Fire alarm weekly test log

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

How often: Once a week, using a different manual call point for each test. Check the control panel at least every 24 hours, and have the system serviced by a competent person every six months.

Date	Time	Call point tested	Heard in all areas?	Faults / action	Tested by

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

How to use this fire alarm weekly test log

What to record

- Date and time of the test
- Which manual call point you used (number and location)
- Whether the alarm sounded and could be heard in every area
- Whether the panel reset to normal afterwards
- Any fault found and what was done about it
- False alarms, with the cause
- Six-monthly servicing visits by a competent person
- Name or initials of the person who tested

Common mistakes

- Using the same call point every week, so the others are never proven
- Ticking "tested" without checking the alarm can be heard in back rooms, cellars and toilets
- Not recording false alarms and their cause
- Losing the six-monthly service certificates, or keeping them separately from the weekly log

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