



LOG BOOK

Fire Alarm System

In order to satisfy the recommendations of BS 5839 Part 1 this log book should be maintained by a responsible person, who should ensure that every entry is properly recorded.

Address of protected premises: _____

Responsible person: _____

System designer: _____

System installer: _____

System commissioned by: _____

System accepted by: _____

Verification undertaken by: _____

The system is maintained under contract by: _____ Until: _____

telephone number: _____, who should be contacted if maintenance is required

Expendable component replacement periods (list): _____

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User responsibility

Your fire alarm system should have been designed, installed and commissioned to your site specific requirements and in accordance with the requirements of BS5839 Part 1. You should have received instructions about your system during the handover stage and must make arrangements to ensure the system is regularly tested and maintained.

It is recommended that the **person responsible** for the fire alarm system should ensure the system is tested and maintained in accordance with the requirements of BS5839 Part 1 and become familiar with:

- how to operate the controls and interpret the indications given at the control panel and
- keep up to date all documentation associated with the system.

- Any servicing work on the fire alarm system must be carried out by a suitably trained person, refer to your servicing organisation.

Daily

BS 5839:Part 1, states that the system should be inspected daily to ensure

- That a normal indication is given at the control and indicating equipment.
- That any previously indicated **fault** condition has received appropriate attention.
- All the system events are entered into the Log Book for future reference.
- That the use of the area(s) inspected has not changed since the system was designed.
- That no unsafe practices that could lead to fire are being undertaken.

Weekly

When testing the system there may be a need to isolate ancillary outputs and to contact the alarm receiving centre before and after the weekly test.

- A different **manual call point** of the

system should be tested to ensure the system is capable of operating under alarm conditions.

- The operation of the **alarm sounders** should be checked to remind those occupying the premises that there is a fire alarm system with a particular sound.

- The test should be performed at a regular time to avoid confusion between a test and a genuine fire alarm. The alarm receiving centre must be contacted before and after the test to check alarms are received and also to avoid unwanted alarms.

Quarterly

At quarterly intervals the system should be inspected and any work necessary should be performed by a trained maintenance engineer.

- For help with service and maintenance please refer to your servicing organisation, see contact details entered in the log book.

Limitation of false alarm

It is recommended that the person responsible for the fire alarm system should arrange for suitable investigation and appropriate action on occasion of every false alarm. For a system having less than 40 automatic fire detectors installed, an in-depth investigation should be instigated on occurrence of two false alarms in any rolling 12 months. For a system having more than 40 automatic fire detectors an investigation should be instigated if there has been:

- one false alarm for every 20 detectors installed in the system in any rolling 12 months, or
- two or more false alarm occurrence from a single device / outstation.

Events other than false alarms or maintenance work

Do not record False alarms events and Maintenance work details in this log, see respective sections.

Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action required (where applicable)	Date completed (where applicable)	Initials
16/8/02	9am	<i>Weekly fire test</i>	1	5	-	-	P.H.

Events other than false alarms or maintenance work

Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action required (where applicable)	Date completed (where applicable)	Initials

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False Alarms

Do not record other events and maintenance work details in this log, see respective sections.

Categories: **Unwanted** - unwanted false alarm, **Equipment** - equipment false alarm, **Good intent** - false alarm with good intent, **Malicious** - malicious false alarm and **Unknown** - cause of alarm not known.

Date	Time	Device that triggered the alarm signal	Cause (if known)	Brief circumstances (where cause is unknown, record activities in the area)	Maintenance visit required (Yes /No)	Finding of maintenance technician (where applicable)	Category #	Further action required (where applicable)	Action completed (where applicable)
9/9/02	12:30p M	77	fire detected in room, 2 floor 1	Bin content out on fire	4	Fire damaged detector	Malicious	None	Detector replaced

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Maintenance work

Date	Time	Zone (where applicable)	Device (where applicable)	Reason for work	Work carried out	Further work required	Signature

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