GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

BS5839 - 1 : 2013

FIRE ALARM SYSTEM LOG BOOK

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

Forward

It is recommended that this logbook be maintained by a relevant member of the premises management, to ensure that every entry is properly recorded. This is necessary to satisfy the recommendations of BS 5839-1, compliance with which may be a requirement of legislation.

In order to satisfy the recommendations of BS 5839-1, the following need to be recorded.

- The names of the members of the premises management.
- Brief details of the maintenance arrangements.
- Dates and times of all tests, including fire drills.
- Dates and times of all fires to which the system responds.
- Dates and times of all false alarms.
- Causes, circumstances surrounding, and category, of all false alarms (if known).
- The identity of any manual call point or automatic fire detector that triggers any of the above fire alarm signals (if known).
- Dates, times and types of all faults and defects.
- Dates and types of all maintenance (e.g. service visit or non-routine attention).

Reference Data

Address of Protected Premises**:**

Person within premises management responsible for the fire detection and fire alarm system:

The system was designed by:

The system was installed by:

The system was commissioned by:

The system was accepted by:

Verification was undertaken by:

Maintenance Details

The system is maintained under contract by:

Date of contract expiry:

Contact Details:

Normal maximum attendance time for a maintenance technician is:

Expendable Components

Expendable component replacement periods (list):

Component	Replacement Period

System Details

This fire detection and fire alarm system comprises of the following equipment / devices

Equipment / Device Type	Quantity

BS5839-1:2013 User Requirements - Weekly Testing

When testing the fire detection and fire alarm system, there may be a need to isolate ancillary outputs. The following recommendations apply.

Every week, a manual call point should be operated during normal working hours. It should be confirmed that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders, and to ensure that the fire alarm signal is correctly received at any alarm receiving centre to which fire alarm signals are transmitted. It is not necessary to confirm that all fire alarm sounder circuits operate correctly at the time of this test.

- *It is essential that any alarm receiving centre is contacted immediately before, and immediately after, the weekly test to ensure that unwanted alarms are avoided and that fire alarm signals are correctly received at the alarm receiving centre.*

- *The user needs to take account of the manufacturer's recommendations, particularly when battery powered devices are being tested, e.g. within radio-linked fire detection and fire alarm systems.*

The weekly test should be carried out at approximately the same time each week; occupants should then be instructed that they should report any instance of poor audibility of the fire alarm signal. In systems with staged alarms incorporating an "Alert" and an "Evacuate" signal, the two signals should be operated, where practicable, sequentially in the order they would occur at the time of a fire (i.e. "Alert" and then "Evacuate").

In premises in which some employees only work during hours other than that at which the fire detection and fire alarm system is normally tested, an additional test(s) should be carried out at least once a month to ensure familiarity of these employees with the fire alarm signal(s).

A different manual call point should be used at the time of every weekly test, so that all manual call points in the building are tested in rotation over a prolonged period. There is no maximum limit for this period (e.g. in a system with 150 manual call points, the user will test each manual call point every 150 weeks). The result of the weekly test and the identity of the manual call point used should be recorded in the system logbook [see 40.2d)].

The duration for which any fire alarm signal is given (other than solely at CIE) at the time of the weekly test by the user should not normally exceed one minute, so that, in the event of a fire at the time of the weekly test, occupants will be warned by the prolonged operation of the fire alarm devices.

Voice alarm systems should be tested weekly in accordance with BS 5839-8.

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Weekly Test Records

Date	Time	Device Tested	Zone	Pass / Fail	Initials

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Weekly Test Records

Date	Time	Device Tested	Zone	Pass / Fail	Initials

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

BS5839-1:2013 User Requirements - False Alarm Reporting

False alarms cause disruption to the normal operation of business and create a drain on fire and rescue service resources. False alarms can even seriously prejudice the safety of occupants, who might not react correctly when the system responds to a real fire if they have recently experienced a number of false alarms.

Once a compliant system has been handed over to the user, it is incumbent on the user to ensure that the system and the building itself are suitably managed to avoid unnecessary false alarms. Where an unacceptably high rate of false alarms does occur, it is the responsibility of the user to ensure that appropriate steps are taken to reduce the rate at which they occur. It is also the responsibility of the servicing organization to consider the recorded false alarm experience on each occasion that the system is serviced, so that unacceptable rates of false alarms can be identified and that appropriate advice can be given to the user.

Systems in which the parties responsible have not taken adequate care to limit false alarms, and systems that produce unacceptably high rates of false alarms, need to be regarded as non-compliant with this part of BS 5839.

BS5839-1:2013 Makes the following recommendations applicable for users.

- The user should arrange for suitable investigation and, if appropriate, action to be taken on every occasion that a false alarm occurs. This may, for example, comprise managerial changes within the building, modifications to the fire detection and fire alarm system or an investigation by the organization that maintains the system.

- The user should record appropriate details regarding every false alarm that occurs. Information recorded should include the following:
  1) date and time;
  2) identity and location of device (if known);
  3) category of false alarm (if known);
  4) reason for false alarm (if known);
  5) activity in the area (if the reason for the false alarm is unknown);
  6) action taken;
  7) the person responsible for recording the information.

- When false alarms are recorded by the user, the category of false alarm (if known) should also be recorded. Where any doubt exists, the cause should be recorded as “unknown” (e.g. it should not be assumed that, in the absence of other information, a false alarm needs to have arisen from an equipment fault).

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

False Alarm Records

Date	Time	Zone	Device that triggered alarm signal	Cause (If known)	Brief circumstance	Maintanance visit required? (Yes/No)	Findings of Maintanance technician	Cataogy of False Alarm	Further action required	Action complete

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

False Alarm Records

Date	Time	Zone	Device that triggered alarm signal	Cause (If known)	Brief circumstance	Maintanance visit required? (Yes/No)	Findings of Maintanance technician	Cataogy of False Alarm	Further action required	Action complete

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Event Records for Events other than Weekly Test, Maintenance and False Alarms

Date	Time	Event	Zone	Device	Action required	Date Completed	Initials

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Event Records for Events other than Weekly Test, Maintenance and False Alarms

Date	Time	Event	Zone	Device	Action required	Date Completed	Initials

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Maintenance Work Records

Date	Time	Zone	Device	Reason for work	Work carried out	Further work required	Signature

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Maintenance Work Records

Date	Time	Zone	Device	Reason for work	Work carried out	Further work required	Signature

GK FIRE & SECURITY LTD, UNIT 1 GREBE RD, PRIORSWOOD IND EST, TAUNTON, TA2 8PZ

TEL: 01823 338484 EMAIL: INFO@GKFIREANDSECURITY.COM WEB: WWW.GKFIREANDSECURITY.COM