COMPASS
FIRE PROTECTION LTD

LOG BOOK
Compass Office
3 Owles Lane
Buntingford
Hertfordshire
SG9 9JA

AN INTRODUCTION TO YOUR LOG BOOK

The maintenance of fire precautions is a serious legal obligation of management in every premise.

There is a legal requirement to carry out a **FIRE RISK ASSESSMENT**.

There is a legal requirement to provide and maintain accurate records on fire precautions.

CONTENTS OF THIS LOG BOOK

- Visits by Fire Prevention Officer
- Staff Training
- Fire Alarm System, Record of Tests
- Emergency Lighting, Record of Tests
- Fire Extinguishers, Record of Tests
- Fire Hose Reels, Record of Tests
- Other Fire Equipment, Record of Tests

USEFUL TELEPHONE NUMBERS

For Fire and Emergency Dial 999 – Not the Numbers Listed Below.

Fire Alarm Service & Emergencies	**COMPASS FIRE.** **01763 272 024 OR 07783 845 607**
Emergency Light Service & Emergencies	**COMPASS FIRE.** **01763 272 024 OR 07783 845 607**
Fire Extinguisher Service & Emergency	**COMPASS FIRE.** **01763 272 024 OR 07783 845 607**
Other Fire Equipment	
Local Fire Prevention Department	

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Servicing Requirements
Fire Alarms

The Responsible Persons Job

A summary of the responsible person functions are as follows:

1. All those persons who will have to use the system must be instructed in its use
2. Liaison with workers on the building such as decorators and cleaners is needed so that adverse effects on the alarm system are prevented. If the building is altered, the changes may affect the operation of the fire alarm system.
3. Ensure that the system's efficiency is not affected by obstructions that prevent the movement of fire products to reach the detector, or obstructions obscuring or blocking access to manual call points.
4. All drawings and operating instructions must be maintained.
5. This fire logbook needs to be kept up to date. This includes the recording of **all details** that affect the alarm.
   The responsible persons name needs to be recorded in this log book.
6. Prevention of false alarms.
7. Ensuring reinstatement of the system after any work has been carried out on the alarm system.
8. Ensuring that the alarm system is given routine attention at the stipulated intervals.
9. After any alarm activation, damage or warning the responsible person must ensure that the system is serviced.
10. Keep a suitable stock of spares (example Call Point Glass's).

The responsible person should be encouraged to recognise their limitations and appoint a service company to assist.

Servicing

Systems that are not maintained to the standard **are no longer considered compliant.**

Daily Check that the panel indications are normal, Faults to be recorded in this log book.
Previous faults have been attended to. Signalling if not monitored is checked.

Weekly

1. One detector or call point should be operated and ensure that the panel indicates correctly.
2. A different call point or detector should be used each week.
3. If the sounders are isolated during the test, they should be tested to prove reinstatement.
4. Standby generator fuel oil and coolants should be checked.
5. Where a printer is fitted the paper and ribbon should be checked to ensure at least two weeks supply remains.

All **defects** must be recorded in this fire logbook.

Monthly

If a standby generator is used it should be started by a simulated power failure for the stipulated time. The alarm should be monitored to check for any malfunctions.

The generators battery should then be checked for correct function. Fuel and coolant levels should be topped up where necessary.

Quarterly to BS5839 Pt1 1988 or Six Monthly for BS5839Pt1 2002 Systems

1. Check the log book and take any necessary action.
2. Battery and connections need to be checked to ensure they will last until the next service is due.
3. Batteries should be replaced as required or at least 4 yearly.
4. A detector or call point on each zone should be activated and tested for correct response on the indicator panel.
5. Sounders need to be checked.
6. Signalling if fitted needs to be tested.
7. All ancillary functions should be tested if practical.
8. All indicators should be checked by simulated conditions.
9. The panel should be checked for moisture ingress.
10. Check for any changes in the occupancy or use that could affect the systems meeting the standard.
11. Check that all detectors are unobstructed by a clearance of at least 500mm in all directions and below.
12. All call points are unobstructed and conspicuous.
13. Any other checks specified by the manufacturer, installer or supplier.

Annually

1. All the checks carried out quarterly.
2. All detectors checked for operation and correct operation.
3. All cables should be visually inspected to confirm they are secure and not damaged. That the cables are adequately protected.

All defects should be entered in this fire log book.

5 Yearly

A wiring check should be carried out to the requirements of the IEE regulations.

This covers the mains supply to the control panel and is usually tested when the electrical safety tests for the building are carried out. Ensure the panel is isolated before the test is carried out as the use of a Mega can cause damage to the control panel.

Defects should be recorded in the fire logbook and corrective action taken.

Special Servicing To be carried out as and when circumstances require it.

After A Fire

As soon as possible after a fire the following needs to be carried out before resuming normal working in the affected area.

1. Ionisation detectors that need replacement must be treated as radioactive materials and treated according to manufacturer's recommendations and those of the environmental authorities.
2. All possible detectors that could have been affected must be tested. In the case of smoke detectors, aerosol smoke should be used, heat detectors with hot air or gas.
   Non-Resettable heat detectors need only visual inspection.
3. All sounders should be tested.
4. All components within the area that could be affected must be checked such as power supplies, control equipment and connections.
5. All defects to be recorded in the fire log book and corrective action taken.
6. The maintaining Company to be informed and to carry out a check on the whole system.
7. The battery charger and batteries to be checked.
8. Maintaining Company to check any damage that may be hidden such as cables within walls etc.
9. If the system did not detect the fire the reason needs to be investigated and consideration given to modifications being made.

A test certificate should be made out after completion and given to the responsible person.
If changes have been made to the system, all records should be updated.

After A False Alarm

All alarm activations should be treated as actual fire alarms until it is proven otherwise. When a false alarm is found to be the case the responsible person shall carry out the following actions immediately;

1. If it is possible, identify the detector or call point before resetting the system.
2. Where possible try and establish the reason for the false alarm.
3. Make notes of any activities in the area of operation if the cause is not found.
4. Record details in this Fire Logbook and inform the maintenance company.

Where it is found that a single detector or group of detectors gives repeated false alarms, the maintenance company should be asked to investigate.

False alarms records need to maintained and the alarm company should investigate the causes.

Action Following A Fault

However a fault is discovered the following actions should be taken;

1. Determine the area of the fault and if special action is required such as fire patrols.
2. If possible determine the reason for the fault.
3. If the reason cannot be determined then a note of activities in the area prior to the activation needs to be made.
4. Record details in this Fire Log Book.
5. Notify the Maintenance Company to arrange repairs.

Emergency Lighting

Regular servicing is “Essential”

The responsible person must appoint a competent person to supervise they system.
That person needs to be given the authority to carry out any necessary work. Battery replacements must compatible i.e High Temperature Nical Cadnium.

Any replacement charger must be compatible with the batteries.
Generators – follow the manufacturers instructions.
Routine inspections and tests should be carried out at a time when the risk is a minimum.

Servicing Intervals

Daily

Any fault in the log book has been attended to, maintained lights are still lit, if a generator is used that it is operating properly. Any fault is recorded in this log book.

Monthly

Tests should be carried out as follows;

1. A simulated power failure should be carried out and all lights checked for operation.
2. The test should not exceed 5 minutes.
3. When the power is restored, check all the charging lights are working.
4. Each central battery system has a simulated failure and tested as above.
5. If all lights are not checked after a recharging period the remainder need to be checked.
6. All generators start up on power failure and are then run for 1 hour.
7. All fuel tanks battery cells and coolants are checked.

Annually As well as the monthly service;

1. All 3 hour lights must be powered down for 3 hours.
2. All 1 hour lights must be powered down for 1 hour.
3. Inspect all lights for correct operation.
4. Reinstate power and then check all charging lights.

Central battery systems are checked the same way for the same durations.
Generator systems should be check as per the monthly service.
Batteries need changing when 4 years old or sooner if they fail the tests.

EXTINGUISHERS

Weekly
Check that the extinguishers are correctly positioned and that they have not been discharged or tampered with. Those fitted with pressure gauges should be visually inspected for any pressure loss.

Yearly
A competent service engineer should service all the extinguishers to the standards relevant at the time. Discharge testing is to be carried out at the stipulated intervals. This provides an ideal opportunity for the training of personnel in the correct use of the equipment. All training should be recorded in the log book.

HOSE REELS

Carry out regular inspections for any leaks and correct operation. At least once a year, a competent person should test the reels by running them out, checking the hose and couplings for signs of wear, and carry out a flow test to the amounts specified in the current standards.

SPRINKLERS

Weekly
All water and air pressure gauge readings should be checked. Water motor alarm test should be sounded for at least 30 seconds. Pumps should be checked for fuel and oil levels. Battery electrolyte levels and density should be tested.
For domestic sprinklers the above is not required.

Servicing
The system should be serviced by a competent person to the current standards, this would include where fitted, pipe work, pumps, batteries, alarms and pressure. This is a twice a year for commercial and once for domestic or residential where pumps are not fitted.

FIRE DRILLS

Any signalling devices should be isolated and a simulated fire condition to train all staff.

Fire drills should be carried out at intervals shown below and conducted to simulate fire conditions, i.e. one escape route obstructed. No advance warning should be given, other than to specific staff for purposes of safety and the avoidance of a false call being made to the Fire Service.

Six Monthly
Residential premises, places of entertainment, large shops and department stores.

Annually
Industrial and commercial premises

FIRE INSTRUCTION

Should be given to staff in respect of the action to be taken and the purpose of the following:

- Discovering a fire
- Hearing the fire alarm
- Assembly points
- Calling the fire service
- Use of fire extinguishers
- Making safe power supplies, etc

DISABILITY DISCRIMINATION ACT

The following need to be considered;

1. Fire alarm audibility for the hard of hearing. Fitting strobes or a paging system may solve this problem.
2. Hotels may consider radio operated systems with vibrating pillows.
3. Braille signs.
4. Ramps.

RISK ASSESSMENTS

The frequency of service may increase if a risk assessment shows a need.

The regulatory Reform Order requires Risk Assessments to be carried out for all business premises, and where 5 or more staff work, this must be in writing. A Risk Assessment is an on going requirement, and may be subject to inspection by those having jurisdiction.

FIRE ALARM SYSTEM

This Logbook is for keeping the records at:

Address _____

_____

_____

Maintenance Companies Details

Name:

Tel:

Mobile:

Contact:

Responsible Person/s

Panel manufacturer

System Type

Batteries

Qty	Volts	Amps	Last Changed

System fitted to standard:
BS3116 / BS5839 Pt 1 1988 / BS5839 Pt 1 2002 / BS5839 Pt 6

Certificates issued for a BS5839Pt 1 2002 System

By:	**Date:**	**Certificate No:**
Design		
Installation		
Commissioning		
Acceptance		
Verification		
Modification		

No.	Detector or Call Point Type & Location	Zone	No.	Detector or Call Point Type & Location	Zone	No.	Detector or Call Point Type & Location	Zone
1			35			69		
2			36			70		
3			37			71		
4			38			72		
5			39			73		
6			40			74		
7			41			75		
8			42			76		
9			43			77		
10			44			78		
11			45			79		
12			46			80		
13			47			81		
14			48			82		
15			49			83		
16			50			84		
17			51			85		
18			52			86		
19			53			87		
20			54			88		
21			55			89		
22			56			90		
23			57			91		
24			58			92		
25			59			93		
26			60			94		
27			61			95		
28			62			96		
29			63			97		
30			64			98		
31			65			99		
32			66			100		
33			67			101		

34 68 102

FIRE ALARM SYSTEM

Date	Company	Faults Found	Action Taken	Eng. Signature

FIRE ALARM ACTIVATIONS

Date	Code	Reason for activation	Zone/Device	Further Action Required	Signature

Codes F = False Alarm G = Genuine Alarm

FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Signature

FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Signature

FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Signature

FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Signature

FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Signature

FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Signature

PORTABLE FIRE EXTINGUISHERS

This Logbook is for keeping the records at:	Maintenance Companies Details
Address _____	Name:
_____	Tel:
_____	Mobile:
	Contact:

Responsible Person/s

No.	Detector or Call Point Type & Location	Zone	No.	Detector or Call Point Type & Location	Zone	No.	Detector or Call Point Type & Location	Zone
1			35			69		
2			36			70		
3			37			71		
4			38			72		
5			39			73		
6			40			74		
7			41			75		
8			42			76		
9			43			77		
10			44			78		
11			45			79		
12			46			80		
13			47			81		
14			48			82		
15			49			83		
16			50			84		
17			51			85		
18			52			86		
19			53			87		
20			54			88		
21			55			89		
22			56			90		
23			57			91		
24			58			92		
25			59			93		
26			60			94		
27			61			95		
28			62			96		
29			63			97		
30			64			98		
31			65			99		
32			66			100		
33			67			101		
34			68			102		

PORTABLE FIRE EXTINGUISHERS SERVICE

Date	Company	Faults Found	Action Taken	Eng. Signature

PORTABLE FIRE EXTINGUISHERS WEEKLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

PORTABLE FIRE EXTINGUISHERS WEEKLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

PORTABLE FIRE EXTINGUISHERS WEEKLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

PORTABLE FIRE EXTINGUISHERS WEEKLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

PORTABLE FIRE EXTINGUISHERS WEEKLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

PORTABLE FIRE EXTINGUISHERS WEEKLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

EMERGENCY LIGHTING

This Logbook is for keeping the records at:

Address _____

_____

_____

Maintenance Companies Details

Name:

Tel:

Mobile:

Contact:

Responsible Person/s

No.	Detector or Call Point Type & Location	Zone	No.	Detector or Call Point Type & Location	Zone	No.	Detector or Call Point Type & Location	Zone
1			35			69		
2			36			70		
3			37			71		
4			38			72		
5			39			73		
6			40			74		
7			41			75		
8			42			76		
9			43			77		
10			44			78		
11			45			79		
12			46			80		
13			47			81		
14			48			82		
15			49			83		
16			50			84		
17			51			85		
18			52			86		
19			53			87		
20			54			88		
21			55			89		
22			56			90		
23			57			91		
24			58			92		
25			59			93		
26			60			94		
27			61			95		
28			62			96		
29			63			97		
30			64			98		
31			65			99		
32			66			100		
33			67			101		
34			68			102		

NBCD = Next Battery Change Due

EMERGENCY LIGHTING SERVICE

Date	Company	Faults Found	Action Taken	Eng. Signature

EMERGENCY LIGHTING MONTHLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

EMERGENCY LIGHTING MONTHLY TEST

Date	Checked by	Faults Found	Action Taken	Signature

SPRINKLER SYSTEM

This Logbook is for keeping the records at:

Address _____

_____

_____

Maintenance Companies Details

Name:

Tel:

Mobile:

Contact:

Responsible Person/s

Installer

System Type

Specifications

Pressure Requirement: Bars

Tank Size Ltrs.

Pump Make: Model:

Heads

System fitted: **Domestic / Residential / Commercial**

Certificates issued:

By: Date: Certificate No:

Head	Location	Head	Location	Head	Location
1		35		69	
2		36		70	
3		37		71	
4		38		72	
5		39		73	
6		40		74	
7		41		75	
8		42		76	
9		43		77	
10		44		78	
11		45		79	
12		46		80	
13		47		81	
14		48		82	
15		49		83	
16		50		84	
17		51		85	
18		52		86	
19		53		87	
20		54		88	
21		55		89	
22		56		90	
23		57		91	
24		58		92	
25		59		93	
26		60		94	
27		61		95	
28		62		96	
29		63		97	
30		64		98	
31		65		99	
32		66		100	
33		67		101	
34		68		102	

SPRINKLER SYSTEM SERVICE

Date	Company	Comments	Pass/Fail	Eng. Signature

REGISTER OF FIRE DOORS

Door No.	Location	Res. Min	Ss/IS	Single / Double	SC	RM	Glazing

FIRE DOOR INSPECTION RECORD

Date	Door No.	Faults / Remedial Action Taken	Signature

FIRE DOOR INSPECTION RECORD

Date	Door No.	Faults / Remedial Action Taken	Signature

FIRE EVACUATION DRILLS

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

FIRE EVACUATION DRILLS

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:
Type of Evacuation: Drill/ Actual Alarm/ False Alarm	
No. of Persons Involved:	
Evacuation Time:	Remedial Action Required:
Time to Roll Call Completion:	
Responsible Person	
Name:	Comments:
Position:	
Signature:	

STAFF TRAINING RECORD

Date	Employees Name	Type of Training	Employees	Trainers Name and Signature

STAFF TRAINING RECORD

Date	Employees Name	Type of Training	Employees	Trainers Name and Signature

FIRE OFFICER VISITS

Date	Comments and recommendations	Officer