



INSPECTION, TESTING AND SERVICING OF GENERAL FIRE PRECAUTIONS

The test of all general fire precautions should be carried out in accordance with the manufacturer's instructions and the current British Standard.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

IT IS IMPORTANT THAT ANY TESTING OF THE FIRE ALARM SHOULD NOT RESULT IN A FALSE SIGNAL OF FIRE!

TESTS BY USER

FIRE ALARM SYSTEM

- DAILY - Inspect the panel for normal operation of the system. Where provided, check that the connection to the monitoring centre is functioning correctly.
- WEEKLY TEST BY USER – Carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely:-

Operate a manual call point at approximately the same time each week using a different call point for each successive test. Where appropriate inform the monitoring control centre prior to the test.

AUTOMATIC DOOR RELEASE MECHANISMS ACTIVATED BY THE FIRE ALARM SYSTEM

WEEKLY All hold-open devices should be checked for correct operation, as part of the routine testing of the fire alarm system.

Hold-open devices fitted to doors at either high or low level may, if used extensively, result in the doors becoming warped. **Doors should not, therefore, be kept open more than necessary; preferably being kept closed at night or when the premises are unoccupied.** Doors fitted with hold-open devices should be kept free from potential obstructions and be equipped with appropriate safety signs. Doors should be inspected frequently for signs of warping.

EMERGENCY LIGHTING

- DAILY - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition.
- MONTHLY – Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation.

Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers

FIREFIGHTING EQUIPMENT - Portable Fire Extinguishers

WEEKLY - Check that each extinguisher is in place and is clearly visible with its label facing outwards, also check that each extinguisher is in good condition.

MONTHLY - Check to ensure each extinguisher is in position, accessible, not discharged, damaged or lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards. Where circumstances require, e.g. where extinguishers are in exposed locations or particularly susceptible to theft or damage, the checks should be carried out more frequently.

TESTS BY AN ENGINEER

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

FIRE ALARM SYSTEM

PERIODIC INSPECTIONS AND TESTS BY A FIRE ALARM ENGINEER (usually every 6 months) - These should be carried out by a competent person, e.g. a fire alarm engineer. Requirements for these inspections and tests will depend upon the type and design of the system.

FIRE DETECTORS

- i. Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.
- ii. Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer's instructions and the current British Standard*.

AUTOMATIC DOOR RELEASE MECHANISMS ACTIVATED BY THE FIRE ALARM SYSTEM

A competent person should undertake any necessary maintenance. The manufacturer's instructions should be closely followed, and an adequate record of testing and maintenance be kept. The batteries of devices with an integral power supply should be replaced in accordance with the manufacturer's instructions or every 12 months, whichever is most frequent.

EMERGENCY LIGHTING

6 MONTHLY: A competent person should simulate a failure of the normal lighting supply for one third of their rated value.

ANNUALLY - A competent person should simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper functioning.

Note: Regular servicing is essential. The occupier/owner of the premises shall appoint a competent person to supervise servicing of the system. This person shall be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

FIREFIGHTING EQUIPMENT - Portable Fire Extinguishers

Portable fire extinguisher tests should be carried out in accordance with the manufacturer's instructions and the current British Standard*.

ANNUALLY - Portable firefighting equipment should be inspected by a competent person in accordance with the manufacturers' instructions and the British Standard*.