

FIRE ALARM TESTING AND MAINTENANCE

- based on guidance in **BS 5839 -1: 2002**
- Procedures should be laid down for:
 - Dealing with an alarm of fire;
 - Dealing with a fault warning;
 - Taking the alarm out of use (for maintenance etc)
- A log book should be kept, which should include:
 - Date and time of all alarms (genuine· practice· test or false)
 - Defects and faults;
 - Tests;
 - Servicing;
 - Periods of disconnection or disablement.
- The following Checks should be made
 - Daily Attention by User:
 - Check panel for normal operation and ensure any faults receive attention.
- **Weekly Checks:**
 - A manual call point should be operated with the test key using a different call point each week in rotation. The test should be carried out at approximately the same time of day and the results recorded in the logbook.
- **Periodic inspection and testing:**
 - It is essential that fire alarms are subject to periodic inspection and servicing so that unrevealed faults are identified and preventative measures can be taken to ensure the continued reliability of the system.
 - A person with specialist knowledge of fire detection and alarm systems· who should hold a recognised third party certificate indicating their competence· should carry out periodic inspection and servicing at periods not exceed six months.
 - On completion a certificate of testing should be issued.