



Fire Safety Logbook

Weekly alarm test · monthly emergency lighting · drills · annual services

Keep this at the fire alarm panel and fill it in by hand as each test is done. The Regulatory Reform (Fire Safety) Order 2005 does not prescribe a form. It expects a record showing the tests were done, by whom, and what happened when one failed.

WHAT	HOW OFTEN	STANDARD	WHO
Fire alarm user test	Weekly — one call point, a different one each week	BS 5839-1	Office
Emergency lighting function test	Monthly	BS 5266	Office
Evacuation drill	Every six months, each occupied premises	Fire Safety Order, Article 15	Leanne Mason
Annual services — extinguishers, blanket, panel, lighting	Annually	BS 5306 · BS 5839 · BS 5266	Oxford Fire Solutions

Record what a test finds, not only that it was done. Finding a fault is the test working. Write down what happened, tell Leanne the same day, and record the date it was put right in the same row.

1 · Weekly alarm test

Operate **one manual call point** with the test key, confirm the sounders operate throughout, then reset the panel. **Use a different call point each week** and write down which one, so every device is proved over the year.

Year: Quarter:

WK	DATE	CALL POINT	SOUNDERS	RESET	PASS	FAULT FOUND / ACTION TAKEN	INITIALS
1			☐	☐	☐		
2			☐	☐	☐		
3			☐	☐	☐		
4			☐	☐	☐		
5			☐	☐	☐		
6			☐	☐	☐		
7			☐	☐	☐		
8			☐	☐	☐		
9			☐	☐	☐		
10			☐	☐	☐		
11			☐	☐	☐		
12			☐	☐	☐		
13			☐	☐	☐		

Thirteen weeks to a page. Start a fresh page each quarter.

2 • Monthly emergency lighting test

Simulate a mains failure at the test switch or key, confirm every emergency fitting and every illuminated exit sign comes on, then restore the supply and confirm the fittings recharge.

If the premises have no emergency lighting, mark the first row N/A and say so. That is a complete answer; a blank grid is not.

Year:

MONTH	DATE	ALL FITTINGS	EXIT SIGNS	RESTORED	PASS	FAULT FOUND / ACTION TAKEN	INITIALS
January		☐	☐	☐	☐		
February		☐	☐	☐	☐		
March		☐	☐	☐	☐		
April		☐	☐	☐	☐		
May		☐	☐	☐	☐		
June		☐	☐	☐	☐		
July		☐	☐	☐	☐		
August		☐	☐	☐	☐		
September		☐	☐	☐	☐		
October		☐	☐	☐	☐		
November		☐	☐	☐	☐		
December		☐	☐	☐	☐		

3 • Evacuation drills

Six-monthly. Run the drill with **FORM_EVAC_01** on a clipboard and type it into **HS_FM_20** straight afterwards. **HS_FM_20 is the record.** This table is the date index, so one page shows whether the premises are up to date.

#	DATE HELD	PREMISES	TIME TO CLEAR	RUN BY	LOGGED ON HS_FM_20
					☐
					☐
					☐
					☐

4 • Annual services

Booked and held by Leanne Mason. The service reports are the evidence; the dates are mirrored into APP_18 Emergency Equipment Register.

ITEM	CONTRACTOR	LAST SERVICE	NEXT DUE	REPORT HELD
Fire extinguishers (5) and fire blanket	Oxford Fire Solutions			☐
Fire alarm control panel — TWINFLEXpro	Oxford Fire Solutions			☐
Emergency lighting				☐

What to do with a fault

1	Tell Leanne the same day. Do not wait for the next test.
2	Write it in the row, with the date it was put right.
3	If the alarm or the escape route is affected and cannot be fixed that day, it goes on APP_21 Corrective Action Register with an owner and a date.