

ETHOS

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FIRE ALARM PERIODIC CERTIFICATE BOOK

**ETHOS
7942**

INCLUDES:

- INSPECTION AND SERVICING REPORT x 9

SAMPLE



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INSPECTION & SERVICING

Inspection and servicing of a fire alarm system should only be carried out by a 'Competent Person' who has sufficient knowledge to check the whole system. This would normally be a qualified electrical contractor or a fire alarm specialist who holds a copy of BS 5839 for reference.

*Inspection and servicing visits are normally conducted on a **quarterly** basis unless factors, such as a dirty environment, warrant servicing on a more regular basis. The maximum period between inspections should **not** exceed six months under any circumstances.*

PERIODIC (QUARTERLY/SIX MONTHLY) SERVICE VISIT

BS 5839-1: 2013 requires a Competent Person to carry out a number of tasks, which include the following:

- i) Checking the log book to make sure any faults have been rectified*
- ii) Visually checking that any changes in the building have not affected the system such as:
 - a) all manual call points remain unobstructed and conspicuous*
 - b) any new exits have manual call points*
 - c) partitions have not been erected within 500 mm horizontally of automatic detectors*
 - d) any storage leaves at least 300 mm clear space to the ceiling where detectors are fitted*
 - e) all detectors have 500 mm clear space below them and that no other factor has been introduced to interfere with their correct operation*
 - f) areas where changes of use have taken place do not make the system prone to false alarms*
 - g) any alterations or extensions requiring additional fire detection and alarm equipment have had the equipment installed**
- iii) Checking the record of false alarms. Any persistent occurrence should be investigated, and corrective action taken*
- iv) Disconnecting standby battery and full alarm load is to be simulated*
- v) Examining the battery(ies) and connections as well as load testing it/them to check serviceable condition and that the battery(ies) is/are not likely to fail before the next service visit*
- vi) Operating at least one detector or call point per circuit to test the fire alarm**
- vii) Checking the operation of devices tested is correct and any faults are recorded and rectified*
- viii) Checking for correct operation of all controls and indicators on panels and any mimics*
- ix) Checking for correct operation of any transmission to a call centre*
- x) Checking for correct operation of all ancillary functions (auxiliary relays, I/O units, etc.)*
- xi) Checking for correct operation of all fault indicators and their circuits by a simulated fault (where practical)*
- xii) Checking for correct operation of all printers for correct operation, legibility and consumables*
- xiii) Checking that any additional checks and tests recommended by the equipment manufacturers have been carried out*
- xiv) Checking that on completion of work, any outstanding work or defects have been reported to the Responsible Person, the log book has been completed and a servicing certificate has been issued*

Fire Detection and Alarm System
Inspection and Servicing Report

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Details of the Client

Client:
Address:
..... Postcode:

Details of the Fire Detection and Alarm System

Address:
..... Postcode:
Details of the system:

Extent of the installation and limitations of the inspection and servicing

Extent of the fire detection and alarm system covered by this report:
.....
.....
.....
Agreed limitations, if any, on the inspection and servicing:
.....
.....
.....

Certification of Inspection and Servicing

I being the competent person responsible (as indicated by my signature below) for the inspection and servicing of the fire alarm system, particulars of which are set out above, CERTIFY that the said work for which I have been responsible complies to the best of my knowledge and belief with the recommendations of Clause 45 of BS 5839-1: 2013 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 report.

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

I further declare that in my judgement, the said system was overall in * _____ condition at the time the inspection and servicing was carried out, and that it should be further inspected as recommended.

* (Insert 'a satisfactory' or 'an unsatisfactory' as appropriate)
*(Continue on additional numbered pages as required)

Particulars of the company responsible for the inspection and servicing

Company Name:
Address:
.....
.....

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Quarterly inspection of vented batteries †See note below

- Batteries checked Battery connections checked Electrolyte levels checked and topped up as necessary

Schedule of items inspected †See note below

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

- | | |
|--|--|
| <p><input type="checkbox"/> Manual call points are suitably sited</p> <p><input type="checkbox"/> Manual call points are unobstructed</p> <p><input type="checkbox"/> Manual call points are conspicuous</p> <p><input type="checkbox"/> All exits, including any new exits, have manual call points</p> <p><input type="checkbox"/> Automatic fire detectors suitable for building use or occupancy</p> <p><input type="checkbox"/> Automatic fire detectors suitably sited</p> <p><input type="checkbox"/> Fire alarm devices suitably sited</p> <p><input type="checkbox"/> No partitions within 500 mm horizontally of any automatic fire detector (Clause 22.3g)</p> <p><input type="checkbox"/> No storage within 300 mm of ceiling (Clause 22.3i)</p> <p><input type="checkbox"/> Clear space of 500mm exists below each automatic fire detector (Clause 22.3n)</p> <p><input type="checkbox"/> Each automatic fire detector's ability to receive the stimulus it is designed to detect has not been impeded by any other means</p> | <p><input type="checkbox"/> Building use or occupancy does not make existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms</p> <p><input type="checkbox"/> Additional fire detection and alarm equipment provided in any extensions or alterations to the building</p> <p>Documentation</p> <p><input type="checkbox"/> System log book examined</p> <p><input type="checkbox"/> Any faults recorded have been attended to</p> <p>False alarms §Continue on additional numbered pages as required</p> <p><input type="checkbox"/> Record of false alarms checked in accordance with Clause 30.2i</p> <p><input type="checkbox"/> Rate of false alarms during the previous 12 months recorded (Clause 30.2i)</p> <p><input type="checkbox"/> Action to be taken in respect of false alarms complies with the recommendations of Clause 30.2i</p> <p>§ </p> |
|--|--|

Schedule of items tested †See note below

CIE = Control and Indicating Equipment

- | | |
|--|--|
| <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Operation of fire alarm devices</p> <p><input type="checkbox"/> Controls and visual indicators at CIE checked for correct operation</p> <p><input type="checkbox"/> Ancillary functions of CIE tested</p> <p><input type="checkbox"/> For CIE, manufacturer's checks and tests performed</p> <p><input type="checkbox"/> Fault indicators and their circuits checked by Simulation of fault conditions</p> <p><input type="checkbox"/> Automatic transmission of alarm signal to receiving centre</p> <p><input type="checkbox"/> Automatic transmission of other signals, such as fault signals, to receiving centre</p> | <p><input type="checkbox"/> Radio systems serviced in accordance with manufacturer's recommendations</p> <p><input type="checkbox"/> For other equipment, manufacturer's checks and tests performed</p> <p><input type="checkbox"/> Printers checked for correct operation</p> <p><input type="checkbox"/> Printers checked that characters are legible</p> <p><input type="checkbox"/> Printer consumables available in sufficient quantity to ensure operation until next service visit</p> <p><input type="checkbox"/> Standby battery disconnected and full load alarm simulated</p> <p><input type="checkbox"/> Specific gravity of each cell of vented batteries checked</p> <p><input type="checkbox"/> 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)</p> |
|--|--|

Arrangements in place for repair of faults or damage †See note below

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

† All boxes must be completed
See key on page 4

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Over a 12 month period - schedule of items inspected †See note below

Premises

- | | |
|--|---|
| <input type="checkbox"/> Automatic fire detectors unpainted | <input type="checkbox"/> Readily-accessible cable fixings secure |
| <input type="checkbox"/> Automatic fire detectors undamaged | <input type="checkbox"/> Readily-accessible cable fixings undamaged |
| <input type="checkbox"/> Visual fire alarm devices not obstructed | |
| <input type="checkbox"/> Lenses of visual fire alarm devices are clean | |

Documentation

- Cause and effect programme confirmed as being correct

Over a 12 month period - schedule of items tested †See note below

- | | |
|--|--|
| <input type="checkbox"/> Switch mechanism of every manual call point | <input type="checkbox"/> CIE manufacturer's annual checks and tests carried out |
| <input type="checkbox"/> Fire alarm devices checked for correct position | <input type="checkbox"/> Radio signals strengths checked for adequacy |
| <input type="checkbox"/> 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-sensing detectors | <input type="checkbox"/> 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 |
| <input type="checkbox"/> All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced | <input type="checkbox"/> Standby power supply capacity |
| | <input type="checkbox"/> Checks recommended by manufacturers of other components of system carried out |

Additional checks upon change of servicing company †See note below

- | | |
|---|---|
| <input type="checkbox"/> Adequate number of call points (Clause 20.2) | <input type="checkbox"/> Standby power supplies provided |
| <input type="checkbox"/> Adequate provision of fire detection for the category of system | <input type="checkbox"/> Standby power supplies comply with Clause 25.4 |
| <input type="checkbox"/> Sound pressure levels comply with Clause 16.2 | <input type="checkbox"/> Exposure to false alarms is not excessive (see Page 2) |
| <input type="checkbox"/> Changes in use, layout or construction of the premises have not reduced system effectiveness | <input type="checkbox"/> Experience of false alarms is not excessive (see Page 2) |
| <input type="checkbox"/> Cabling has fire resistance complying with Clause 26.2 | <input type="checkbox"/> Existing records checked |
| <input type="checkbox"/> Circuits monitored in compliance with Clause 12.2 | <input type="checkbox"/> Log book available. (If not available, a suitable log book should be provided by the servicing company). (see Clause 48.2) |
| <input type="checkbox"/> Requirements of BS 7671 are met (Clause 29) | |

Related reference documents

- | | |
|---------------------------------------|---|
| Design Specification | Fire Alarm Commissioning |
| Ref No:..... Date Issued..... | Certificate No:..... Date Issued |
| Design Drawings | Fire Alarm Verification |
| Ref No:..... Date Issued..... | Certificate No:..... Date Issued |
| 'As Fitted' | Operating and maintenance |
| Drawing Nos: Date issued..... | Instructions: Date Issued |
| Electrical Installation | Previous inspection and |
| Certificate No:..... Date Issued..... | Servicing Report: Date Issued |
| Fire Alarm Design | Log book: |
| Certificate No:..... Date Issued..... | Other: |
| Fire Alarm Installation | |
| Certificate No:..... Date Issued..... | |

† All boxes must be completed.
 ✓ indicates that an inspection or a test was carried out and that the result was **satisfactory**.
 X indicates that an inspection or a test was carried out and that the result was **unsatisfactory**.
 'N/A' indicates that an inspection or test was **Not Applicable**.
 'LIM' indicates that, exceptionally, a **limitation** agreed with the person ordering the work **prevented** the inspection or test being carried out.

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7972 - Schedules of Circuit Details/Test Results up to 12 ways

7973 - Schedules of Circuit Details/Test Results Up To 36 Ways

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7976 - Electrical Installation Condition Reports Commercial

7977 - Part P Domestic Electrical Installation Certificate

7978 - Observation/Recommendation Sheets

7979 - Test Schedule Continuation Sheet

Emergency Lighting Documentation

7951 - Emergency Lighting Log Book

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