32085836 **FSM7C**

FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

Base 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'

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Trading Title *(where applicable)*: Clif Tech Electrical
Name: Stephen Clifton
Address: Cross End 5A, Cock Robin Lane, Catterall, Lancashire
Postcode: PR3 1YL Tel No: 07793539036

DETAILS OF THE CLIENT

Reference Number (RN): N/A
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

Description and extent of the system covered by this report: Hall Fire Alarm Panel covered within this report.

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)
Zones 1-3

Agreed limitations, if any, on the inspection and servicing: (See additional page No. N/A)
None

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 Clause 45 of *BS 5839-1: 2017 (tick applicable bracket(s))* –

quarterly inspection of vented batteries (see PART 9): (N/A) 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* for periodic or annual inspection and test (*as applicable*): (See additional page No. N/A)
N/A

I/We further declare that in my/our judgement, the said system was overall in **SATISFACTORY** or ~~**UNSATISFACTORY**~~ (*delete as appropriate*) 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): STEPHEN CLIFTON Signature: Position: QS Date: 24/07/2025

FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

Base 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'

Original (to the person ordering the work)

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? (None) State page numbers: (N/A)

Urgent remedial action required for items: (N/A) **Corrective action(s) recommended** for items: (N/A)

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. N/A)

N/A

Outstanding defects reported to premises management: (N/A)

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*): (N/A)

During the past 12 months, (N/A) false alarms have occurred.

This number of false alarms equates to (N/A) false alarms per 1000 automatic fire detectors per annum *(for Category M systems enter N/A 'Not Applicable').*

(Date(s) of the inspection and servicing:

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: 0 weeks/months* (*delete as appropriate*) **Enter a period not exceeding 6 months*

FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

Base 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'

PART 8 : RELATED REFERENCE DOCUMENTS

Design Specification:	(Ref No N/A)	Fire Alarm Design Report:	(Ref No N/A)	Previous inspection and service report:	(Ref No N/A)
Design Drawings :	(Ref No N/A)	Fire Alarm Installation Report:	(Ref No N/A)		
'As Fitted' Drawing:	(Ref No N/A)	Fire Alarm Commissioning Report:	(Ref No N/A)	Log Book:	(Ref No N/A)
Electrical Installation Report:	(Ref No 31944125)	Operating and Maintenance Instructions:	(Ref No N/A)	Purchase Specification:	(Ref No N/A)

PART 9 : QUARTERLY INSPECTION OF VENTED BATTERIES

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

Item	Description	✓/✗/NA/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:	N/A	N/A

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.		✔	N/A
2	System logbook examined. Any faults recorded have received appropriate attention		
3	All manual call points remain unobstructed and conspicuous	✔	N/A
4	All exits, including any new exits, have an adjacent manual call point	✔	N/A
5	No new or relocated partitions have been erected within 500 mm horizontally of any automatic fire detector. [see 22.3g]	✔	N/A
6	No storage encroaches within 300 mm of ceilings, such as to obviate compliance with 22.3i)	✔	N/A
7	A clear space of 500 mm is maintained below each automatic fire detector [see 22.3o], 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	✔	N/A
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	✔	N/A
9	No new building alterations or extensions require additional fire detection and fire alarm equipment to be installed	✔	N/A
10	All false alarms records checked in accordance with 30.2i	✔	N/A
11	The rate of false alarms during the previous 12 months calculated and recorded [see below]	N/A	N/A
12	Number of detectors on the system (a) Number of false alarms in the past 12 months (b) Rate of false alarms per 100 detectors (c) = 100 x (b/a)	✔ (a) 15 (b) 1 (c) 7	N/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	✔	N/A Battery charge voltage =12.6 V

FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

Base 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'

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

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	✓/✗/NA/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	✔	N/A
16	Specific gravity of any vented batteries is correct	N/A	N/A
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.*)	✔	N/A
18	The fire alarm devices (sounders, visual devices) operate correctly	✔	N/A
19	All controls and visual indicators at the CIE operate correctly	✔	N/A
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*)	✔	N/A
21	All ancillary functions of the CIE operate correctly	✔	N/A
22	All fault indicators and monitoring of their circuits operate correctly (*Where practicable, by simulation of fault conditions*)	✔	N/A
23	All printers checked to confirm that they operate correctly and that characters are legible	N/A	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	N/A
25	Radio systems of all types serviced in accordance with the recommendations of the manufacturer	N/A	N/A
26	Any further checks and tests recommended by the manufacturer of the CIE and other components of the system carried out	✔	N/A
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	✔	N/A

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.			
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	✔	N/A
29	All automatic fire detectors and remote detectors examined, as far as practicable, to confirm that they have not been damaged or painted	✔	N/A
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	✔	N/A

FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING REPORT

Base 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'

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

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

Item	Description	✓/✗/NA/LIM	Comments
31	Where fitted, detector remote indicators checked for correct operation	N/A	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	N/A	N/A
33	All fire alarm devices (sounders, visual devices) checked for correct operation	✔	N/A
34	All visual fire alarm devices not obstructed from view and that lenses are clean	✔	N/A
35	All unmonitored, permanently illuminated filament lamp indicators at CIE replaced	N/A	N/A
36	Radio signal strengths in radio-linked systems to which clause 27 applies checked for adequacy, and the results recorded	N/A	N/A
37	All readily accessible cable fixings are secure and undamaged	✔	N/A
38	The cause and effect programme confirmed as being correct by activating at least one cause and observing the operation of effects	✔	N/A
39	The standby power supply capacity checked to establish it remains suitable for continued service	✔	N/A
40	All further annual checks and tests recommended by the manufacturer of the CIE and other components of the system carried out	✔	N/A

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	✔	N/A
42	Adequate number of call points to conform to 20.2	✔	N/A
43	Adequate provision of fire detection for the Category of system that the system was designed to meet	✔	N/A
44	Sound pressure levels conform to the recommendations of 16.2	✔	N/A
45	Standby power supplies conform to 25.4	✔	N/A
46	All cabling with fire resistance conforms to 26.2c	✔	N/A
47	All circuits monitored in compliance of 12.2.1	✔	N/A
48	Requirements of BS 7671 for electrical safety met clause 29	✔	N/A
49	False alarms at a level that complies with Section 3	✔	N/A
50	No changes in the use, layout and construction of the protected premises that may impact on the effectiveness of the system	✔	N/A
51	Zone plan or other suitable diagrammatic representation of the premises [see 23.2.2e] present and correct	✔	N/A
52	Logbook available (if not available a suitable logbook should be provided by the servicing organisation)	✔	N/A

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*, the system is inspected and serviced by a competent person at intervals as described in *BS 5839-1* 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 defines 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.

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Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

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*.

Premises Management

The Premises Management referred to in these Notes for Recipient is defined in *BS 5839-1* 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* 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 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.

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