

# FIRE DETECTION AND ALARM SYSTEM INSPECTION AND SERVICING REPORT

## A. DETAILS OF THE CLIENT

Client: *The Window Factory*

Address: *Pinfold Street  
Darlaston  
West Midlands*

Postcode: *WS10 8SY*

## B. DETAILS OF THE FIRE DETECTION AND ALARM SYSTEM

Address: *The Window Factory  
Darlaston  
West Midlands*

Postcode: *WS10 8SY*

Details of the system: *Details of the system*

## C. EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND SERVICING

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

*The complete system was inspected*

Agreed limitations, if any, on the inspection and servicing:

*None*

## D. CERTIFICATION OF INSPECTION AND SERVICING

I/We, being the competent person(s) responsible (as indicated by my/our signatures 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/We have been responsible complies to the best of my/our knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2002 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 5839-1:2002 for periodic or annual inspection and test (as applicable):

*None*

I/we further declare that in my/our judgement, the said system was overall in *a satisfactory* condition (see G) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see H).

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

For the INSPECTION and SERVICING of the system:

Name: (CAPITALS) *ANDREW KINSEY*

Position:

Signature: *A Kinsey*

Date: *06/04/05*

## E. PARTICULARS OF THE ORGANISATION RESPONSIBLE FOR THE INSPECTION AND SERVICING

Organisation: *Your Company Name*

Address: *Address 1  
Address 2  
Town County*

Postcode: *POSTCODE*



**I. QUARTERLY INSPECTION OF VENTED BATTERIES**

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

**J. SCHEDULE OF ITEMS INSPECTED**

Premises

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Manual call points suitably sited</li> <li><input checked="" type="checkbox"/> Manual call points are unobstructed</li> <li><input checked="" type="checkbox"/> Manual call points are conspicuous</li> <li><input checked="" type="checkbox"/> All exits, including new exits have manual call points</li> <li><input checked="" type="checkbox"/> Automatic fire detectors suitable for building use or occupancy</li> <li><input checked="" type="checkbox"/> Automatic fire detectors suitably sited</li> <li><input checked="" type="checkbox"/> Fire alarm devices suitably sited</li> <li><input checked="" type="checkbox"/> No partitions within 500 mm horizontally of any automatic fire detector (Clause 22.3g)</li> <li><input checked="" type="checkbox"/> No storage within 300 mm of ceilings (Clause 22.3j)</li> <li><input checked="" type="checkbox"/> Clear space of 500 mm exists below each automatic fire detector (Clause 22.3n)</li> <li><input checked="" 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</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" 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</li> <li><input checked="" type="checkbox"/> Additional fire detection and alarm equipment provided in any extensions or alterations to the building</li> </ul> <p>Documentation</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> System log book examined</li> <li><input checked="" type="checkbox"/> Any faults recorded have been attended to</li> </ul> <p>False alarms</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Record of false alarms checked in accordance with Clause 30.2i</li> <li><input checked="" type="checkbox"/> Rate of false alarms during the previous 12 months recorded (Clause 30.2i)</li> <li><input checked="" type="checkbox"/> Action taken in respect of false alarms complies with the recommendations of Clause 30.2j:</li> </ul> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">None</div> |
|---|--|

**K. SCHEDULE OF ITEMS TESTED**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input checked="" 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</li> <li><input checked="" type="checkbox"/> Operation of fire alarm devices</li> <li><input checked="" type="checkbox"/> Controls and visual indicators at CIE checked for correct operation</li> <li><input checked="" type="checkbox"/> Ancillary functions of CIE tested</li> <li><input checked="" type="checkbox"/> For CIE, manufacturer's checks and tests performed</li> <li><input checked="" type="checkbox"/> Fault indicators and their circuits checked by simulation of fault conditions</li> <li><input checked="" type="checkbox"/> Automatic transmission of alarm signal to receiving centre</li> <li><input checked="" type="checkbox"/> Automatic transmission of other signals, such as fault signals, to receiving centre</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Radio systems serviced in accordance with manufacturer's recommendations</li> <li><input checked="" type="checkbox"/> For other equipment, manufacturer's checks and tests performed</li> <li><input checked="" type="checkbox"/> Printers checked for correct operation</li> <li><input checked="" type="checkbox"/> Printers checked that characters are legible</li> <li><input checked="" type="checkbox"/> Printer consumables available in sufficient quantity to ensure operation until next service visit</li> <li><input checked="" type="checkbox"/> Standby battery disconnected and full load alarm simulated</li> <li><input checked="" type="checkbox"/> Specific gravity of each cell of vented batteries checked</li> <li><input checked="" 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)</li> </ul> |
|---|---|

**L. ARRANGEMENTS IN PLACE FOR REPAIR OF FAULTS OR DAMAGE**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Emergency call out arrangement in place where maintenance carried out by a third party</li> <li><input checked="" type="checkbox"/> Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE</li> <li><input checked="" type="checkbox"/> Records and documentation give information on maintenance arrangements. See Clause 40</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> User records faults or damage in log book</li> <li><input checked="" type="checkbox"/> User arranges for repairs to be carried out as soon as possible</li> </ul> |
|---|--|

**M. OVER A 12 MONTH PERIOD - SCHEDULE OF ITEMS INSPECTED**

Premises

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Automatic fire detectors unpainted            | <input checked="" type="checkbox"/> Readily-accessible cable fixings secure    |
| <input checked="" type="checkbox"/> Automatic fire detectors undamaged            | <input checked="" type="checkbox"/> Readily-accessible cable fixings undamaged |
| <input checked="" type="checkbox"/> Visual fire alarm devices not obstructed      |  |
| <input checked="" type="checkbox"/> Lenses of visual fire alarm devices are clean | Documentation  |
|   | <i>N/A</i> Cause and effect programme confirmed as being correct               |

**N. OVER A 12 MONTH PERIOD - SCHEDULE OF ITEMS TESTED**

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

**O. ADDITIONAL CHECKS UPON CHANGE OF SERVICING ORGANISATION**

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

**P. RELATED REFERENCE DOCUMENTS**

		Date issued:			Date issued:
Design Specification Ref No:	<i>DS-456</i>	<i>26-7-04</i>	Fire Alarm commissioning Certificate No:	<i>DS-456</i>	<i>26-7-04</i>
Design Drawings Ref Nos:	<i>DS-456</i>	<i>26-7-04</i>	Fire Alarm Acceptance Certificate No:	<i>DS-456</i>	<i>26-7-04</i>
'As Fitted' Drawing Nos:	<i>DS-456</i>	<i>26-7-04</i>	Operating and maintenance instructions:	<i>DS-456</i>	<i>26-7-04</i>
Electrical Installation Certificate No:	<i>DS-456</i>	<i>26-7-04</i>	Previous inspection and servicing report	<i>DS-456</i>	<i>26-7-04</i>
Fire Alarm Design Certificate No:	<i>DS-456</i>	<i>26-7-04</i>	Log book	<i>DS-456</i>	<i>26-7-04</i>
Fire Alarm Installation Certificate No:	<i>DS-456</i>	<i>26-7-04</i>	Other	<i>DS-456</i>	<i>26-7-04</i>