Fire alarm weekly test and event logbook

Template to print and fill in by hand · Works to BS 5839-1, without quoting it · Check the current edition

Kerova

How often

- **Weekly test:** Once a week, from a different manual call point each time, so every call point gets used over the months. Write down which one.
- **Events:** Every time: fires, false alarms (with the cause if known), faults, disablements and anything switched off for work.
- **Service visits:** At each visit, usually every six months. The engineer records what was done and any defects.

System details

Site name

Site address

Responsible person

Panel make, model and where it is

System category (for example L2, P2, M)

Number of zones

Servicing company and phone

Alarm receiving centre and account number (if any)

Weekly test

Use a different manual call point each week, in turn, and write down which one. Check the sounders can be heard and, where there is one, that the alarm receiving centre got the signal. Reset the panel afterwards.

Date and time	Call point used (zone and location)	Sounders heard? (Y/N)	Signal to ARC? (Y/N/none)	Problems found	Tested by

Date and time	Call point used (zone and location)	Sounders heard? (Y/N)	Signal to ARC? (Y/N/none)	Problems found	Tested by

Events: false alarms, faults and disablements

Write down every event, even a false alarm that was reset straight away. Give the cause if it's known and what was done about it.

Date and time	Zone or device	What happened (fire, false alarm, fault, disablement)	Cause, and what was done	Signed

Date and time	Zone or device	What happened (fire, false alarm, fault, disablement)	Cause, and what was done	Signed

Service visits

Filled in by the engineer at each visit.

Date	Company and engineer	Visit (routine, repair, other)	Defects found, and anything agreed	Certificate ref.	Next visit due