FIRE DETECTION AND ALARM SYSTEM INSPECTION AND SERVICING REPORT

Certificate Reference:

1 DETAILS OF THE CLIENT

Client:

Address:

2 DETAILS OF THE FIRE DETECTION AND ALARM SYSTEM

Installation Address: Same As Client Address

Details of the system:

3 EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND SERVICING

Extent of the fire detection and alarm system covered by this report:

None

Agreed and operational limitations of the inspection and servicing (include reasons and person agreed with):

4 CERTIFICATION OF INSPECTION AND SERVICING

I/we being the competent person(s) responsible (as indicated by my/our signatures below) for the servicing of the fire detection and fire alarm system, particulars of which are set out below, CERTIFY that the said work for which I/we have been responsible complies to the best of my/our knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2017 quarterly inspection of vented batteries/periodic inspection and test/inspection and test over a 12 month period (delete as applicable), except for the variations, if any, stated in this certificate.

Variations from the recommendations of Clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable):

The extent of liability of the signatory is limited to the system described above.

For the INSPECTION and SERVICING of the system:

Name:	N/A	Position:	N/A	Signature:	N/A	Date:	N/A

5 DETAILS OF THE ELECTRICAL CONTRACTOR

Trading Title: Sample Organisation

Address: Address Line 1
Address Line 2
Address Line 4

Post code: POST CODE

Registration Number (if applicable): 123456789

Telephone Number: 01234 5678901

6 SUMMARY OF THE INSPECTION AND SERVICING

See page 3 for a summary of the general condition of the fire detection and alarm system.

Overall assessment of the inspection and servicing in terms of it's suitability for continued use*:

* An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.

7 OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached Schedule(s) of Inspections and Test Results, and subject to the limitations specified on page 1 of this report under 'Extent of the Installation and Limitations of Inspection and Testing':

☐ There are no items adversely affecting operational performance of the fire detection and alarm system

or

☐ The following observations and recommendations are made

Item No	Observations	Classification Code
1		

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:

C1 Danger Present
Risk of injury. Immediate remedial action required

C2 Potentially dangerous
Urgent remedial action required

C3 Improvement recommended

FI Further investigation required without delay

Immediate remedial action required for items:	N/A
Urgent remedial action required for items:	N/A
Improvement recommended for items:	N/A
Further investigation required for items:	N/A

8 SUMMARY OF THE INSPECTION AND SERVICING

Where the overall assessment of the suitability of the fire detection and alarm system for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.
Investigation without delay is recommended for observations identified as 'Further Investigation Required'.
Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.

General condition of the fire detection and alarm system:

Date(s) of the inspection and servicing: 06/01/2022

☐ Outstanding defects reported to responsible person

☐ Relevant details of the work carried out and faults identified have been entered in the system log book

During the past 12 months: ☐ false alarms have occurred.

This number of false alarms equates to false alarms per 100 automatic fire detectors per annum: ☐
(for Category M systems enter 'Not Applicable').

9 NEXT INSPECTION AND SERVICING

Based upon risk assessment, taking into account the type of system and the environment, I/We recommend that this installation is further inspected and serviced after an interval of not more than:

12 Months (Enter interval in terms of years, months or weeks, as appropriate)

provided that any items in section 7 which have been attributed a Classification code C1 (danger present) are remedied immediately and that any items which have been attributed a code C2 (potentially dangerous) or require further investigation are remedied or investigated respectively as a matter of urgency. Items which have been attributed a Classification code C3 should be improved as soon as practicable (see section 7).

10 RELATED REFERENCE DOCUMENTS

Related reference documents and certificate numbers:

N/A

11 QUARTERLY INSPECTION OF VENTED BATTERIES

☐ Batteries checked

☐ Battery connections checked

☐ Electrolyte levels checked and topped up as necessary

12 SCHEDULE OF ITEMS INSPECTED

Premises Note that structural or occupancy changes may have affected compliance with BS 5839-1:2017.

☐ Manual call points suitably sited

☐ Manual call points are unobstructed

☐ Manual call points are conspicuous

☐ All exits, including any new exits, have manual call points

☐ Automatic fire detectors suitable for building use or occupancy

☐ Automatic fire detectors suitably sited

☐ Fire alarm devices suitably sited

☐ No partitions within 500 mm horizontally of any automatic fire detector (Clause 22.3g)

☐ No storage within 300 mm of ceilings (Clause 22.3i)

☐ Clear space of 500 mm exists below each automatic fire detector (Clause 22.3n)

☐ Each automatic fire detector's ability to receive the stimulus it is designed to detect has not been impeded by any other means

☐ Building use or occupancy does not make existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms

☐ Additional fire detection and alarm equipment provided in any extensions or alterations to the building

Documentation

☐ System log book examined

☐ Any faults recorded have been attended to

False Alarms

☐ Record of false alarms checked in accordance with Clause 30.2i

☐ Rate of false alarms during the previous 12 months recorded (Clause 30.2i)

☐ Action taken in respect to false alarms complies with the recommendations of Clause 30.2j:

13 SCHEDULE OF ITEMS TESTED

- [ ] Fire alarm functions of CIE checked by operation of at least one detector or manual call point in each circuit and entry made in log book indicating which initiating devices used for these tests
- [ ] Operation of fire alarm devices
- [ ] Controls and visual indicators at CIE checked for correct operation
- [ ] Ancillary functions of CIE tested
- [ ] For CIE, manufacturer's checks and tests performed
- [ ] Fault indicators and their circuits checked by simulation of fault conditions
- [ ] Automatic transmission of alarm signal to receiving centre
- [ ] Automatic transmission of other signals, such as fault signals, to receiving centre
- [ ] Radio systems serviced in accordance with manufacturer's recommendations
- [ ] For other equipment, manufacturer's checks and tests performed
- [ ] Printers checked for correct operation
- [ ] Printers checked that characters are legible
- [ ] Print consumables available in sufficient quantity to ensure operation until next service visit
- [ ] Standby battery disconnected and full load alarm simulated
- [ ] Specific gravity of each cell of vented batteries checked
- [ ] Mains disconnected and batteries momentarily load tested (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio linked system)

14 ARRANGEMENTS IN PLACE FOR REPAIR OF FAULTS OR DAMAGE

- [ ] Emergency call out arrangement in place where maintenance carried out by a third party
- [ ] Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE
- [ ] Records and documentation give information on maintenance arrangements. See Clause 40
- [ ] User records faults or damage in log book
- [ ] User arranges for repairs to be carried out as soon as possible

15 OVER A 12 MONTH PERIOD - SCHEDULE OF ITEMS INSPECTED

Premises

- [ ] Automatic fire detectors unpainted
- [ ] Automatic fire detectors undamaged
- [ ] Visual fire alarm devices not obstructed
- [ ] Lenses of visual fire alarm devices are clean
- [ ] Readily-accessible cable fixings secure
- [ ] Readily-accessible cable fixings undamaged

Documentation

- [ ] Cause and effect programme confirmed as being correct

16 OVER A 12 MONTH PERIOD - SCHEDULE OF ITEMS TESTED

- [ ] Switch mechanism of every manual call point
- [ ] Fire alarm devices checked for correct operation
- [ ] Automatic fire detectors functionally tested, including heat detectors, point smoke detectors, optical beam smoke detectors, aspirating fire detection systems, carbon monoxide fire detectors, flame detectors and multi-sensor detectors
- [ ] All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced
- [ ] CIE manufacturer's annual checks and tests carried out
- [ ] Radio signal strengths checked for adequacy
- [ ] For fire detection systems that enable analogue values to be determined it should be confirmed that each analogue value is within the range specified by the manufacturer
- [ ] Standby power supply capacity checked
- [ ] Checks recommended by manufacturers of other components of system carried out

17 ADDITIONAL CHECKS UPON CHANGE OF SERVICING ORGANISATION

- [ ] Adequate number of call points (Clause 20.2)
- [ ] Adequate provision of fire detection for the category of system
- [ ] Sound pressure levels comply with Clause 16.2
- [ ] Changes in use, layout or construction of the premises have not reduced system effectiveness
- [ ] Cabling has fire resistance complying with Clause 26.2
- [ ] Circuits monitored in compliance with Clause 12.2
- [ ] Requirements of BS 7671 are met (Clause 29)
- [ ] Standby power supplied provided
- [ ] Standby power supplies comply with Clause 25.4
- [ ] Exposure to false alarms is not excessive (see Section 3)
- [ ] Experience to false alarms is not excessive (see Section 3)
- [ ] Existing records checked
- [ ] Log book available. (If not available, a suitable log book should be provided by the servicing organisation). (See Clause 48.2)