

# FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

*Based on the recommendations given in BS 5839-1 'Fire detection and fire alarm systems for buildings.  
Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises (as amended by BS 5839-6, where relevant)'*

**This report may be required by an authority responsible for enforcement of fire safety legislation, such as the building control authority or housing authority.  
The recipient of this report might rely on the report as evidence of compliance with legislation. Liability could arise on the part of any organisation or person that issues a report without due care in ensuring its validity.**

## PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

### DETAILS OF THE CONTRACTOR

Trading Title *(where applicable)*: .....

Name: Dagger Electrical Services

Address: 8 Hollies Close, Catterall, Preston, Lancashire

Postcode: PR3 0LR Tel No: 07940065898

### DETAILS OF THE CLIENT

Reference Number (RN): .....

Name: Catterall Village Hall

Address: Garstang Road, Catterall, Preston, Lancashire

Postcode: PR3 1XN Tel No: N/A

### DETAILS OF THE INSTALLATION

Occupier: Catterall Village Hall

Address: Garstang Road, Catterall, Preston, Lancashire

Postcode: PR3 1XN Tel No: N/A

## PART 2 : DETAILS OF THE FIRE DETECTION AND FIRE ALARM SYSTEM COVERED BY THIS REPORT

Domestic (Grade A):  Non-domestic:  Category of system (e.g. (Domestic) LD1, LD2, etc., or (Non-domestic) L1, L2, etc.): (L2.....)

### Description and extent of the system covered by this report:

(See additional page No N/A.....)

Full test of the whole property including the main hall, Office, Kitchen, Toilets and roof space

## PART 3 : DETAILS OF THE EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION COVERED BY THIS REPORT

### Description and extent of the system covered by this report:

(See additional page No N/A.....)

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

(See additional page No N/A.....)

Full test of the whole property

## PART 4 : CERTIFICATION OF INSPECTION AND SERVICING *(tick brackets and insert text, as appropriate)*

I/we being the competent person(s) responsible (as indicated by my/our signatures) for the inspection and servicing of the fire alarm system, particulars of which are set out in PART 2, 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 BS 5839-1: 2017, Clause 45 (as amended by Clause 26 of BS 5839-6: 2019+A1:2020, where relevant) for the Grade of system described in PART 2 (tick applicable bracket(s)) –

quarterly inspection of vented batteries (see PART 9): (  ) periodic inspection and test (see PART 10): (  ) inspection and test over a 12 month period (see PART 11): (  ) except for the variations, if any, stated in this report.

### Variations from the recommendations of Clause 45 of BS 5839-1: 2017 (as amended by Clause 26 of BS 5839-6, where relevant) for periodic or annual inspection and test (as applicable):

(See additional page No N/A.....)

I/We further declare that in my/our judgement, the said system was overall in **SATISFACTORY** condition (see PART 6) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see PART 7).

The extent of liability of the signatory(s) is limited to the system described in PART 2.

Name (capitals): MR STEVEN DAGGER

Signature: 

Position: QS

Date: 12/06/2024

## FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

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### PART 5 : OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN *(tick bracket and insert text, as appropriate)*

**Referring to the attached schedules of inspected, and subject to any limitations listed in PART 3:**

There are no items adversely affecting operational performance of the fire detection and fire alarm system  , OR The following observations and recommendations for action are made:

| Item No | Observation(s) | Recommendation |
|---------|----------------|----------------|
|         |                |                |

Additional pages? (N/A.....) State page numbers: (N/A.....)

**Urgent remedial action required** for items: (.....) **Corrective action(s) recommended** for items: (.....)

### PART 6 : SUMMARY OF INSPECTION AND SERVICING *(all fields to be completed, tick brackets and insert text, as appropriate)*

**General condition of the fire detection and fire alarm system:**

(See additional page No 4.....)

Satisfactory

Outstanding defects reported to premises management:



During the past 12 months, (0.....) false alarms have occurred.

(Date(s) of the inspection and servicing:

Relevant details of the work carried out and faults identified have been entered in the system log book (see Clause 40.2 of BS 5839-1):



This number of false alarms equates to (0.....) false alarms per 100 automatic fire detectors per annum.

12/06/24

### PART 7 : NEXT INSPECTION AND SERVICING

Based upon risk assessment, taking into account the type of system and the environment, I RECOMMEND that the fire detection and alarm system, details of which are given on page 1 of this report, is inspected and serviced after a period not exceeding: 6..... months *Enter a period not exceeding 6 months*

## FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

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### PART 8 : RELATED REFERENCE DOCUMENTS

|   |  |  |
|---|--|--|
| Design Specification: (Ref No .....)                      | Fire Alarm Design Report: (Ref No .....)               | Previous inspection and service report: (Ref No .....) |
| Design Drawings: (Ref No .....)                           | Fire Alarm Installation Report: (Ref No .....)         | Log Book: (Ref No .....)                               |
| 'As Fitted' Drawing: (Ref No .....)                       | Fire Alarm Commissioning Report: (Ref No .....)        | Purchase Specification: (Ref No .....)                 |
| Electrical Installation Report: (Ref No ipr18179724.....) | Operating and Maintenance Instructions: (Ref No .....) |  |

### PART 9 : QUARTERLY INSPECTION OF VENTED BATTERIES

**ENGINEER DECLARATION** *(All fields below must be completed)* A '✓' indicates YES A 'X' indicates NO 'N/A' indicates NOT APPLICABLE or 'LIM' indicates a LIMITATION

| Item | Description  | ✓/X/N/A/LIM | Comments |
|------|--|-------------|----------|
| 1    | All vented batteries and their connections examined by a person competent in battery installation and maintenance technology. Electrolyte levels checked and topped up as necessary: |             |          |

### PART 10 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM

The period between successive inspection and service visits should be determined by risk assessment but the period should not exceed six months.

|    |  |     |                                 |
|----|--|-----|---------------------------------|
| 2  | System logbook examined. Any faults recorded have received appropriate attention   | ✓   |                                 |
| 3  | All manual call points remain unobstructed and conspicuous   | ✓   |                                 |
| 4  | All exits, including any new exits, have an adjacent manual call point   |     |                                 |
| 5  | No new or relocated partitions have been erected within 500 mm horizontally of any automatic fire detector. [see 22.3h]  | ✓   |                                 |
| 6  | No storage encroaches within 300 mm of ceilings, such as to obviate compliance with 22.3j)   | ✓   |                                 |
| 7  | A clear space of 500 mm is maintained below each automatic fire detector [see 22.3p], and that the ability of the detector to receive the stimulus that it has been designed to detect has not been impeded by other means | ✓   |                                 |
| 8  | No changes to the use or occupancy of an area that makes the existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms  | ✓   |                                 |
| 9  | No new building alterations or extensions require additional fire detection and fire alarm equipment to be installed   | ✓   |                                 |
| 10 | All false alarms records checked in accordance with 30.2i  | ✓   |                                 |
| 11 | The rate of false alarms during the previous 12 months calculated and recorded [see item 12]   | ✓   |                                 |
| 12 | Number of detectors on the system (a)<br>Number of false alarms in the past 12 months (b)<br>Rate of false alarms per 100 detectors (c) = 100 x (b/a)  | ✓   |                                 |
| 13 | Action taken in respect of false alarms recorded complies with recommendations of 30.2j  | N/A |                                 |
| 14 | Battery charge voltage with the mains on steady and within the manufacturer's recommendations  | ✓   | Battery charge voltage = 12.6 V |

## FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

*Based on the recommendations given in BS 5839-1 'Fire detection and fire alarm systems for buildings.  
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### PART 10 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM - Continued

| ENGINEER DECLARATION <i>(All fields below must be completed)</i> A' ✓' indicates YES                    A' X' indicates NO                    'N/A' indicates NOT APPLICABLE                    or 'LIM' indicates a LIMITATION |   |             |  |          |
|---|---|-------------|--|----------|
| Item  | Description   | ✓/X/N/A/LIM |  | Comments |
| 15  | Batteries load tested with the mains disconnected (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio-linked system), to confirm that they are in good serviceable condition and not likely to fail before the next service visit | ✓           |  |          |
| 16  | Specific gravity of any vented batteries is correct   | ✓           |  |          |
| 17  | The fire alarm functions of the CIE checked by the operation of at least one detector or manual call point on each circuit. (An entry should be made in the logbook indicating which initiating devices have been used for these tests.)  | ✓           |  |          |
| 18  | The fire alarm devices (sounders, visual devices) operate correctly   | ✓           |  |          |
| 19  | All controls and visual indicators at the CIE operate correctly   | ✓           |  |          |
| 20  | Any facilities for automatic transmission of fire and fault signals to an ARC operate correctly. (if dual path signalling then both path need to be checked)  | ✓           |  |          |
| 21  | All ancillary functions of the CIE operate correctly  | ✓           |  |          |
| 22  | All fault indicators and monitoring of their circuits operate correctly (Where practicable, by simulation of fault conditions)  |             |  |          |
| 23  | All printers checked to confirm that they operate correctly and that characters are legible   | N/A         |  |          |
| 24  | All printer consumables are sufficient in quantity or condition such that the printer can be expected to operate until the time of the next service visit   | N/A         |  |          |
| 25  | Radio systems of all types serviced in accordance with the recommendations of the manufacturer  | N/A         |  |          |
| 26  | Any further checks and tests recommended by the manufacturer of the CIE and other components of the system carried out  | ✓           |  |          |
| 27  | On completion of the work, any outstanding defects should be reported to the premises management. The system logbook [see 40.2d] should be completed and an inspection and servicing certificate issued   | ✓           |  |          |

### PART 11 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM OVER A TWELVE MONTH PERIOD

| In addition to the tasks included in a periodic inspection and test of the system the following tasks should be carried out every year and may be carried out over the course of two or more service visits. |  |             |  |          |
|--|--|-------------|--|----------|
| Item   | Description  | ✓/X/N/A/LIM |  | Comments |
| 28   | Every manual call point tested, either by removal of a frangible element, insertion of a test key or operation of the device as it would be operated in the event of fire  | ✓           |  |          |
| 29   | All automatic fire detectors and remote detectors examined, as far as practicable, to confirm that they have not been damaged or painted   | ✓           |  |          |
| 30   | Every detector functionally tested. (including heat detectors, point smoke detectors, optical beam detectors, aspirating fire detectors, carbon monoxide fire detectors, flame detectors and multi-sensor detectors) to demonstrate that the detectors are connected to the system, are operational and are capable of responding to the phenomena they are designed to detect | ✓           |  |          |

## FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

*Based on the recommendations given in BS 5839-1 'Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises (as amended by BS 5839-6, where*

### PART 11 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM OVER A TWELVE MONTH PERIOD - Continued

| ENGINEER DECLARATION <i>(All fields below must be completed)</i> A' ✓' indicates YES                    A' X' indicates NO                    'N/A' indicates NOT APPLICABLE                    or 'LIM' indicates a LIMITATION |  |            |  |          |
|---|--|------------|--|----------|
| Item  | Description  | ✓/X/NA/LIM |  | Comments |
| 31  | Where fitted, detector remote indicators checked for correct operation   | N/A        |  |          |
| 32  | For fire detection systems that enable analogue values to be determined at the CIE, each analogue value checked and is within the range specified by the manufacturer              | ✓          |  |          |
| 33  | All fire alarm devices (sounders, visual devices) checked for correct operation  | ✓          |  |          |
| 34  | All visual fire alarm devices not obstructed from view and that lenses are clean   | ✓          |  |          |
| 35  | All unmonitored, permanently illuminated filament lamp indicators at CIE replaced  | ✓          |  |          |
| 36  | Radio signal strengths in radio-linked systems to which clause 27 of BS 5839-1: 2017 / clause 21 of BS 5839-6: 2019+A1:2020 applies checked for adequacy, and the results recorded | N/A        |  |          |
| 37  | All readily accessible cable fixings are secure and undamaged  | ✓          |  |          |
| 38  | The cause and effect programme confirmed as being correct by activating at least one cause and observing the operation of effects  | ✓          |  |          |
| 39  | The standby power supply capacity checked to establish it remains suitable for continued service   | ✓          |  |          |
| 40  | All further annual checks and tests recommended by the manufacturer of the CIE and other components of the system carried out  | ✓          |  |          |

### PART 12 : ADDITIONAL CHECKS FOR A SPECIAL INSPECTION ON APPOINTMENT OF A NEW SERVICING ORGANISATION

|    |   |   |  |  |
|----|---|---|--|--|
| 41 | Existing records (see clause 40), where available, studied, and sufficient information obtained and documented for effective future servicing of the system | ✓ |  |  |
| 42 | Adequate number of call points to conform to clause 20.2 of BS 5839-1: 2017 / clause 18.2 of BS 5839-6: 2019+A1:2020  | ✓ |  |  |
| 43 | Adequate provision of fire detection for the Category of system that the system was designed to meet  | ✓ |  |  |
| 44 | Sound pressure levels conform to the recommendations of clause 16.2 of BS 5839-1: 2017 / clause 13.2 of BS 5839-6: 2019+A1:2020                             | ✓ |  |  |
| 45 | Standby power supplies conform to clause 25.4 of BS 5839-1: 2017 / clause 15 of BS 5839-6: 2019+A1:2020   | ✓ |  |  |
| 46 | All cabling with fire resistance conforms to clause 26.2c   | ✓ |  |  |
| 47 | All circuits monitored in compliance of clause 12.2.1   | ✓ |  |  |
| 48 | Requirements of BS 7671 for electrical safety met clause 29   | ✓ |  |  |
| 49 | False alarms at a level that complies with Section 3  | ✓ |  |  |
| 50 | No changes in the use, layout and construction of the protected premises that may impact on the effectiveness of the system                                 | ✓ |  |  |
| 51 | Zone plan or other suitable diagrammatic representation of the premises [see 23.2.2e] present and correct   | ✓ |  |  |
| 52 | Logbook available (if not available a suitable logbook should be provided by the servicing organisation)  | ✓ |  |  |

# FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

## ADDITIONAL NOTES

*(This area is intentionally left blank for additional notes.)*

(see additional page No. N/A)

Original to the person ordering the work

# NOTES FOR RECIPIENT

## THIS REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

This report has been issued to confirm that the fire detection and fire alarm system to which it relates has been inspected and serviced in accordance with the recommendations given in *BS 5839-1: Fire detection and fire alarm systems for buildings - Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.*

It is essential that the fire detection and alarm system is subject to periodic inspection and servicing so that:

- unrevealed faults are identified,
- preventative measures can be taken to confirm the continued reliability of the system,
- false alarm problems are identified and suitably addressed, and
- the User(s) and the Premises Management are made aware of any changes to the building that affect the protection afforded by the system.

It is also essential that the routine testing which includes both weekly testing and monthly attention as detailed in Clauses 44.2 and 44.3 of BS 5839-1: 2017 is performed by the Premises Management

In addition, as indicated in PART 7 (Next Inspection and Servicing), the Premises Management should ensure that, as recommended in BS 5839-1 (as amended by BS 5839-6, where relevant), the system is inspected and serviced by a competent person at intervals as described in BS 5839-1 and BS 5839-6 and that the results are recorded on Fire Detection and Fire Alarm System Inspection and Servicing Reports and that appropriate action is taken to correct any recorded defects.

It remains the responsibility of the compiler of the report to ensure that the information provided on the report is factual, and that the declaration (in PART 4) of the overall condition of the fire detection and alarm system (summarised in PART 6) to which the report relates is reasonable in all the circumstances.

### The fire detection and alarm system

Periodic inspection and servicing needs to be carried out by a competent person with specialist knowledge of fire detection and fire alarm systems, including knowledge of the causes of false alarms, sufficient information regarding the system, and adequate access to spares.

Persons offering to design, install, commission, accept, verify, modify, maintain or inspect and service fire detection and fire alarm systems have a duty in law to ensure that all their supervisors and operatives given responsibility for such work are competent\*. This includes having a full understanding of all the technical and operational requirements relating to fire detection and alarm systems and, if appropriate, being competent in battery installation and maintenance technology.

This will normally be a fire alarm servicing organisation. Care needs to be taken to ensure that, if, for example, in-house employees are used for this task, they have equivalent competence to the technicians of a fire alarm servicing organisation. Competence of fire alarm servicing organisations can be assured by the use of organisations that are third-party certificated, by a UKAS-certificated certification body, to carry out inspection and servicing of fire detection and alarm systems.

\* BS 5839-1 and BS 5839-6 define a competent person as a, 'person with the relevant current training and experience, and with access to the requisite tools, equipment and information, and capable of carrying out a defined task.

### This fire detection and alarm system inspection and servicing report

This report is intended for use by fire detection and alarm system engineers not registered with NICEIC, or by NICEIC Approved Contractors working outside the scope of their registration.

This report is intended to be issued only for the inspection and servicing of a fire detection and fire alarm system.

Report adapted from BS 5839-1: 2017 and BS 5839-6: 2019+A1:2020 with the permission of BSI under licence number 2002SK/0342. Complete British Standards can be obtained from BSI Customer Services, 389 Chiswick High Road, London, W4 4AL.

This report consists of at least five numbered pages and should be read in conjunction with the documents identified in PART 8 'Related Reference Documents' on the report. It is part of a suite of documentation identified in PART 8 of the report to be provided to you, the Recipient, and it should be passed to the User and/or the Premises Management for the system.

You should have received the report marked 'Original' and the organisation responsible for inspecting and servicing the fire detection and alarm system should have retained the report marked 'Duplicate'. This report is a valuable document and should be retained for future reference as you may, subsequently, rely on this report as evidence of compliance with legislation. If you were the person ordering the work but not the User of the system, you should pass this report, or a full copy of it including all the related reference documents immediately to the User and/or the Premises Management.

The 'Original' report should be retained in a safe place and shown to persons responsible for inspecting, servicing, modifying or using the fire detection and fire alarm system. If you later vacate the property or building this inspection and servicing report will demonstrate to the new Premises Management that the fire detection and fire alarm system was inspected and serviced as recommended by BS 5839-1 and BS 5839-6.

### Premises Management

The Premises Management referred to in these Notes for Recipient is defined in BS 5839-1 and BS 5839-6 as 'The persons having day-to-day control of the fire detection and alarm system(s) and implementation of the fire procedures.'

### The User

The User referred to in these Notes for Recipient is defined in BS 5839-1 and BS 5839-6 as 'The person or organisation having control of the building (or part of the building) in which the fire detection and alarm system is installed.'

### Interpreting the report

#### Page 1

#### PART 1 : Details of the Compiler, Client and Installation

Information presented in the fields should clearly identify the contractor completing this report, client and the location of the fire detection and fire alarm system.

#### PART 2 : Details of the Fire Detection and Fire Alarm System

Information presented in this field should clearly identify the Grade and Category of the fire detection and fire alarm system, and the extent of the fire detection and fire alarm system covered by this report.

#### PART 3: Extent of the Installation and Limitations of the Inspection

Information presented in the fields should fully identify the extent of the system covered by the report and any agreed limitations on the inspection and servicing. The Contractor should have agreed all such aspects with the Premises Management and other interested parties (e.g. licensing authority, insurance company, building society) before carrying out the inspection and servicing. It would be reasonable to assume that comprehensive inspection and servicing of the whole of the fire detection and alarm system, without limitations, has been carried out unless otherwise clearly indicated in this part. It should be noted that the greater the limitations applying to an inspection and servicing, the less the value of the fire detection and alarm system inspection and servicing report.

# NOTES FOR RECIPIENT - Continued

## PART 4 : Certification of Inspection and Servicing

The contractor should have signed and dated the report and recorded any variations which should have been agreed by all interested parties and recorded in the box provided. A one-word overall assessment of the installation i.e. 'SATISFACTORY' or 'UNSATISFACTORY' should be made (deleting as appropriate) in this part of the report, reiterating the summary given in PART 6 which should summarise the observations and recommendations made in PART 5.

## Page 2

### PART 5 : Observations and Recommendations for Actions to be Taken

The contractor should have entered a ' ✓ ' to indicate that 'there are no items adversely effecting operational performance of the fire detection and fire alarm system' or proceeded to enter details under 'the following observations and recommendations are made'.

Where a Contractor judges that the observation(s) provide a serious cause for concern, the client is to be advised immediately, in writing. It should be noted that, where an existing or a potential defect is observed that may put the safety of those using the building at risk, this should, in writing, be brought to the attention of the User and/or Premises Management.

If the space available on the form for recording recommendations is insufficient, additional numbered pages are to be provided as necessary.

### PART 6 : Summary of Inspection and Servicing

This report should have been used to report on the inspection and servicing process, the purpose of which is to establish that the system complies with the recommendations of BS 5839-1 (except for any variations which should be recorded in PART 4 'Certification of Inspection and Servicing').

An accurate description of the general condition of the installation should have been given by the contractor in this PART 6 of the report which should summarise the observations and recommendations made in PART 5. If the space available on the form for the summary of the inspection and servicing is insufficient, additional numbered pages are to be provided as necessary.

### PART 7 : Next Inspection and Servicing

The period between successive inspection and servicing visits should be based on a risk assessment, taking into account the type of system installed, the environment in which it operates and other factors which may affect the long term operation of the system. The recommended period between successive inspection and servicing visits should not exceed six months. If a risk assessment shows a need for more frequent inspection and servicing visits, then all interested parties should agree the appropriate inspection and servicing schedule. If this recommendation is not implemented, it should be considered that the system is no longer compliant with Section 6 of BS 5839-1.

## Page 3

### PART 8 : Related Reference Documents

All relevant documentation should have been handed over to you the Recipient and it should be passed to the Premises Management for the system. Provision is made for recording the details of the previous Fire Detection and Fire Alarm System Inspection and Servicing report.

A test log book for the system should be available, should be held in a safe place, should be kept up-to-date by the Premises Management and made available together with the other system documentation for inspection when required.

### Pages 3, 4 & 5

### PARTS 9, 10, 11 & 12

All fields in the PARTS 9, 10, 11 & 12 should have been completed, as appropriate, for the particular fire detection and fire alarm system.

As indicated at the top of each subsequent page:

- A ' ✓ ' should have been inserted to indicate that an inspection or test has been carried out and that the result is satisfactory.
- A ' ✕ ' should have been inserted to indicate that an inspection or test has been carried out and that the result is unsatisfactory. Where a ' ✕ ' has been entered which indicates a non-compliance, a departure from BS 5839-1 should have been recorded in PART 5 as an observation.
- 'N/A' should be recorded in the box if an inspection or a test is not applicable. (It is unlikely that all items will apply, and the range of applicable inspections and tests will depend on the particular system covered by the report).
- 'LIM' should be recorded in the box where, exceptionally, an agreed limitation has prevented the inspection or servicing being carried out. Where a limitation on a particular inspection or test has been agreed with the client, it should be recorded in PART 3.

### PART 9 : Quarterly Inspection of Vented Batteries

This part should have been completed by a person competent in battery installation and maintenance technology, which should be completed every quarter for fire detection and fire alarm systems employing vented batteries

### PART 10 : Tasks to be Included in a Periodic Inspection and Test of the System

The contractor should use this section to record the tasks carried out during a periodic inspection and test of the fire detection and fire alarm system.

### PART 11 : Tasks to be included in a Periodic Inspection and Test of the System over a twelve month period

In addition to the work recommended in PART 10, it is recommended that the work detailed in PART 11 is carried out over every 12 month period.

### PART 12 : Additional Checks for a Special Inspection on appointment of a new Servicing Organisation

When a servicing organisation takes over the servicing arrangements for an existing system, a special inspection should be carried out, and existing records (see Clause 46.2 of BS 5839-1), where available should be studied to obtain sufficient information to be documented for effective future servicing of the system.



# FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

## GUIDANCE FOR THE CONTRACTOR

**These Fire Detection and Fire Alarm System Inspection and Servicing Reports are intended for use by persons inspecting and servicing fire detection and fire alarm systems in accordance with the recommendations of BS 5839: Fire detection and fire alarm systems for buildings - Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises (as amended by BS 5839-6, where**

**A record of each report issued should be made on the record sheet provided with these reports.**

### General

Certification of the inspection and servicing of the fire detection and fire alarm system provides assurance to the User and/or the Premises Management that the system has been inspected and serviced in accordance with the relevant requirements of BS 5839 Part 1. Observations and recommendations recorded on the report (PART 5) are to relate to those requirements.

A Fire Detection and Fire Alarm System Inspection and Servicing Report is to be issued only for the inspection and servicing of a fire detection and fire alarm system carried out in accordance with BS 5839-1. (amended by BS 5839-6, where relevant).

Premises Management is defined as 'Persons having day-to-day control of the premises, the fire detection and fire alarm system(s) and implementation of the fire procedures.'

The User referred to in this guidance is defined in BS 5839-1 and BS 5839-6 as 'The person or organisation having control of the building (or part of the building) in which the fire detection and alarm system is installed.'

The 'Notes for Recipient' on the Fire Detection and Fire Alarm System Inspection and Servicing Report make it clear that persons offering to design, install, commission, accept, verify, inspect, service and modify fire detection and fire alarm systems have a duty in law to ensure that all their supervisors and operatives given responsibility for such work are competent\*. This includes having a full understanding of all the technical and operational requirements relating to fire detection and alarm systems. Possession of the principal technical reference documents relating to fire detection and fire alarm systems, and the correct and consistent application of the principles set out in those documents, is therefore essential, as is the possession and correct use of suitable test instruments and, where appropriate, competence in battery installation and maintenance technology.

The principal technical reference documents for fire detection and alarm systems in buildings are:

- BS 5839: Fire detection and fire alarm systems for buildings, Parts 1 and 6
- BS 7671: Requirements for Electrical Installations (as amended)
- Building Regulations Approved Document B (for England and Wales), Technical Handbook (Section 2) to the Building Standards (Scotland) Regulations (for Scotland) and the Technical Booklet E to the Northern Ireland Building Regulations (for Northern Ireland), as applicable.

\* BS 5839-1 and BS 5839-6 define a competent person as a, 'person with the relevant current training and experience, and with access to the requisite tools, equipment and information, and capable of carrying out a defined task.

In all cases, all sections of the Fire Detection and Fire Alarm System Inspection and Servicing Report should be fully completed. Exceptionally, where particular sections of the report do not apply, entries should be inserted in the appropriate boxes reading 'N/A' (Not Applicable).

**It is the responsibility of the compiler of the report to ensure that the information provided is factual.**

The five pages (and any additional pages) of the Fire Detection and Fire Alarm System Inspection and Servicing Report marked 'Original', should be given to the person ordering the work along with the Related Reference Documents listed in PART 8 of the report. The report marked 'Duplicate' should be retained by the contractor.

The total number of pages that make up the report should be inserted in the box provided at the bottom on the right-hand side of each page.

All fields must be completed by inserting the information called for.

The electrical installation aspects of the fire detection and fire alarm system should have been certified with an Electrical Installation Certificate, and the results of each subsequent periodic inspection and test of the electrical installation should be recorded on an Electrical Installation Condition Report for an electrical installation in accordance with the requirements of BS 7671 (as amended).

# GUIDANCE FOR THE CONTRACTOR - Continued

## Completing the Report

### Page 1

#### **PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION**

The information provided should fully and uniquely identify the contractor, the client and the address where the fire detection and fire alarm system is installed. The field named 'Reference Number (RN)' within CLIENT details is provided so the contractor can assign a reference to the particular job/contract. Otherwise 'None' should be inserted.

#### **PART 2 : DETAILS OF THE FIRE DETECTION AND FIRE ALARM SYSTEM COVERED BY THIS CERTIFICATE**

Information presented in the fields should clearly identify the Grade and Category of the fire detection and fire alarm system, and the extent of the fire detection and fire alarm system.

#### **PART 3 : EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND SERVICING**

Information provided must fully identify the extent of the fire detection and fire alarm system covered by the report and any agreed limitations on the inspection and servicing. The contractor should have agreed all such aspects with the User and/or the Premises Management and other interested parties (e.g. licensing authority, insurance company, bank or building society) before carrying out the inspection and servicing. It would be reasonable to assume that comprehensive inspection and servicing of the whole fire detection and fire alarm system, without limitations, has been carried out unless otherwise stated in this part.

#### **PART 4 : CERTIFICATION OF INSPECTION AND SERVICING**

The Inspection and Servicing Report should be signed by the contractor who should give a declaration of the overall condition stating that the system is in 'a satisfactory' or 'an unsatisfactory' condition (by deleting the appropriate entry), which should reiterate the statement given in PART 6 and which should summarise the observations and recommendations made in PART 5.

### Page 2

#### **PART 5 : OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN**

The contractor should have entered a '✓' to indicate that 'there are no items adversely effecting operational performance of the fire detection and fire alarm system' or proceeded to enter details under 'the following observations and recommendations are made'.

At the bottom of PART 5, two brackets are provided for recording the items which, in the opinion of the contractor, need urgent remedial work and those items requiring corrective action, respectively.

Where the contractor judges that the observation(s) provide a serious cause for concern, the User and/or Premises Management is to be advised immediately in writing. Where an existing or potential malfunction of the system is observed that may put the safety of those using the building at risk, this should, in writing, be brought to the attention of the User and/or Premises Management. If the space available on the form for recording observations and recommendations is insufficient, additional numbered pages are to be provided, as necessary, the existence of which should be clearly identified on the Fire Detection and Fire Alarm System Inspection and Servicing Report.

#### **PART 6 : SUMMARY OF INSPECTION AND SERVICING**

This part should be completed with an accurate description of the general condition of the system, together with the date(s) of the inspection and servicing. If the space available on the form for the summary of the inspection and servicing is insufficient, additional numbered pages are to be provided as necessary.

The results of the inspection and servicing process should include the assessment of false alarms.

Section 3 of BS 5839-1 (as amended by BS 5839-6, where relevant) deals with the limitation of false alarms. The system false alarm record should be checked carefully to determine the following:

- the rate of false alarms during the previous 12 months, expressed as the number of false alarms per 100 detectors per annum (the rate should be recorded in the test log book by the service technician),
- whether, since the time of the previous service visit, two or more false alarms, other than false alarms with good intent, have arisen from any single manual call point or fire detector (or detector location), and
- whether any persistent cause of false alarms can be identified.

As a minimum, a preliminary investigation should be carried out as part of the service work if any of the following apply:

- the rate of false alarms over the previous 12 months has exceeded one false alarm per 25 detectors per annum,
- more than 10 false alarms have occurred since the time of the previous service visit (i.e. typically within the last 6 months),
- two or more false alarms (other than false alarms with good intent) have arisen from any single manual call point or fire detector (or detector location) since the time of the last service visit, or
- any persistent cause of false alarms is identified,
- 'three or more unwanted fire alarm signals have occurred in the last 12 months'.

The purpose of the preliminary investigation is to determine whether any action could be taken to reduce the potential for false alarms; the User should be informed of the investigation and given appropriate advice, including advice regarding the need for a more in-depth investigation.

#### **PART 7 : NEXT INSPECTION AND SERVICING**

The period between successive inspection and servicing visits should be based on a risk assessment, taking into account the type of system installed, the environment in which it operates and other factors which may affect the long term operation of the system. The recommended period between successive inspection and servicing visits should not exceed six months. If a risk assessment shows a need for more frequent inspection and servicing visits, then all interested parties should agree the appropriate inspection and servicing schedule. If this recommendation is not implemented, it should be considered that the system is no longer compliant with Section 6 of BS 5839-1 (as amended by BS 5839-6, where relevant).

# GUIDANCE FOR THE CONTRACTOR - Continued

## Page 3

### **PART 8 : RELATED REFERENCE DOCUMENTS**

It is the responsibility of the competent person periodically inspecting and servicing the fire detection and fire alarm system to confirm that all essential related reference documents are properly recorded in this section (documenting the reference numbers of the listed documents). Details of the most recent previously-issued fire detection and fire alarm system inspection and servicing report and/or the design, installation and commissioning certification should be included. Originally, the User should have been supplied with a test log book. It is essential that a test log book exists and is kept up-to-date. Where other documents are required by the client, or have otherwise been provided, these may be recorded by reference to separate numbered page(s) attached to the report.

### **Pages 3, 4 & 5**

### **PARTS 9, 10, 11 & 12**

All fields in the PARTS 9, 10, 11 & 12 should have been completed, as appropriate, for the particular fire detection and fire alarm system.

As indicated at the top of each subsequent page:

- A '✓' should have been inserted to indicate that an inspection or test has been carried out and that the result is satisfactory.
- A '✗' should have been inserted to indicate that an inspection or test has been carried out and that the result is unsatisfactory. Where a '✗' has been entered which indicates a non-compliance, a departure from BS 5839-1 (as amended by BS 5839-6, where relevant) should have been recorded in PART 5 as an
- 'N/A' should be recorded in the box if an inspection or a test is not applicable. (It is unlikely that all items will apply, and the range of applicable inspections and tests will depend on the particular system covered by the report).
- 'LIM' should be recorded in the box where, exceptionally, an agreed limitation has prevented the inspection or servicing being carried out. Where a limitation on a particular inspection or test has been agreed with the client, it should be recorded in PART 3.

### **PART 9 : QUARTERLY INSPECTION OF VENTED BATTERIES**

This part should be completed every quarter for fire detection and fire alarm systems employing vented batteries.

### **PART 10 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM**

The periodic between successive inspection and service visits should be determined by risk assessment but the period should not exceed six months.

### **PART 11 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM OVER**

In addition to the tasks included in PART 10, the tasks detailed in PART 11 should be carried out every year and may be carried out over the course of two or more service visits.

### **PART 12 : ADDITIONAL CHECKS FOR A SPECIAL INSPECTION ON APPOINTMENT OF A NEW**

When a servicing organisation takes over the servicing arrangements for an existing system, a special inspection should be carried out, and existing records (see Clause 46.2), where available should be studied to obtain sufficient information to be documented for effective future servicing of the system.