



## Fire Alarms & Equipment Testing Chart: Testing Frequency and Advice

In order to demonstrate compliance with current fire and safety legislation, it is good practice to record all your safety equipment checks and maintenance records in a log book. If you are inspected by the Bristol Fire Safety Authorities, you can easily show how you maintain your systems. This chart is to help you with the what, when and who of testing fire safety equipment. Standfast Security Systems provide qualified engineers for installing and maintenance of all Bristol fire alarms.

Equipment	Item	Testing Frequency	Advice	Who does the testing?	What to Record
<b>Fire Alarm</b>	Call points	Check one per week in rotation, using your test key	When testing the alarm, warn other users who share your building and the alarm monitoring company if necessary	Responsible person	Malfunctions, dates and repairs in log book
	Control panel	Check daily	Check that there are no activations and all is working satisfactorily	Responsible person	Malfunctions, dates and repairs in log book
	Smoke detectors	Weekly	If carrying out any activity that creates dust or spray, temporarily replace or cover the smoke detectors. Ensure they are uncovered afterwards and that system is retested	Responsible/named person	Malfunctions, dates and repairs in log book
	Whole system	Quarterly and annual inspections		Competent person – usually a qualified engineer or your own trained member of staff	Malfunctions, dates and repairs in log book

<b>Door Maintenance</b>	Fire doors	Monthly	Check that all doors close when released and make a tight seal. Ensure no gaps around door frames.	Responsible person	Malfunctions, dates and repairs in log book
	Fire exit and fire door signs	Monthly	Ensure all are in the right places	Responsible person	Malfunctions, dates and repairs in log book
	Fire exit doors	Monthly	Check they can be opened and are not obstructed	Responsible person	Malfunctions, dates and repairs in log book
	Fire alarm system and automatic doors	Quarterly and annually	Check doors work when fire alarm is activated. If you have a lot of fire doors set up a maintenance contract	Responsible person or qualified engineer/contractor	Malfunctions, dates and repairs in log book

<b>Emergency lighting</b>		Daily	Check maintained units are working. If not repair immediately	Responsible person	Malfunctions, dates and repairs in log book
	All lighting	Monthly	Simulate a loss of power via fuse box or fishtail key to check bulbs	Responsible person	Malfunctions, dates and repairs in log book
	Whole system	Half yearly	Simulate loss of power for at least one hour	Responsible person	Malfunctions, dates and repairs in log book
	Whole system	Annually	Full discharge test – where batteries are fully discharged. No-one re-enters building until system is functioning again	Checked by qualified engineer	Malfunctions, dates and repairs in log book

<b>Fire Extinguishers</b>		At least monthly	Check location, not damaged or discharged	Responsible/named person	Malfunctions, dates and repairs in log book
		Annually		Competent person – usually a qualified engineer	Malfunctions, dates and repairs in log book
		Required intervals	Check the type of fire extinguisher you have – they all need testing by discharging at different intervals	Responsible person	Malfunctions, dates and repairs in log book