Emergency lighting test log

Business: _____ Site / area: _____ Week / month: _____

How often: A function test every month, and a full-duration discharge test every year. If you have a central battery system, give its controls a quick visual check every day.

Date	Test type	Fittings tested	All OK?	Faults / action	Tested by

Checked by manager (name / signature / date): _____

How to use this emergency lighting test log

What to record

- Date of the test
- Type of test: monthly function test or annual full-duration test
- Which fittings were tested (number each one on a plan)
- Whether every fitting lit, and for the annual test, whether it lasted its full rated duration
- Faults found, such as failed lamps or batteries, and the repair made
- Who did the test, and the contractor's details for the annual test

Common mistakes

- No numbered plan of fittings, so nobody can tell which light failed
- Doing the annual full-duration test during opening hours, leaving the building without emergency lighting while batteries recharge
- Recording a failed fitting but never recording the repair and retest
- Missing months because nobody owns the test

Sources

- GOV.UK (Home Office): Fire safety risk assessment, small and medium places of assembly: https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly/fire-safety-risk-assessment-small-and-medium-places-of-assembly-accessible
- legislation.gov.uk: Regulatory Reform (Fire Safety) Order 2005, Article 17 (maintenance): https://www.legislation.gov.uk/uksi/2005/1541/article/17