

BS5266 - 1 : 2011

**EMERGENCY
LIGHTING
SYSTEM
LOG BOOK**

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 5266-1 (BS EN 50172:2004) compliance with which may be a requirement of legislation. In order to satisfy the recommendations of BS 5266-1 (BS EN 50172:2004) the following need to be recorded.

- Dates of each periodic inspection and tests,
- Dates & brief details of any of each service inspection or test carried out,
- Dates & brief details of any defects and of remedial action taken,
- Any alterations to the emergency lighting system,
- The log book must be made available to any authorised person,

Reference Data

Address of Protected Premises:

Person within premises management responsible for the Emergency Lighting 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:

System Details

This emergency lighting system comprises of the following equipment

Equipment / Device Type	Quantity

BS5266-1:2011 (BS EN 50172:2004) Monthly Testing Requirements

Each self-contained luminaire or illuminated sign should be energised by its battery to simulate failure of the local lighting circuit, for a short period to sufficient only to ensure that, the lamp is working, the tests shall be carried out as described below and the results recorded.

Monthly (Manual) - short duration tests shall be carried out as follows:

(1). Test Key - a test key will be required, consisting of a small 'fish tailed' key to insert into the test facility normally found adjacent to or forming part of the lighting circuit.

Alternatively the local lighting circuit may be isolated if safe and accessible to do so.

(2). Switch on in the emergency mode each luminaire and internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated.

During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

Extreme care is to be taken to ensure that full mains power is restored to the light unit by ensuring that the Red/Green LED, which identifies an emergency light unit, is illuminated on completion of the test.

The LED indicates that the main power is restored and charging the lighting battery packs.

If power is not restored that the unit will drain down its battery after 3 hours and not be in working order and therefore non-compliant.

Lighting units that fail to illuminate clearly or brightly have blackened bulbs or tubes etc or does not maintain luminance for the required length of time, should be logged and repaired as soon as possible.

BS5266-1:2011 (BS EN 50172:2004) Annual Testing Requirements

Each self-contained luminaire or illuminated sign should be energised by its battery to simulate failure of the local lighting circuit, for a short period to sufficient only to ensure that, the lamp is working, the tests shall be carried out as described below and the results recorded.

Annually - as per a monthly test but a full duration test shall be carried out as follows:

(1). Test Key - a test key will be required, consisting of a small 'fish tailed' key to insert into the test facility normally found adjacent to or forming part of the lighting circuit.

Alternatively the local lighting circuit may be isolated if safe and accessible to do so.

(2). Each luminaire and internally illuminated sign shall be tested as per the monthly check at Para 3.2(1) or its full rated duration in accordance with the manufacturer's information.

Generally, this is either 1 or 3 hours.

3). The supply of the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning.

During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

Extreme care is to be taken to ensure that full mains power is restored to the light unit by ensuring that the Red/Green LED, which identifies an emergency light unit, is illuminated on completion of the test.

The LED indicates that the main power is restored and charging the lighting battery packs.

If power is not restored that the unit will drain down its battery after 3 hours and not be in working order and therefore non-compliant.

Lighting units that fail to illuminate clearly or brightly have blackened bulbs or tubes etc or does not maintain luminance for the required length of time, should be logged and repaired as soon as possible.

Test Records – Year 1

Date	Time	Test Type	Result:	Result:	
			Test Passed	Test Failed	
			No action needed	Need for repair of system notified	Need for safeguarding of premises notified
			Sign below:	Sign below:	Sign below:
		C			
		M – 1st month			
		M – 2nd month			
		M – 3rd month			
		M – 4th month			
		M – 5th month			
		M – 6th month			
		M – 7th month			
		M – 8th month			
		M – 9th month			
		M – 10th month			
		M – 11th month			
		A – 1st year			

Test Records – Year 2

Date	Time	Test Type	Result: Test Passed No action needed	Result: Test Failed	
			Sign below:	Need for repair of system notified	Need for safeguarding of premises notified
				Sign below:	Sign below:
		M – 1st month			
		M – 2nd month			
		M – 3rd month			
		M – 4th month			
		M – 5th month			
		M – 6th month			
		M – 7th month			
		M – 8th month			
		M – 9th month			
		M – 10th month			
		M – 11th month			
		A – 2nd year			

Test Records – Year 3

Date	Time	Test Type	Result: Test Passed No action needed	Result: Test Failed	
			Sign below:	Need for repair of system notified	Need for safeguarding of premises notified
				Sign below:	Sign below:
		M – 1st month			
		M – 2nd month			
		M – 3rd month			
		M – 4th month			
		M – 5th month			
		M – 6th month			
		M – 7th month			
		M – 8th month			
		M – 9th month			
		M – 10th month			
		M – 11th month			
		A – 3rd year			

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Maintenance Work Records

Signature							
Further work required							
Work carried out to rectify fault							
Signature							
Action taken to safeguard the premises							
Detail Fault							
Time							
Date							

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FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

Maintenance Work Records

Signature							
Further work required							
Work carried out to rectify fault							
Signature							
Action taken to safeguard the premises							
Detail Fault							
Time							
Date							

GK FIRE & SECURITY LTD

FIRE ALARMS – EMERGENCY LIGHTS – NURSE CALL – ACCESS CONTROL

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