Extinguisher Doctor Ltd.
39 Hodgson Crescent Snodland Kent ME6 5NR
Telephone 01634 241546 Fax 01634 243679
Website:www.lhcfp.co.uk Email: dale@lhcfp.co.uk

Fire Logbook

Records For:

Fire Alarms
Fire Extinguishers & Hose Reels
Emergency Lighting
Sprinkler System
Staff Training
Fire Officer Visits

Inspection, Testing And Servicing Requirements

Fire Alarms

The Responsible Persons Job

A summary of the responsible persons functions are as follows:

1. All those persons who will have to use the system must be instructed in its use.
2. Liaison with workers on the building such as decorators and cleaners is needed so that adverse effects on the alarm system are prevented. If the building is altered, the changes may affect the operation of the fire alarm system.
3. Ensure that the system's efficiency is not affected by obstructions that prevent the movement of fire products to reach the detector, or obstructions obscuring or blocking access to manual call points.
4. All drawings and operating instructions must be maintained.
5. This fire logbook needs to be kept up to date. This includes the recording of all details that affect the alarm.

The responsible person(s) name needs to be recorded in this logbook.

6. Prevention of false alarms.
7. Ensuring reinstatement of the system after any work has been carried out on the alarm system.
8. Ensuring that the alarm system is given routine attention at the stipulated intervals.
9. After any alarm activation, damage or warning the responsible person must ensure that the system is serviced.
10. Keep a suitable stock of spares (example Call Point Glass's).

The responsible person should be encouraged to recognise their limitations and appoint a service company to assist.

Servicing

Systems that are not maintained to the standard are no longer considered compliant and do not meet the requirements of BS5839: Part 1: 2002 Fire Alarm Testing And Maintenance.

BS5839: Part 1: 2002 Fire Alarm testing And Maintenance Inspection And Servicing Schedule
The responsible person who is entered in this fire logbook can carry out the daily inspection, weekly and monthly tests. All over tests should be carried out by a competent person.

Daily Inspection
Check that the charger light is on. Inspect for any fault indicators that may be showing or sounder operating. Any faults must be reported to the designated responsible person and recorded in this fire logbook.

Weekly Test
Ensure that all indicators show by resetting according to the instructions provided with the panel and check that the internal sounder operates. Operate a call point or detector to test the system. Check that the sounders operate. Reset the fire alarm panel. Each week choose a different zone in rotation, so that way all call points are tested in rotation. Check all call points and detectors and ensure that none are obstructed in any way. Enter results of tests into logbook. If the sounders are isolated during the test, they should be tested to prove reinstatement. Standby generator fuel oil and coolants should be checked. Where a printer is fitted the paper and ribbon should be checked to ensure at least two weeks supply remains. Any faults must be reported to the designated responsible person and recorded in this fire logbook.

Monthly Test
If a standby generator is used it should be started by a simulated power failure for the stipulated time. The alarm should be monitored to check for any malfunctions. The generators battery should then be checked for correct function. Fuel and coolant levels should be topped up where necessary.

Quarterly or Six Monthly Testing
Check all previous logbook entries and clarify that any remedial action has been taken. Check the battery and its connections. Batteries should be replaced as required or at least 4 yearly. Operate a call point or detector in each zone to test the fire alarm as per above. Remove mains supply and check that the battery is capable of supplying the alarm sounders. Signalling if fitted needs to be tested. All ancillary functions should be tested if practical. All indicators should be checked by simulated conditions. All indicators should be checked by simulated conditions. The panel should be checked for moisture ingress. Check for any changes in the occupancy or use that could affect the systems meeting the standard. Check that all detectors are unobstructed by a clearance of at least 750min in all directions and below. All call points are unobstructed and conspicuous. Any other cheeks specified by the manufacturer, installer or supplier. All defects should corrected and be entered in this fire logbook

Annually
As with the quarterly/six monthly inspection but with the addition of checking all call points and detectors for correct operation. All defects should corrected and be entered in this fire logbook

Every 2 –3 Years
Clean smoke detectors to ensure operation and freedom from false alarms. Special equipment and training is required to carry out this work.

5 Yearly
A wiring check should be carried out to the requirements of the lEE Regulations.
This covers the mains supply to the control panel and is usually tested when the electrical safety tests for the building are carried out.
Ensure the panel is isolated before the test is carried out as the use of a Mega can cause damage to the control panel.
Defects should be recorded in the fire logbook and corrective action taken.

Special Servicing
To be carried out as and when circumstances require it.

After A Fire
As soon as possible after a fire the following needs to be carried out before resuming normal working in the affected area.
1. Ionisation detectors that need replacement must be treated as radioactive materials and treated according to manufactures recommendations and those of the environmental authorities.
2. All possible detectors that could have been affected must be tested. In the case of smoke detectors, aerosol smoke should be used, heat detectors with hot air or gas. Non-resetable heat detectors need only visual inspection.
3. All sounders should be tested.
4. All components within the area that could be affected must be checked such as power supplies, control equipment and connections.
5. All defects to be recorded in the fire logbook and corrective action taken.
6. The maintaining Company to be informed and to carry out a cheek on the whole system.
7. The battery charger and batteries to be checked.
8. Maintaining Company to check any damage that may be hidden such as cables within walls etc.
9. If the system did not detect the fire the reason needs to be investigated and consideration given to modifications being made.
10. A test certificate should be made out after completion and given to *the responsible person.*
11. If changes have been made to the system, all records should be updated.

After A False Alarm
All alarm activations should be treated as actual fire alarms until it is proven otherwise. When a false alarm is found to be the case the responsible person shall carry out the following actions immediately;
1. If it is possible, identify the detector or call point before resetting the system.
2. Where possible try and establish the reason for the false alarm.
3. Make notes of any activities in the area of operation if the cause is not found.
4. Record details in this Fire Logbook and inform the maintenance company. Where it is found that a single detector or group of detectors gives repeated false alarms, the maintenance company should be asked to investigate.

False alarms records need to be maintained and the alarm company should investigate the causes.

Action Following A Fault

However a fault is discovered the following actions should be taken;
1. Determine the area of the fault and if special action is required such as fire patrols.
2. If possible determine the reason for the fault.
3. If the reason cannot be determined then a note of activities in the area prior to the activation needs to be made.
4. Record details in this Fire logbook.
5. Notify the Maintenance Company to arrange repairs.

Emergency Lighting

Regular servicing is "Essential"
The Responsible Person must appoint a competent person to supervise the system. That person needs to be given the authority to carry out any necessary work.
1. Battery replacements must be compatible i.e. High Temperature Nical Cadnium.
2. Any replacement charger must be compatible with the batteries.
3. Generators - Follow the manufacturers instructions.
4. Routine inspections and tests should be carried out at a time when the risk is a minimum.

Servicing Intervals

Daily
Any fault in the logbook has been attended to, Maintained lights are still lit, if a generator is used that it is operating properly. Any fault found is recorded in this logbook.

Monthly
Tests should be carried out as follows;
1. A simulated power failure should be carried out and all lights checked for operation.
2. The test should not exceed 5 minutes.
3. When the power is restored, check all the charging lights are working.
4. Each central battery system has a simulated failure and tested as above.
5. If all lights are not checked after a recharging period the remainder need to be checked.
6. All generators start up on power failure and are then run for 1 hour.
7. All fuel tanks battery cells and coolants are checked.

Six Monthly
As well as the monthly service;
1. All 3 hour lights must be powered down for one hour.
2. All 1 hour lights must be powered down for 15 minutes.
3. Inspect all lights for correct operation .
4. Reinstate power and then check all charging lights.

Central battery systems are checked the same way for the same durations Generator systems should be checked as per the monthly service.

Three Yearly
1. Carry out the operations as in the six monthly test.
2. The system must be checked to ensure the system meets the standard.
3. All lights need to be tested to the full duration.
4. After testing and power reinstated check all lights are charging.
5. Central battery or generator system to be checked to specified duration.

Subsequent Annual Test - For all lights with sealed batteries, after the first three-year test, further annual tests must be the same as the three yearly tests.

The alternative is to **change the batteries every four years.**

EXTINGUISHERS

Monthly
Check that the extinguishers are correctly positioned and that they have not been discharged or tampered with. Those fitted with pressure gauges should be visually inspected for any pressure loss.

Yearly
A competent service engineer should service all the extinguishers to BS5306 part 2 2003.. Discharge testing is to be carried out at the stipulated intervals and refilling of the extinguishers should be carried out to BS5306 Part 9:2015. Discharge testing provides an ideal opportunity for the training of personnel in the correct use of the equipment. All training should be recorded in this logbook.

HOSE REELS

Carry out regular inspections for any leaks and correct operation. At least once a year, a competent person should test all the reels to the standards relevant at that time, by running them out, checking the hose and couplings for signs of wear, and carry out a flow test to the amounts specified in the current standards.

SPRINKLERS

Weekly
All water and air pressure gauge readings should be checked. Water motor alarm test should be sounded for at least 30 seconds. Pumps should be checked for fuel and oil levels. Battery electrolyte levels and density should be tested. For domestic sprinklers the above is not required.

Servicing
The system should be serviced by a competent person to the current standards, this would include where fitted, pipe work, pumps, batteries, alarms and pressures. This is twice a year for commercial and once for domestic or residential where pumps are not fitted.

FIRE DRILLS

Any signalling devices should be isolated and a simulated fire condition used to train all staff. The frequencies will be as laid down by the relevant authorities.

DISABILITY DISCRIMINATION ACT

The following need to be considered:

1. Fire alarm audibility for the hard of hearing. Fitting strobes or a paging system may solve this problem. Hotels may consider radio operated systems with vibrating pillows.
2. Braille Signs
3. Ramps

Disclaimer:

All the information given is this book is purely for reference purposes only and we accept no liability for any information contained in this book and you should seek professional advice where required. All standards quoted where correct at the time of publication, but they will get amended and replaced as time goes on. For more information on which standards are in force visit www. www.bsigroup.co.uk.

COMPANY DETAILS

This logbook is for keeping the records at:

Company name: _____

Address: _____

_____

_____

_____

Responsible person/s

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FIRE ALARM SYSTEM

Maintenance Companies Details

Company: _____
Address: _____
_____
_____
_____ **Post Code:** _____
Telephone: _____
Fax: _____
Mobile: _____
EMAIL: _____
Contact: _____

System Details

System fitted to standard:

BS 3116 ☐ **BS5839 Pt1 1988** ☐ **BS5839 Pt1 2002** ☐ **BS5839 Pt6** ☐

Certificate Issued for a BS5839P1 2002 System

	By:	Date:	Certificate No.:
Design:			
Installation:			
Commissioning:			
Acceptance:			
Verification:			
Modification:			

Panel Manufacturer:
System Type:

Batteries

Quantity	Volts	Amps	Last Changed

FIRE ALARM SYSTEM
LOCATION LIST

No.	Detector or Call Point Location	Zone	No.	Detector or Call Point Location	Zone	No.	Detector or Call Point Location	Zone
1.			36.			71.		
2.			37.			72.		
3.			38.			73.		
4.			39.			74.		
5.			40.			75.		
6.			41.			76.		
7.			42.			77.		
8.			43.			78.		
9.			44.			79.		
10.			45.			80.		
11.			46.			81.		
12.			47.			82.		
13.			48.			83.		
14.			49.			84.		
15.			50.			85.		
16.			51.			86.		
17.			52.			87.		
18.			53.			88.		
19.			54.			89.		
20.			55.			90.		
21.			56.			91.		
22.			57.			92.		
23.			58.			93.		
24.			59.			94.		
25.			60.			95.		
26.			61.			96.		
27.			62.			97.		
28.			63.			98.		
29.			64.			99.		
30.			65.			100.		
31.			66.			101.		
32.			67.			102.		
33.			68.			103.		
34.			69.			104.		
35.			70.			105.		

FIRE ALARM SERVICE RECORD

Date	Insp Company	Faults Found	Action Taken	Engineer Sig

Normal Services months are due in **JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC**
Annual Service is due **JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC**

The 5 Yearly wiring test is due (this is part of the buildings electrical test) **Month** **Year**

FIRE ALARM WEEKLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Engineer Sig

FIRE ALARM WEEKLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Engineer Sig

FIRE ALARM WEEKLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Engineer Sig

FIRE ALARM WEEKLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Engineer Sig

FIRE ALARM WEEKLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Engineer Sig

FIRE ALARM WEEKLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Engineer Sig

FIRE ALARM WEEKLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Engineer Sig

PORTABLE FIRE EXTINGUISHERS

Maintenance Companies Details

Company: _____

Address: _____

_____

_____

_____ **Post Code:** _____

Telephone: _____

Fax: _____

Mobile: _____

EMAIL: _____

Contact: _____

PORTABLE FIRE EXTINGUISHER LOCATION LIST

No.	Location	Type	No.	Location	Type	No.	Location	Type
1.			36.			71.		
2.			37.			72.		
3.			38.			73.		
4.			39.			74.		
5.			40.			75.		
6.			41.			76.		
7.			42.			77.		
8.			43.			78.		
9.			44.			79.		
10.			45.			80.		
11.			46.			81.		
12.			47.			82.		
13.			48.			83.		
14.			49.			84.		
15.			50.			85.		
16.			51.			86.		
17.			52.			87.		
18.			53.			88.		
19.			54.			89.		
20.			55.			90.		
21.			56.			91.		
22.			57.			92.		
23.			58.			93.		
24.			59.			94.		
25.			60.			95.		
26.			61.			96.		
27.			62.			97.		
28.			63.			98.		
29.			64.			99.		
30.			65.			100.		
31.			66.			101.		
32.			67.			102.		
33.			68.			103.		
34.			69.			104.		
35.			70.			105.		

Type Code

W=Water /Water With Additive F=Foam C=Co2 P=Dry Powder BLK=Blanket WC=Wet Chemical

PORTABLE FIRE EXTINGUISHER SERVICE RECORD

Date	Insp Company	Faults Found	Action Taken	Engineer Sig

Normal Services months are due in **JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC**

FIRE EXTINGUISHER MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

FIRE EXTINGUISHER MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

FIRE EXTINGUISHER MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

FIRE EXTINGUISHER MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

FIRE EXTINGUISHER MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

HOSE REELS

Maintenance Companies Details

Company: _____

Address: _____

_____

_____

_____ | **Post Code:** _____

Telephone: _____

Fax: _____

Mobile: _____

EMAIL: _____

Contact: _____

HOSE REELS
LOCATION LIST

No.	Location	Type	No.	Location	Type	No.	Location	Type
36.			71.			106.		
37.			72.			107.		
38.			73.			108.		
39.			74.			109.		
40.			75.			110.		
41.			76.			111.		
42.			77.			112.		
43.			78.			113.		
44.			79.			114.		
45.			80.			115.		
46.			81.			116.		
47.			82.			117.		
48.			83.			118.		
49.			84.			119.		
50.			85.			120.		
51.			86.			121.		
52.			87.			122.		
53.			88.			123.		
54.			89.			124.		
55.			90.			125.		
56.			91.			126.		
57.			92.			127.		
58.			93.			128.		
59.			94.			129.		
60.			95.			130.		
61.			96.			131.		
62.			97.			132.		
63.			98.			133.		
64.			99.			134.		
65.			100.			135.		
66.			101.			136.		
67.			102.			137.		
68.			103.			138.		
69.			104.			139.		
70.			105.			140.		

Type Code

W=Water /Water With Additive F=Foam C=Co2 P=Dry Powder BLK=Blanket WC=Wet Chemical

HOSE REELS SERVICE RECORD

Date	Insp Company	Faults Found	Action Taken	Engineer Sig

HOSE REELS MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

HOSE REELS MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

HOSE REELS MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

HOSE REELS MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

HOSE REELS MONTHLY INSPECTION

Date	Checked By	Faults Found	Action Taken	Signature

EMERGENCY LIGHTING

Maintenance Companies Details

Company: _____

Address: _____

_____

_____

_____ **Post Code:** _____

Telephone: _____

Fax: _____

Mobile: _____

EMAIL: _____

Contact: _____

EMERGENCY LIGHTING
LOCATION LIST

No.	Location	NBCD	No.	Location	NBCD	No.	Location	NBCD
1.			36.			71.		
2.			37.			72.		
3.			38.			73.		
4.			39.			74.		
5.			40.			75.		
6.			41.			76.		
7.			42.			77.		
8.			43.			78.		
9.			44.			79.		
10.			45.			80.		
11.			46.			81.		
12.			47.			82.		
13.			48.			83.		
14.			49.			84.		
15.			50.			85.		
16.			51.			86.		
17.			52.			87.		
18.			53.			88.		
19.			54.			89.		
20.			55.			90.		
21.			56.			91.		
22.			57.			92.		
23.			58.			93.		
24.			59.			94.		
25.			60.			95.		
26.			61.			96.		
27.			62.			97.		
28.			63.			98.		
29.			64.			99.		
30.			65.			100.		
31.			66.			101.		
32.			67.			102.		
33.			68.			103.		
34.			69.			104.		
35.			70.			105.		

NBCD = Next Battery Change Due

EMERGENCY LIGHTING SERVICE RECORD

Date	Insp Company	Faults Found	Action Taken	Engineer Sig

EMERGENCY LIGHTING MONTHLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Signature

EMERGENCY LIGHTING MONTHLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Signature

EMERGENCY LIGHTING MONTHLY TEST RECORD

Date	Checked By	Faults Found	Action Taken	Signature

SPRINKLER SYSTEM

Maintenance Companies Details

Company: _____
Address: _____
_____
_____
_____ **Post Code:** _____
Telephone: _____
Fax: _____
Mobile: _____
EMAIL: _____
Contact: _____

SYSTEM DETAILS

Installer: _____
System Type: _____

Specifications

Pressure Requirement: _____ **Bars:** _____
Pump Make: _____ **Model:** _____
Heads: _____
_____
_____
_____
_____
_____

System Fitted: **Domestic / Residential / Commercial**
Certificates Issued:
_____
_____
_____
_____
_____
_____
_____
_____

SPRINKLER
LOCATION LIST

No.	Location	No.	Location	No.	Location
1.		36.		71.	
2.		37.		72.	
3.		38.		73.	
4.		39.		74.	
5.		40.		75.	
6.		41.		76.	
7.		42.		77.	
8.		43.		78.	
9.		44.		79.	
10.		45.		80.	
11.		46.		81.	
12.		47.		82.	
13.		48.		83.	
14.		49.		84.	
15.		50.		85.	
16.		51.		86.	
17.		52.		87.	
18.		53.		88.	
19.		54.		89.	
20.		55.		90.	
21.		56.		91.	
22.		57.		92.	
23.		58.		93.	
24.		59.		94.	
25.		60.		95.	
26.		61.		96.	
27.		62.		97.	
28.		63.		98.	
29.		64.		99.	
30.		65.		100.	
31.		66.		101.	
32.		67.		102.	
33.		68.		103.	
34.		69.		104.	
35.		70.		105.	

SPRINKLER SYSTEM SERVICE RECORD

Date	Insp Company	Faults Found	Action Taken	Engineer Sig

SPRINKLER SYSTEM WEEKLY CHECKS

Date	Checked By	Faults Found	Action Taken	Signature

SPRINKLER SYSTEM WEEKLY CHECKS

Date	Checked By	Faults Found	Action Taken	Signature

SPRINKLER SYSTEM WEEKLY CHECKS

Date	Checked By	Faults Found	Action Taken	Signature

STAFF TRAINING RECORD

Date	Staff Member	Trainer	Date	Staff Member	Trainer

STAFF TRAINING RECORD

Date	Staff Member	Trainer	Date	Staff Member	Trainer

FIRE OFFICER VISITS

Date	Comments Or Recommendations	Officer's Name

FIRE OFFICER VISITS

Date	Comments Or Recommendations	Officer's Name