Emergency lighting monthly and annual test log

Template to print and fill in by hand · Works to BS 5266-1, without quoting it · Check the current edition

Kerova

How often

- **Monthly function test:** Once a month: switch the fittings to battery, check every fitting and exit sign lights, switch back and check the charging lights come on.
- **Annual full-duration test:** Once a year: run every fitting on battery for its full rated duration (1 hour or 3 hours) and check it's still lit at the end. The batteries then need up to 24 hours to recharge.
- **Light level check:** At least every five years: measure the light levels again along the escape routes and in open areas.

System details

Site name

Site address

Responsible person

Type of system (self-contained or central battery)

Rated duration (1 hour or 3 hours)

Number of fittings and exit signs

Where the test key switches are

Servicing company and phone

Monthly function tests

A short test: long enough to see every fitting and exit sign light on its battery, not long enough to run the batteries down. Write down any that don't light.

Date	All lit? (Y/N)	Fittings that failed (ref. and location)	What was done, and when	Tested by

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Annual full-duration tests

Every fitting runs on battery for its full rated duration. Do it when the building can manage with less emergency light while the batteries recharge.

Date	Ran for (hours)	All still lit at the end? (Y/N)	Fittings that failed (ref. and location)	What was done	Engineer and company

Light level checks (at least every five years)

Date	Done by	Result (met the design levels? Y/N)	Next due

Repairs, changes and other events

New fittings or batteries, building changes that affect escape routes, and anything else that affects the system.

Date	What was done or what happened	By	Signed

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