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.

Fire Alarm System					
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)			

Emergency Lighting					
Function test the operation of the emergency light to e correct operation in accordance with manufacture recommendations / guidance using the test key					

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

Fire Drills						
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				

Fire training				
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)		

Fire And Other Alarm Activations						
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)

Fire Alarm/Detection System					
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			

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

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

Fire Fighting Equipment				
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		

Fire Alarm System - record of tests (To be completed <u>weekly</u> by occupier)

REMEMBER TO ISOLATE BEFORE TESTING

Fire alarm Date Call		Automatic door releases Automatic detectors			Remedial action taken Please ensure Central	
Call point location or number	Satisfactory yes / no	Satisfactory yes / no	Locatio n or no.	Satisfactory yes / no	Control acknowledges testing of alarm where appropriate	Signature
	Call point location or	Call point location or Satisfactory yes / no	Call point location or Satisfactory yes / no No No No No No No No	Fire alarm door releases Call point location or Satisfactory yes / no yes / no Locatio n or no.	Fire alarm door releases detectors Call point location or Satisfactory yes / no yes / no Satisfactory yes / no yes / no Satisfactory yes / no yes / no Satisfactory yes / no Satisfactory yes / no yes / no Satisfactory yes / no yes / no yes / no Satisfactory yes / no yes /	Fire alarm door releases detectors Remedial action taken Please ensure Central Control acknowledges testing of alarm where appropriate

Fire Alarm System - record of tests (To be completed <u>weekly</u> by <u>occupier</u>)

REMEMBER TO ISOLATE BEFORE TESTING

	Fire alarm		Automatic door releases	Automatic detectors		Remedial action taken Please ensure Central	
Date	Call point location or number	Satisfactory yes / no	Satisfactory yes / no	Locatio n or no.	Satisfactory yes / no	Control acknowledges testing of alarm where appropriate	Signature

Fire Alarm System - record of tests (To be completed <u>weekly</u> by <u>occupier</u>)

REMEMBER TO ISOLATE BEFORE TESTING

	releases	Automatic detectors		Remedial action taken Please ensure Central	
Satisfactory yes / no	Satisfactory yes / no	Locatio n or no.	Satisfactory yes / no	Control acknowledges testing of alarm where appropriate	Signature
	on yes / no er	yes / no yes / no	yes / no yes / no n or no.	yes / no yes / no n or no. yes / no	yes / no yes / no nor no. yes / no appropriate

Fire Alarm System - record of tests (To be completed <u>weekly</u> by <u>occupier</u>)

REMEMBER TO ISOLATE BEFORE TESTING

	Fire alarm		Automatic door releases	Automa		Remedial action taken Please ensure Central	
Date	Call point location or number	Satisfactory yes / no	Satisfactory yes / no	Locatio n or no.	Satisfactory yes / no	Control acknowledges testing of alarm where appropriate	Signature

Fire Alarm System - record of tests (To be completed <u>weekly</u> by occupier)

REMEMBER TO ISOLATE BEFORE TESTING

	Fire alarm		Automatic door releases	Automatic detectors		Remedial action taken Please ensure Central	
Date	Call point location or number	Satisfactory yes / no	Satisfactory yes / no	Location or no.	Satisfactor y yes / no	Control acknowledges testing of alarm where appropriate	Signature

Unplanned activation of the fire alarm system E.g. false alarm or confirmed fire (To be completed by occupier)

Date	Cause of activation and detector activated	Remedial action taken	Signature

Emergency Lighting – record of tests (To be completed *monthly* by occupier)

Date	Satisfactory yes / no	Remedial action taken	Signature

Emergency Lighting – record of tests (To be completed *monthly* by occupier)

Date	Satisfactory yes / no	Remedial action taken	Signature

Fire Extinguisher & Hose Reel inspections (To be completed *monthly* by occupier)

Date	Problems identified and remedial actions taken	Signature

Fire Extinguisher & Hose Reel inspections (To be completed *monthly* by occupier)

Date	Problems identified and remedial actions taken	Signature

Emergency Evacuations & drills (To be completed by occupier)

(If Fire Alarm is linked to a monitoring centre, or Redcare, inform the monitoring centre OR Norfolk Fire and Rescue Service's Control Room beforehand so that appropriate action can be taken to prevent appliances turning out unnecessarily.)

Date/	Time	Evac.	Location	Evacuat	ion observed by	
time	taken	or drill	Location	Name	Comments / further actions	Signature
						†

Emergency Evacuations & drills (To be completed by occupier)

(If Fire Alarm is linked to a monitoring centre, or Redcare, inform the monitoring centre OR Norfolk Fire and Rescue Service's Control Room beforehand so that appropriate action can be taken to prevent appliances turning out unnecessarily.)

Date/	Time	Evac.	Location	Evacuat	ion observed by	
time	taken	or drill	Location	Name	Comments / further actions	Signature

Date	Duration	Content of training	Person receiving ins signature	struction & their	Name of trainer

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Date	Duration	Content of training	Person receiving instruction & their signature		Name of trainer

Date	Duration	Content of training	Person receiving instruction & their signature		Name of trainer

Date	Duration	Content of training	Person receiving instruction & their signature		Name of trainer
			l		

Fire alarm/detection system - test, repairs & servicing (To be completed quarterly by competent person e.g. service engineer)

Date	Equipment	Reason for visit	Action taken	Signature

Fire alarm/detection system - test, repairs & servicing (To be completed quarterly by competent person e.g. service engineer)

Date	Equipment	Reason for visit	Action taken	Signature

Emergency lighting tests & repairs: Luminaires and standby batteries and inverters (To be completed 6 monthly by competent person e.g. service engineer)

Date Type, location or number Working Description of fault Rem	nedial action taken Sign	nature
Of Hamson Foot No. 1441		

Emergency lighting tests & repairs: Luminaires and standby batteries and inverters (To be completed 6 monthly by competent person e.g. service engineer)

Date Type, location or number Working Description of fault Rem	nedial action taken Sign	nature
Of Hamson Foot No. 1441		

Fire extinguishers - record of tests, inspections, refills & repairs (To be completed annually by competent person e.g. service engineer)

Date	Location, no. or test certificate no.	Inspected or tested	Satisfactory yes / no	Remedial action taken	Signature
				hould be guoted in the Location	

^{*} Where a test certificate is issued, this number should be quoted in the Location column and the corresponding test certificate must be retained.

Fire extinguishers - record of tests, inspections, refills & repairs (To be completed annually by competent person e.g. service engineer)

Date	Location, no. or test certificate no.	Inspected or tested	Satisfactory yes / no	Remedial action taken	Signature

^{*} Where a test certificate is issued, this number should be quoted in the Location column and the corresponding test certificate must be retained.

Fire extinguishers - record of tests, inspections, refills & repairs (To be completed annually by competent person e.g. service engineer)

Date	Location, no. or test certificate no.	Inspected or tested	Satisfactory yes / no	Remedial action taken	Signature
				hould be guoted in the Location	

^{*} Where a test certificate is issued, this number should be quoted in the Location column and the corresponding test certificate must be retained.

Hose reel tests & repairs

(To be completed annually by competent person e.g. service engineer)

NB. The Fire Service will no longer use a building's own fire-fighting equipment, including hose reels. Therefore, it is advised that consideration is given to the removal of any existing fire hose reels, in consultation with the local Fire Officer.

	Hose reel			
Date	Location or number	Working Y/N	Problems identified and remedial actions taken	Signature
	J	l .		

Dry & Wet Riser Servicing & Maintenance (To be completed by competent person in accordance with BS9990:2015 e.g. service engineer)

NB. Valves and components of Dry Risers must be checked 6 monthly and the entire riser subject to a static pressure test annually. Wet Risers must also undergo these tests and additionally a flow and pressure test annually.

	Riser			
Date	Location or	Passed	Problems identified and remedial actions taken	Signature
	number & Type	Y/N	takon	
		1		

Miscellaneous equipment - Record of tests & repairs ie Nurse call system

(To be completed by competent person e.g. service engineer)

Date	Items tested	Satisfactory Yes / no	Remedial action taken	Signature

Miscellaneous equipment - Record of tests & repairs ie Nurse call system, carbon monoxide detectors

(To be completed by competent person e.g. service engineer)

Date	Items tested	Satisfactory Yes / no	Remedial action taken	Signature