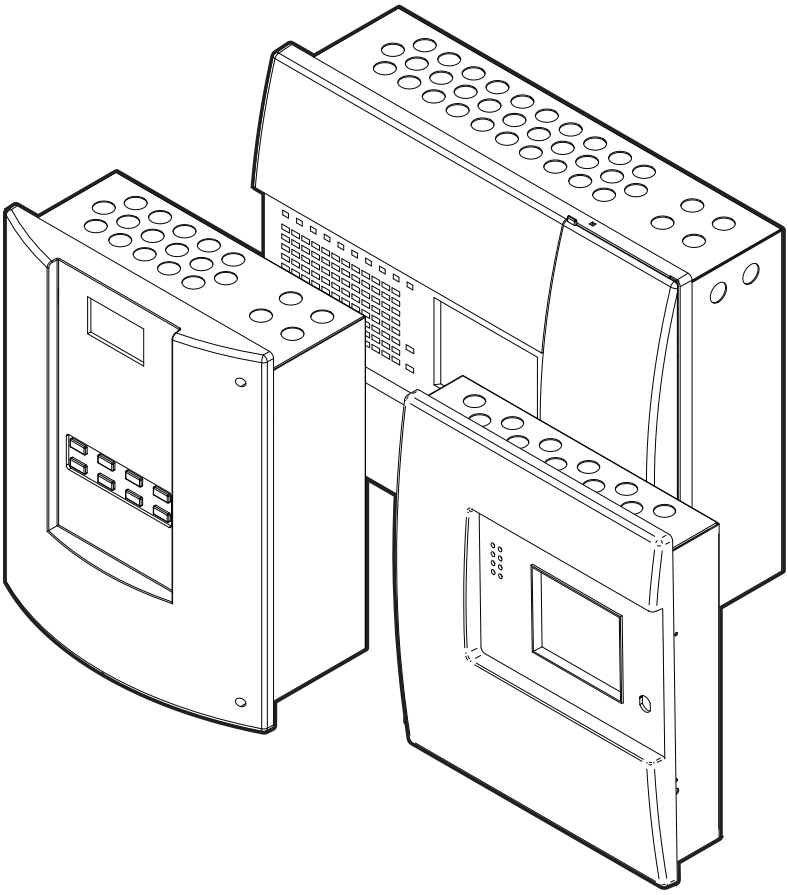
**Fire Alarm System**

# Log Book



Powering Business Worldwide

# Contents

# 1. Eaton Fire Log Book - Introduction

Site name:

Site address:

Responsible person: Date:

System installed by:

System category:

System maintained by: Until:

Maintenance company Tel: (if service required)

It is recommended that this log book is maintained by a person responsible for fire safety who should ensure that every entry is properly recorded. An 'event' should include fire alarms (whether real or false), faults, pre-alarm warnings, temporary disconnections and the dates of installing or servicing engineers' visits with a brief note of any work carried out.

# 2. System Event Log

| Date | Zone and Address | Location | Event and Actions | Name (please Print) |
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# 3. Eaton Service Division

Responsible person:

Contact number:

Secondary contact:

Contact number:

The Eaton Service Division is committed to providing its customers with the highest level of service and support, with its dedicated team able to provide 24 hour cover for the fire safety of your building and its occupants.

With its unrivalled level of knowledge and understanding of the operational characteristics of fire detection systems, the Eaton Service Division are uniquely placed to provide practical advice and support in the area of compliance and system maintenance.

## Service & Maintenance Contracts

As a legal requirement you must have your fire system maintained by a qualified engineer in line with the requirements of BS5839-1:2017 preferably entering into a contract with a third party accredited provider who can demonstrate the required competencies. Under the terms of a maintenance contract in accordance with BS5839-1:2017 maintenance visits are made at agreed intervals, during which time the system operation is checked and tested, any concerns or remedial works are then brought to the clients attention.

The warranty period for any Eaton Fire product sold is 12 months from the date of receiving benefit from that product.

# 4. Regulatory Reform (Fire Safety) Order 2005

## Responsible Person

The site owner/operator should appoint a single, named responsible person to supervise all matters pertaining to the fire alarm system. The role of the responsible person should be to ensure that the system is tested and maintained in accordance with the recommendations of this part of BS5839-1:2017, that appropriate records are kept and that relevant occupants in the protected premises are aware of their roles and responsibilities in connection with the fire alarm system. It should also be the duty of the responsible person to ensure that necessary steps are taken to avoid situations that are detrimental to the standard of protection afforded by the system and to ensure that the level of false alarms is minimised.

It is the duty of the responsible person to engage a competent person to test and maintain the installed fire alarm system in accordance with the requirements of the current BS5839-1:2017.

## Routine Testing of System

BS5839-1:2017 recommends that the following daily and weekly attentions are carried out by the user in addition to the inspections and tests carried out by your fire alarm company.

### Daily Attention

A visual check should be made every day to confirm that the panel is in normal operation and if any faults are indicated that they are recorded in the system log book and are receiving urgent corrective attention. Any faults reported the previous day must have received attention.

### Weekly Attention

The following tests should be carried out every week to ensure that the system is capable of operating under alarm conditions.

- Operate a different callpoint each week to ensure that the system operates correctly. If there is an automatic connection to an Alarm Receiving Centre, the receiving centre should be contacted to take the fire system off watch before the test and then contacted again after the test to put it back on watch and to confirm that the ARC received the fire signal call. Similarly if there are one shot devices on site or connections to equipment that should not be operated during the test the links should be isolated/ disabled for the test and reconnected again afterwards.
- Any printer should be checked to ensure correct operation.

Any defect should be recorded in the system log book and action should be taken to correct it.

### Monthly Attention

(Only applicable on systems with standby generators or where there are wet cell lead acid batteries).

- Standby generators should be run up on load for 1 hour and then fuel, oil, coolant should be checked afterwards.
- A visual check should be made on any wet plate standby batteries to ensure that the electrolyte level is correct and that there are no obvious faults or corrosion.
- A test of the fire alarm system (as above) should be made for out of hours or shift workers.

# 5. Weekly / Monthly Test Sheet

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# 5. Weekly / Monthly Test Sheet

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# 6. Maintenance Provider

## Fire Risk Assessment

Site name:

Site address:

System category:

Responsible person: Tel:

Responsible person: Tel:

Risk assessment completed: Date:

Risk assessment location:

If you employ more than 5 people it is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 to carry out a risk assessment, which has to be recorded and any significant findings documented.

A risk assessment will involve:

- Identifying fire hazards.
- Deciding who could be harmed.
- Evaluating risks and deciding whether fire precautions are adequate.
- Recording your findings and actions.
- Reviewing and revising your fire risk assessment periodically.
- It is the responsibility of the user to get Risk Assessment carried out. This must be revised annually.
- For Risk Assessment information, please contact your service provider.

**Has a risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 been carried out?**

☐ **YES** ☐ **NO**

## Periodic Inspection and Testing

The period between visits to undertake inspection and service should be based upon a risk assessment, the recommended period between visits is three months but the maximum period between visits should not exceed six months. The following items need to be carried out by a competent fire alarm service engineer:

### 6 Monthly

- Before proceeding ensure adequate precautions have been taken if the system has remote signaling capability.
- The system log book should be inspected, and ensure that any faults have received appropriate attention.
- A visual inspection should be made to check whether structural or occupancy changes have been made that require changes to the fire detection and fire alarm system.
- Records of false alarms should be checked, and if required further investigated.
- Standby battery should be disconnected and a full load alarm should be simulated.
- Batteries and their connections should be examined, and load tested with the mains disconnected.
- The indications on the control equipment should be checked by the operation of at least one detector or manual callpoint on each circuit. Record in the log book, devices tested.
- The operation of the fire alarm devices should be checked. This means OUTPUT devices, i.e. sounders etc.
- All controls and visual indicators at control and indicating equipment should be checked for correct operation.
- Transmission to an Alarm Receiving Centre (ARC), if fitted should be checked, ensure that ARC has been advised that a test is taking place. If fire and fault transmitted check both.
- All ancillary functions of the control and indicating equipment should be tested.
- Fault indicators should be checked, if practical, by simulation of faults.
- Printers should be checked for correct operation, and printing is legible. Ensuring that there are sufficient consumables for the printer, to last until the next service visit.
- Wireless systems to be serviced in accordance with manufacturers' recommendations.
- Ensure that any other checks and tests recommended by the manufacturer are carried out.

# 6. Maintenance Provider

### On completion of work

- Any outstanding defects should be reported to the responsible person.
- The log book should be completed.
- Servicing certificate should be issued and any defects noted.

### 12 Monthly

In addition to actions carried out for a 6 monthly periodic inspection and testing the following should be carried out:

- Before proceeding ensure adequate precautions have been taken if the system has remote signalling capability.
- All manual callpoints should be tested.
- All automatic detectors (heat / smoke / beam / aspirating system / carbon monoxide / flame) should be inspected and tested, using a suitable method.
- All fire alarm devices (sounders, beacons etc.) should be checked for correct operation. Any visual indicators should not be obstructed.
- In radio linked systems, radio signal strengths should be checked.
- Visual inspection should ensure that all readily accessible cables are secured correctly.
- Cause and effect programming should be confirmed as correct.
- The standby power supply should be checked to ensure that it is suitable for continued service.
- All further annual checks recommended by the manufacturers of the equipment should be carried out.

### On completion of work

- Any outstanding defects should be reported to the responsible person.
- The log book should be completed.
- Servicing certificate should be issued and any defects noted.

**Notes**

# 7. Quarterly / Half Yearly / Yearly Test Sheet

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# 8. Emergency Lighting

Emergency Lighting systems are tested as per the recommendation of BS5266-1:2016.

It should be noted that full duration tests involve discharging the batteries for a period of 3 hours, therefore the system will not be fully functional until after this test until the batteries have had time to fully recharge. For this reason testing should be carried out at times of minimal risk or only test alterate luminaires at any one time.

Following tests should be conducted:

1. **Daily**
   Visual inspection of the indicator of the central power supply (if applicable).
2. **Monthly**
   Functional test of operation of luminaires either by occupier (responsible person) or a competent technician.
3. **Annual**
   Operational full load test for a duration of 3 hours. This should only be conducted be a competent person.

### Action to be taken on finding a failure

- The supplier of the system or a competent technician 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 the risk. Based on this data the appropriate action should be taken.
  - Action may be:
    - To warn the occupants to be extra vigilant until the system is rectified
    - To initiate extra safety patrols
    - To issue torches as a temporary measure

In a high risk environment it may be necessary to limit the use of all or part of the building.

The progress in repairing the system and the action taken to keep the premises safe should be recorded in the test log.

# 9. Emergency Lighting Event / Test Sheet

| Sign / Luminaire | Location | Test Satisfactory Yes / No | Remedial Action | Date / Name (please print) |
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# 10. Glossary

**Alarm Receiving Centre (ARC):**

Continuously manned premises, remote from those in which the fire alarm system is fitted, where the information concerning the state of the fire alarm system is displayed and/or recorded so that the fire service can be summoned.

**Commissioning:**

Process by which it is determined that the installed system meets the defined requirements.

**Competent Person:**

Person with the necessary training and experience, and with access to the requisite tools, equipment and information, and capable of carrying out a defined task.

**Detection Zone:**

Subdivision of the protected premises such that the occurrence of a fire within it will be indicated by a fire alarm system separately from an indication in any other subdivision.

**False Alarm:**

Fire signal resulting from a cause(s) other than fire.

**Note:** False alarms may be sub-divided into four categories:

A. Unwanted alarms, in which a system has responded, either as designed or as the technology may be reasonably expected to respond, to any of the following:
    1. A fire-like phenomenon or environmental influence (e.g. smoke from a near-by bonfire, dust or insects, processes that produce a smoke or flame, or environmental effects that can render certain types of detector unstable, such as rapid airflow);
    2. Accidental damage
    3. Inappropriate human action (e.g. operation of a system for test or maintenance purposes without prior warning to building occupants and /or an alarm receiving centre).
B. Equipment false alarms, in which the false alarm has resulted from a fault in the system.
C. Malicious false alarms, in which a person operates a manual callpoint or otherwise initiates a fire signal, whilst knowing that there is no fire.
D. False alarms with good intent, in which a person operates a manual callpoint or otherwise initiates a fire signal in the belief that there is a fire, when no fire actually exists.

**Installer:**

Person or organisation having responsibility for all or part of the process of installation.

**Responsible Person:**

Person having control of the building and/or premises, whether as occupier or otherwise, or any person delegated by the person having control of the building and/or premises to be responsible for the fire alarm system and the fire procedures

**Maintenance:**

Work of inspection, servicing and repair necessary in order to maintain the efficient initiation of the installed system

**Manual Callpoint:**

Component of a fire detection and alarm system which is used for the manual activation of an alarm.

**Point Detector:**

Detector which responds to a phenomenon senses in the vicinity of a fixed point.

**Aspirating Smoke Detection System:**

Automatic fire detection system in which a sample of the atmosphere in the protected space is drawn by a fan or pump into a fire detector which may be remote from the protected space.

**Repair:**

Non-routine work necessary to restore the efficient operation of the installed system

**Servicing:**

Routine process of work on the system (including cleaning, realignment, adjustment and replacement) carried out at pre-determined intervals

## Notes

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