



Ridgewood Stud, Ironsbottom, Sidlow, Reigate, Surrey RH2 8QG
Telephone: Office 01293 862022, Fax: 01293 863773
Web: voltselectrical.co.uk Email: info@voltselectrical.co.uk

These are the recommendations required under the IEE (the institution of electrical engineers). If you have any queries with what has been stated the IEE can be contacted on 01438767328.

1.0 Emergency Lighting Testing

Maintenance of an emergency lighting system should be carried out on daily, three-monthly, six-monthly and yearly basis. The results of these maintenance activities will be recorded in the log book and kept available for examination.

A log book will record:

- a) Date of any completion certificate including certificates relating to extensions and alterations;
- b) The date of each periodic inspection and test certificate;
- c) Date and brief details of each service, inspection or test;
- d) Dates and brief details of all defects and remedial action taken;
- e) Date and brief details of all alterations to the emergency lighting installation.

1.1 Daily activities should include (responsibility of the people on site):

- a) Faults noted in the log book have been actioned;
- b) Lamps in maintained luminaries are lit;
- c) All faults found are recorded in the log book.

1.2 Three-Monthly

- a) The energising of all self-contained and illuminated exit signs by simulation of a failure of the supply for a sufficient period only to ensure that each lamp is illuminated.
- b) This period will be as short as possible to avoid discharging the batteries – it will be energised from its battery for no more than three-quarters hour by simulation of a fault. At the end of the

test the supply to the normal lighting will be restored and a check made that the indicator lamps indicate a healthy state.

1.3 Six-Monthly

- a) Carrying out requirements as specified under the Three-monthly
- b) Each three-hour self-contained luminaire and internal illuminated sign will be energised from its battery for one hour by simulation of a fault.

1.4 Yearly

- a) Carrying out requirements as specified under the Three-monthly
- b) The basic design of the installation should be confirmed as outlined with the notes to the model form.
- c) Each self contained luminaire or internally illuminated sign will be tested for its full 3 hour duration. This is necessary to check that the sealed batteries have an adequate storage capacity.

At the end of these tests the system will be returned to the normal and healthy signals checked.

2.0 Fire Alarm Testing

Servicing of the Fire alarm system will be carried out on daily, weekly, three-monthly and yearly basis. The results of these servicing activities will be in the log book and kept available for examination.

The log book will record:

- a) Name, location, extension number of the responsible person
- b) The servicing agent or servicing arrangements.
- c) Record of all alarms (false, test, practice and genuine), including the location of the device initiating an alarm.
- d) Dates, times and types of all defects and faults.
- e) Date and time when defects and faults rectified.
- f) Dates and types of all tests.
- g) Dates and types of all services.
- h) Dates and times of all disconnections and disablements.
- i) All alterations to the system.
- j) A record of the names of persons/organisations carrying out tests, repairs, alterations or services of any kind.

2.1 Daily activities should include (responsibility of the people on site):

- a) The alarm panel indicates normal operation or if not any fault has been recorded.
- b) Any fault identified the previous day has been rectified.

2.2 Weekly (responsibility of the people on site):

- a) At least one detector, call point or end of line switch on one zone should be operated, to test the ability of the control and indicating equipment to receive the signal and sound alarm.
- b) Each zone should be tested in turn.
- c) If the batteries are accessible then a visual examination of the battery and its connections should be made. Any defects should be reported and rectified.
- d) Any other alarm or indicating system requiring operation should be checked.
- e) Any defects should be reported in the log book.

2.3 Three-Monthly

- a) All faults identified in the log book have been actioned.
- b) The batteries and their connections will be examined and tested to ensure that each cell's condition is satisfactory i.e. voltage testing with load applied.
- c) The alarms of the control and indicating equipment function correctly on operation of a detector or call point in each zone.
- d) All ancillary functions of the control panel will be tested.
- e) All fault indicators and their circuits checked, by simulation of appropriate faults.

A visual inspection of the protected building will be carried out to ascertain if any changes in structure or use have occurred that would require re-siting of call points, detectors or sounders.

Defects will be recorded in the log book and reported to the responsible person and action taken to correct.

2.4 Yearly

The quarterly inspection and tests will be carried out each year, plus:

- a) Each detector will be checked for correct operation.
- b) Visual inspection will be made of all cable and fittings to check that they are secure.
- c) All equipment will be checked for signs of damage, aging or any other indication of the likelihood of malfunction.