



Fire Alarm Servicing Worksheet

Fire & Security Solutions.

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Client and Job Details	
Contract 5450 Client MR WILSON 22 St Albans Road Brynmill Swansea SA2 0BP Contact Mr Wilson Telephone 01993 771346 email martin@harbourviews.co.uk	Job Number -114743 Call Type Routine Maintenance Appointment Date/Time 19/04/23 08:30 Reported Reason For Call Informed by email
System Details	
System Type Fire Detection and Alarm Syst Panel Type Signal Type Chip ARC	STU Software version Installed System test with ARC .. Inform customer alarm on test p
Inspection	
Equipment as per specification p All cables undamaged p Is equipment firmly fixed p	Is equipment clean p Is the range un-obstructed p
Extent of System Covered by this Certificate	
Agreed and operational limitations of the inspection and servicing (include reasons and person agreed with):	
Variations from the recommendations of Clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable):	
Items Adversely Affecting Operational Performance of the Fire Detection and Alarm System	
General Condition of the Fire Alarm System	
Outstanding defects reported to responsible person .. Relevant details of the work carried out and faults identified have been entered in the system log book (see Clause 40.2) ..	During the past 12 months: false alarms have occurred. 0 This number of false alarms equates to false alarms per 100 automatic fire detectors per annum: (leave blank for category M systems)
Quarterly Inspection of Vented Batteries	
Batteries Checked p Electrolyte levels checked and topped up as necessary	Battery connections checked p

Premises			
Manual call points suitably sited	<input type="checkbox"/>	No storage within 300 mm of ceilings	<input type="checkbox"/>
Manual call points are unobstructed	<input type="checkbox"/>	Clear space of 500 mm exists below each automatic fire detector	<input type="checkbox"/>
Manual call points are conspicuous	<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	<input type="checkbox"/>
All exits, including any new exits, have manual call points	<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	<input type="checkbox"/>
Automatic fire detectors suitable for building use or occupancy	<input type="checkbox"/>	Additional fire detection and alarm equipment provided in any extensions or alterations to the building	<input type="checkbox"/>
Automatic fire detectors suitably sited	<input type="checkbox"/>		
Fire alarm devices suitably sited	<input type="checkbox"/>		
No partitions within 500 mm horizontally of any automatic fire detector	<input type="checkbox"/>		
Documentation			
System log book examined	<input type="checkbox"/>	Any faults recorded have been attended to	<input type="checkbox"/>
False Alarms			
Record of false alarms checked in accordance with Clause 30.2i	<input type="checkbox"/>	Automatic transmission of alarm signal to receiving centre	..
Rate of false alarms during the previous 12 months (Clause 30.2i)	<input type="checkbox"/>	Automatic transmission of other signals, such as fault signals, to receiving centre	..
Action taken in respect to false alarms complies with the recommendations of Clause 30.2j:	<input type="checkbox"/>	Radio systems serviced in accordance with manufacturers recommendations	..
Describe action taken:	<input type="checkbox"/>	For other equipment, manufacturer's checks and tests performed	<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	<input type="checkbox"/>	Printers checked for correct operation	..
Operation of fire alarm devices	<input type="checkbox"/>	Printers checked that characters are legible	..
Controls and visual indicators at CIE checked for correct operation	<input type="checkbox"/>	Print consumables available in sufficient quantity to ensure operation until next service	..
Ancillary functions of CIE tested	<input type="checkbox"/>	Standby battery disconnected and full load alarm simulated	<input type="checkbox"/>
For CIE, manufacturer's checks and tests performed	<input type="checkbox"/>	Specific gravity of each cell of vented batteries checked	..
Fault indicators and their circuits checked by simulation of fault conditions	<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)	<input type="checkbox"/>
Arrangements in Place for Repair of Faults or Damage			
Emergency call out arrangement in place where maintenance carried out by a third party	<input type="checkbox"/>	Records and documentation give information on maintenance arrangements. See clause 40	<input type="checkbox"/>
Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE	<input type="checkbox"/>	User records faults or damage in log book	<input type="checkbox"/>
		User arranges for repairs to be carried out as soon as possible	<input type="checkbox"/>
Over a 12 Month Period			
Automatic fire detectors unpainted	<input type="checkbox"/>	All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced	<input type="checkbox"/>
Automatic fire detectors undamaged	<input type="checkbox"/>	CIE manufacturer's annual checks and tests carried out	<input type="checkbox"/>
Visual fire alarm devices not obstructed	<input type="checkbox"/>	Radio signal strengths checked for adequacy	<input type="checkbox"/>
Lenses of visual fire alarm devices are clean	<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"/>
Readily-accessible cable fixings secure	<input type="checkbox"/>	Standby power supply capacity checked	<input type="checkbox"/>
Readily-accessible cable fixings undamaged	<input type="checkbox"/>	Checks recommended by manufacturers of other components of system carried out	<input type="checkbox"/>
Cause and effect programme confirmed as being correct	<input type="checkbox"/>		
Switch mechanism of every manual call point	<input type="checkbox"/>		
Fire alarm devices checked for correct operation	<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-sensor detectors	<input type="checkbox"/>		
Additional Checks on Change of Servicing Organisation			
Adequate number of call points (Clause 20.2)	<input type="checkbox"/>	Standby power supplied 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 Section 3)	<input type="checkbox"/>
Changes in use, layout or construction of the premises	<input type="checkbox"/>	Experience to false alarms is not excessive (see Section 3)	<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 organisation). (See Clause 48.2)	<input type="checkbox"/>
Requirements of BS 7671 are met (Clause 29)	<input type="checkbox"/>		
Close Down			
Historical log up to date	<input type="checkbox"/>	System free from false alarms	..
Causes of false alarms eliminated	<input type="checkbox"/>	System date/time correct	..
Number of zones left on test	..	Removed all tamper/remote links	..
Reset the system	..	System off test with ARC	..

