detection for the category of system                              | <input type="checkbox"/> Standby power supplies comply with Clause 25.4  |
| <input type="checkbox"/> Sound pressure levels comply with Clause 16.2  | <input type="checkbox"/> Exposure to false alarms is not excessive (see section 3)   |
| <input type="checkbox"/> Changes in use, layout or construction of the premises have not reduced system effectiveness | <input type="checkbox"/> Experience of false alarms is not excessive (see section 3)   |
| <input type="checkbox"/> Cabling has fire resistance complying with Clause 26.2                                       | <input type="checkbox"/> Existing records checked  |
| <input type="checkbox"/> Circuits monitored in compliance with Clause 12.2  | <input type="checkbox"/> Log book available. (If not available, a suitable log book should be provided by the servicing organisation), (see Clause 48.2) |
| <input type="checkbox"/> Requirements of BS 7671 are met (Clause 29)  |  |

**P. RELATED REFERENCE DOCUMENTS**

	Date issued:			Date issued:	
Design Specification Ref No:	<input type="text"/>	<input type="text"/>	Fire Alarm commissioning Certificate No:	<input type="text"/>	<input type="text"/>
Design Drawings Ref Nos:	<input type="text"/>	<input type="text"/>	Fire Alarm Acceptance Certificate No:	<input type="text"/>	<input type="text"/>
'As Fitted' Drawing Nos:	<input type="text"/>	<input type="text"/>	Operating and maintenance instructions:	<input type="text"/>	<input type="text"/>
Electrical Installation Certificate No:	<input type="text"/>	<input type="text"/>	Previous inspection and servicing report	<input type="text"/>	<input type="text"/>
Fire Alarm Design Certificate No:	<input type="text"/>	<input type="text"/>	Log book	<input type="text"/>	<input type="text"/>
Fire Alarm Installation Certificate No:	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>