

FIRE ALARM MAINTENANCE CERTIFICATE

BASED ON THE MODEL SHOWN IN BS5839 -1 2013

A. DETAILS OF THE CLIENT OR PERSON ORDERING THE WORK

Name

Address

B. DETAILS OF THE FIRE DETECTION AND ALARM SYSTEM

Name

Address

C. EXTENT OF THE INSTALLATION COVERED BY THIS CERTIFICATE:

ARGREED OPERATIONAL LIMITATIONS OF THE INSPECTION AND SERVICING

SIGNATURE OF PERSON LIMITATIONS AGREED WITH NAME

D. SYSTEM DETAILS

TYPE OF SERVICE	ARC	CIE	CIE DETAILS	# OF LOOPS / ZONES
<input type="checkbox"/> PERIODIC	<input type="checkbox"/> YES	<input type="checkbox"/> ADDRESSABLE	LOCATION <input type="text"/>	<input type="text"/> LOOPS
<input type="checkbox"/> 12 MONTH	<input type="checkbox"/> NO	<input type="checkbox"/> NON ADDRESSABLE	MAKE <input type="text"/>	<input type="text"/> ZONES
BATTERY	BATTERY INSTALLED		MODEL <input type="text"/>	
<input type="text"/> QTY	DATE <input type="text"/>			
<input type="text"/> VOLTAGE				
<input type="text"/> Ah PER BATT				

LIFE PROTECTION CATEGORIES

PROPERTY PROTECTION CATS

L5 SYSTEM

D. BATTERY & ARC TESTS

CONFIRM ARC SIGNAL	MAINS / STANDBY BATTERY TESTS	STANDBY BATTERY CALCULATION
<input type="checkbox"/> FIRE	<input type="checkbox"/> ON-CHARGE VOLTAGE I1 DESIGN READINGS I1 THIS VISIT READINGS	$C_{MIN} = [(I1 \times T1) + I2] \times 1.25$
<input type="checkbox"/> FAULT	<input type="checkbox"/> MAINS VOLTAGE I2 DESIGN READINGS I2 THIS VISIT READINGS	I1 = STANDBY CURRENT FROM PANEL I2 = FULL ALARM CURRENT FROM PANEL T1 = STANDBY TIME FOR CATEGORY
BATTERY CHECKS	DO THE BATTERIES COMPLY <input type="checkbox"/>	<input type="text"/> BATTERY Ah REQUIRED BY CALCULATION
<input type="checkbox"/> CONNECTIONS	<input type="checkbox"/> YES	IF BATTERIES DO NOT COMPLY DO NOT PROCEED WITH TEST AS THIS COULD RESULT IN THE FIRE ALARM FAILING IN AN EMERGENCY INFORM PREMISES MANAGER AND ISSUE UNSATISFACTORY REPORT.
<input type="checkbox"/> ELECTROLYTE	<input type="checkbox"/> NO	

E. CIE PANEL SYSTEM TESTS
MONITORING

- ALL CONTROLS TESTED EG. ACCESS CODE, KEYSWITCH, BUTTONS ETC.
- O/C INDICATORS / BUZZER TESTED - ZONES
- O/C ALL ALARM CIRCUITS
- S/C INDICATORS / BUZZER TESTED - ZONES
- S/C ALL ALARM CIRCUITS
- MAINS DISCONNECTED INDICATOR + BUZZER OK
- BATTERY DISCONNECTED INDICATOR + BUZZER OK
- O/C & S/C TESTS ALL OTHER MONITORED CIRCUITS
- PRINTER OK, LEGIBILITY OF PRINT

ALARM DEVICES

- CARRY OUT TESTS ON MAINS WITHOUT BATTERY
- CARRY OUT TESTS ON BATTERY WITHOUT MAINS

AUDIBLE ALARM DEVICES

- VISUAL ALARM DEVICES CHECKED
- TACTILE ALARM DEVICES CHECKED

LOG BOOK CHECKED

- OUTSTANDING DEFECTS REPORTED TO PREMISES MANAGER
- DETAILS OF WORK, FAULTS & FALSE ALARMS HAVE BEEN LOGGED

F. SCHEDULE OF ITEMS TESTED

OUTCOMES	Acceptable condition <input checked="" type="checkbox"/>	Unacceptable condition, state C1 or C2	Improvement recommended, state C3	Not Verified NV	Limitation LIM	Not Applicable NA	
ITEM	DESCRIPTION					OUTCOME	Further investigation required?
1.0	PREMISES Note that structural or occupancy changes may have affected compliance with BS 5839-1 2013						
1.1	Manual call points suitably sited						
1.2	Manual call points are unobstructed						
1.3	Manual call points are conspicuous						
1.4	All exits, including any new exits, have manual call points						
1.5	Automatic fire detectors suitable for building use or occupancy						
1.6	Automatic fire detectors suitably sited						
1.7	Fire alarm devices suitably sited						
1.8	No partitions within 500mm horizontally of any automatic fire detector (Clause 22.3G)						
1.9	No storage within 300mm of ceilings (Clause 22.3I)						
1.10	Clear space of 500mm exists below each automatic fire detector (Clause 22.3N)						
1.11	Each automatic fire detectors ability to receive the stimulus it is designed to detect has not been impaired						
1.12	Building use or occupancy does not make existing types of AFD unsuitable for detection of fire or unwanted alarms						
2.0	DOCUMENTATION						
2.1	System log book examined						
2.2	Any faults recorded have been attended to						
3.0	FALSE ALARMS						
3.1	Record of false alarms checked in accordance with Clause 30.2I						
3.2	Rate of false alarms during the previous visit recorded has not increased						
3.3	Action taken in respect to false alarms complies with the recommendations of Clause 30.2I						

FIRE ALARM MAINTENANCE CERTIFICATE

BASED ON THE MODEL SHOWN IN BS5389 -1 2013

F. SCHEDULE OF ITEMS TESTED

OUTCOMES	Acceptable condition <input checked="" type="checkbox"/>	Unacceptable condition, state C1 or C2	Improvement recommended, state C3	Not Verified NV	Limitation LIM	Not Applicable NA	
ITEM						OUTCOME	Further investigation required?
4.0	ARRANGEMENTS IN PLACE FOR REPAIR OF FAULTS OR DAMAGE						
4.1	Emergency call out arrangement in place where maintenance carried out by a third party						
4.2	Name & telephone number of any third party responsible for maintenance prominently displayed at main CIE						
4.3	Records & documentation give information on maintenance arrangements (Clause 40)						
4.4	User records faults or damage in log book						
4.5	User arranges for repairs to be carried out as soon as possible						
5.0	OVER A 12 MONTH PERIOD						
5.1	AFD unpainted						
5.2	AFD undamaged						
5.3	Visual fire alarm devices not obstructed						
5.4	Lenses of visual fire alarm devices are clean						
5.5	Readily accessible cable fixings secure						
5.6	Readily accessible cable fixings undamaged						
5.7	Cause and effect programme confirmed as being correct						
5.8	Switch mechanism of every MCP						
5.9	Fire alarm devices checked for correct operation						
5.10	All AFD functionally tested						
5.11	All un-monitored, permanently-illuminated filament lamp indicators at CIE replaced						
5.12	CIE manufacturers annual checks and tests carried out						
5.13	Radio signal strengths checked for adequacy						
5.14	For fire detection systems that enable analogue values to be determined it should be confirmed by the manufacturer						
5.15	Standby power supply capacity checked						
5.16	Checks recommended by manufacturers of other components of system carried out						

H. SUMMARY OF THE CONDITION OF THE INSTALLATION

Where the overall assessment of the suitability of the fire detection and alarm system for continued use is stated as "UNSATISFACTORY", I/We recommend that any observations classified as C1 or C2 are acted upon as a matter of urgency. Investigations without delay is recommended for observations classified as C3. Further improvement recommendations should be given due consideration.

General condition of the fire detection and alarm system.

Variations from the recommendations of Clause 45 of BS 5839-1 2013 for periodic or annual inspection & test.

DATE OF INSPECTION		<input type="checkbox"/> DEFECTS REPORTED TO PREMISES MANAGER
		<input type="checkbox"/> SYSTEM RETURNED TO OPERATIONAL STATE
NEXT INSPECTION		<input type="checkbox"/> DURING THE PAST 12 MONTHS <input type="checkbox"/> FALSE ALARMS HAVE OCCURED.

Overall assessment of the of the installation in terms of its suitability for continued use :

*An unsatisfactory assessment indicates that dangerous and/or potentially dangerous conditions have been identified.

I. DECLARATION

I/We, being the competent person(s) responsible (as indicated by my/our signatures below), for the inspection & servicing of the fire alarm system, particulars of which are set out above, CERTIFY that the said work for which I/We have been responsible complies to the best of my/our knowledge and belief with the recommendation of Clause 45 of BS 5839-1 2013. Except for the variations stated in this report.

INSPECTED AND TESTED BY:

Name (CAPITALS)	
Signature	
Position	
Date	

REPORT AUTHORISED FOR ISSUE BY:

Name (CAPITALS)	
Signature	
Position	
Date	

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