

# Fire Log Book

*Provided by Norfolk Fire & Rescue Service*



Name and address of premises:

.....  
.....  
.....

Storage location of fire risk assessment:

.....

**This logbook should be kept  
in a secure location on  
the site or building it refers to**

**We recommend an up to date copy of  
all fire safety related records is kept off site  
to prevent loss of this information**

# Fire log book contents

- Summary of checks and tests to be carried out by the occupier (local responsible person).
- Summary of checks and tests to be carried out by a competent person (e.g. service engineer).
- Forms for recording checks and tests carried out by the occupier
- Fire alarm systems – Tests.
- Unplanned activations of the fire alarm system.
- Emergency lighting – Tests.
- Fire extinguishers and hose reel inspections.
- Emergency evacuations and drills
- Staff fire training record
- Forms for recording checks and tests carried out by a competent person (e.g. service engineer)
- Fire alarm system – Tests, repairs and servicing
- Fire detection system – Tests, repairs and servicing
- Emergency lighting tests and repairs
- Fire extinguishers - record of tests, inspections, refills & repairs
- Hose reel tests & repairs
- Dry & Wet Riser Servicing & Maintenance
- Miscellaneous equipment – record of tests and repairs – i.e – Nurse call systems

**Checks and tests to be carried out by the occupier  
(local responsible person)**

The 'local responsible person' is the manager in control of the premise, or any other person who has been given delegated responsibility by the premises manager.

<b>Fire Alarm System</b>		
Alarm test	weekly	Operation of test switch and activation of system in accordance with manufacturers recommendations / instructions. Where call points (break glass) are installed, the alarm system should be tested each week by using a different call point in rotation (using test key)

<b>Emergency Lighting</b>		
	monthly	Function test the operation of the emergency light to ensure correct operation in accordance with manufacturers recommendations / guidance using the test key

<b>Fire Fighting Equipment</b>		
Fire extinguishers	monthly	Ensure extinguishers are in the correct location and that they have not been damaged or discharged.
Fire hose reel	monthly	Ensure that no leaks are apparent and that no damage has occurred

<b>Fire Drills</b>		
Fire drills	6 monthly (no less than one annually as per BS9999 Part 9)	Full evacuation of the premises, in accordance with the building's local evacuation procedure. This may include evacuation to the outside or, where agreed, lateral evacuation within the building. In certain locations it is recommended that fire drills are undertaken at more regular intervals

<b>Fire training</b>		
Training	annually	Employees should receive annual refresher training and/or instruction on what to do in the event of a fire. In addition, particular members of staff may require additional and more frequent training (e.g. those involved in Personal Emergency Evacuation Plans)

<b>Fire And Other Alarm Activations</b>		
Fire	When identified	Must be recorded in this log book
False alarms	When identified	Record in the log book and arrange investigation

**Checks and tests to be carried out by a competent person  
(e.g. **service engineer**)**

<b>Fire Alarm/Detection System</b>		
Alarm system	quarterly/6 monthly	Routine service
Automatic fire door releases	quarterly/6 monthly	Check doors for correct operation
Call points (Break Glass)	quarterly/6 monthly	25% / 50% per visit
Heat detectors	quarterly/6 monthly	Routine service
Smoke detectors	quarterly/6 monthly	Routine service

<b>Emergency Lighting</b>		
Luminaires	At least annually (BS5266 part 8 / BSEN50172)	Routine Service with discharge test to unit's full rated duration (eg 3 hours)

<b>Batteries / Back up Generators</b>		
Self contained / central battery systems	6 monthly	Routine service

<b>Fire Fighting Equipment</b>		
Fire extinguishers	annual	Routine service
Fire hose reel	annual	Full service and test
Dry & Wet Riser Servicing	6 monthly / annual	Testing and servicing in accordance with BS9990:2015























































