THE FIRE MAN

Fire Safety and Maintenance Logbook.

WWW.THEFIREMAN.CO.UK info@thefireman.co.uk 07540 389424

Contents

- Premises and responsible persons
- Fire drill record
- Routine fire exit, escape routes, safety signage inspections.
- How to visually inspect your fire extinguishers.
- Fire extinguisher test record
- How to test your call points
- Fire alarm test record
- How to test your emergency lights
- Emergency light test redcord
- Fire alarm fault record
- Fire Service records

Premises and responsible persons

Name and address of site

Has the premises had a fire risk assessment carried out? Yes/No

Date carried out:

Name(s) of responsible persons:

Fire alarm system	
Control panel location	

Type of system

Analogue addressable

Conventional

Home of Multiple Occupants (HMO)

Other types of detection

.....

Certificate of installation commission issued on.....

British Standard number.....

Fire drill record.

(to be carried out every six months)

Date	Person initiating fire drill	Number of people present	Time taken to evacuate	Comments

Routine fire exit, escape routes,

safety signage inspections.

(to be carried out monthly)

Date	Exit location	Satisfactory Yes/No	Comments

How to visually inspect your fire extinguishers.

An extinguisher inspection should include:

• Has it been used?

- Is it located in a designated place?
- Is it unobstructed, visible and operating instructions are facing outwards?
 - Are the operating instructions clear and legible?
 - Has there been any damage sustained?
 - Are there any missing parts?
 - Does it have a reading in the operable range?
 - Are the seals or tamper indicators broken or missing?
- A check of the gauge on stored pressure units should be noted.
 - Record results and arrange for corrective action.

Fire extinguisher test record.

(To be carried out monthly)

Date	Extinguisher location	Visual inspection	Satisfactory Yes/No	Signature

How to test your call points.

• Insert the call point test key into the call point

(The location of the test point will depend on the

type of call point you have)

- Ensure the alarm sounds.
- Silence the alarm- on the control panel.
- Reset the alarm- on the control panel.
- Record the evidence of your test in your fire logbook.

Fire alarm system test record.

(To be carried out weekly)

Date	Call point location/number	Detection location/number	Comments	Signature

How to test your emergency lights.

The monthly test can be carried out by the responsible person and is a short functional test which ensures the lamp switches on and illuminates correctly.

The test should be done using the secure device key, commonly called a fish key due to its shape.

The fish key should be used rather than switching off the mains lighting power, which may be hazardous to other occupants.

Simply:

- Insert the fish key into the emergency test switch,
 - Flick the light switch on,
- Ensure the light illuminates correctly and flick the switch off again.
 - Check green or red power light is on.
 - Record the evidence of your test in your fire logbook.

Emergency lights test record.

(To be carried out monthly)

Date	Emergency light number	Location	Satisfactory Yes/No	Action taken (if applicable)	Signature

Fire alarm fault log.

Date and time	Zone	Event	Action required	Date fault rectified	Signature

Fire service record.

(Fire alarm system every 6 months, Emergency lights annually,

fire extinguishers annually.)

Date	Type of service	Comments	Signature	Next service due

Notes: