

# FIRE LOG BOOK



#### **Forward**

The fire log book has been designed to enable a record of maintenance to be kept of all fire precautions. It is recommended that one person be nominated responsible for the maintenance of Fire Precautions in the premises. The responsibilities are to include making the necessary entries in this log book. This is necessary to satisfy the recommendations of BS 5839-1:2013 (Fire detection and alarm systems for buildings – Code of practice for system design, installation, commissioning and maintenance), compliance with which may be a requirement of legislation. If your premises are certificated under the Fire Precautions Act 1971, failure to keep a suitable log book may be a breach of the requirements of the certificate, which is a criminal offence.

In order to satisfy the recommendations of BS 5839-1, the following must be recorded.

- ❖ The name of the responsible person
- ❖ Brief details of the maintenance arrangements
- ❖ Dates and times of all tests, including fire drills
- ❖ Dates and times of all fires to which the system responds
- ❖ Dates and times of all false alarms
- ❖ Causes, circumstances surrounding, and category, of all false alarms (if known)
- The identity of any manual call point or automatic fire detector that triggers any of the above fire alarm signals (if known)
- ❖ Dates, times and types of all faults and defects
- ❖ Dates and types of all maintenance (e.g., service visit or non-routine attention)

#### **Address of Protected Premises:**

**Responsible Person:** 

Date Fire Risk Assessment was completed/updated:

The system was designed by:

The system was installed by:

The system was commissioned by:

The system is maintained under contract by (contact as necessary):

KRP Fire Protection Services Telephone: 0845 544 0595

Fax: 0870 4796429

URL: www.krpservices.com

Out of Hours: 0870 4716270

Email: info@krpservices.com

#### **Inspection Tests and Fire Instructions/Drills**

The recommended frequency of test and type of record required are set out below for each item. Certificates and examination reports are to be retained in a Fire Folder as a record. It is important that you check the maintenance requirements of your fire certificate to ensure full compliance.

Frequency	Item	Section	Type of Record
Nightly	Escape routes, exit doors, fire resisting doors, electric plugs, etc.	N/A	None
Weekly	Fire alarm (actuation test)	A	Log book
Monthly	Escape lighting test	B	Log book
	Portable fire appliances in position with tamper seals	Е	Log book
	"Break-to-open" fastenings. Make sure they operate	D	Log book
Three-Monthly	Fire instruction for Night Staff	G	Log book
	Escape routes, signs, etc.	F	Log book
	Fire evacuation drill for night staff	H 🔷	Log book
Three/Six- Monthly	Fire alarm & automatic fire detectors	A	Log book & Service Certificate
Six-Monthly	Fire instruction for day staff	G	Log book
•	Fire evacuation drill for day staff	Н	Log book
	Dry/Wet Risers	K	Log book & Test Certificate
	Fire resisting doors and partitions	С	Log book
Annually	Portable fire appliances service	Е	Log book & Label on Appliance
	Escape lighting service	В	Log book & Test Certificate
	Hose reels service	Е	Log book & Label on Appliance
	Fire precautions compliance survey	I	Log book & Report
	Dry/Wet Risers	K	Log book & Test Certificate

#### **Additional Items**

The electrical installation for the premises are to be maintained in accordance with the Regulations for the Electrical Equipment of Buildings, published by the Institute of Electrical Engineers. These require, among other things, that a competent person carry out periodic reinspection and re-test of the installation, and a report on its condition be obtained at appropriate intervals (e.g., five years).

A Risk Assessment is to be carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

### Record of Defects, Dates Reported and Cleared

A brief record of all defects noted and recorded in the following test/service sections of the fire log book is to be entered in similar form to the sample shown in red.

Weekly at the time of the fire alarm test this is to be checked. Defects of a serious nature such as fire alarm sounders or failed emergency lights must be followed up vigorously. The aim should be that all defects are rectified in no more than a week from the date it is reported.

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# **SECTION A**

## Fire Alarm System & Automatic Fire Detectors

Weekly Fire Alarm Actuation Test

Periodic/Annual Fire Alarm System Tests



#### Fire Alarm System & Automatic Fire Detectors

#### **Weekly Test**

The Fire Alarm System is to be tested weekly using a different call point for each test. The persons working in the building are to be notified of the day and time for each test and, for convenience, it is recommended that the day and time remain constant (e.g., 10.30 am each Tuesday). The result of the test is to be entered in the log book.

When a defect is reported or is noted on test, it is to be reported to the Landlord to instruct the Contract Company to carry out investigation and repair. Minor defects are to be corrected within 24-48 hours. An entry is to be made in the **Record of Defects**, **Dates Reported and Cleared** sheet.

#### Periodic/Annual Service

The fire alarm system is to be tested and serviced by a competent fire alarm engineer every months. The automatic fire detectors are to be tested and serviced annually. The result of the test is to be recorded in the log book. Defects noted that cannot be immediately corrected by the engineer are to be entered into the **Record of Defects**, **Dates Reported and Cleared** sheet.

The Fire Alarm System on this site will be tested on the following months:

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## **False Alarms**

Date	Time	Zone	Device That Triggered the Alarm Signal	Cause (If Known)	Brief Circumstances (where Cause Is Unknown, Record Activities in the Area)	Maintenance Visit Required (Yes/No)	Findings of Maintenance Technician (Where Applicable)	Category of False Alarm	Further Action Required (Where Applicable)	Action Completed (Where Applicable)
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# **Escape Lighting**

Monthly Inspection

Annual Inspection

#### **Escape Lighting**

The escape lighting is to be tested each month by operation.

The escape lighting is to be serviced by a competent engineer annually.

Where the lighting operates from a bank of central batteries the service is to include correct maintenance of these units in accordance with the manufacturer instruction.

In the case of self-contained units the battery test is to be by full load test to ensure that their capacity is being adequately maintained.

The result of the test and defects noted are to be entered in the log book. Minor defects are to be corrected within 24-48 hours. An entry is to be made in the **Record of Defects**, **Dates Reported and Cleared** sheet.

The Service Company is to issue a service certificate and this is to be filed in the fire folder.

### The Emergency Escape Lighting System on this site will be tested as follows:

**Emergency Lighting Inspection and Test Record** 

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**C** = Commissioning Test

#### M = Monthly Test (See BS EN 50172:2004 / BS 5266-8:2004, 7.2.3) A = Annual Test (See BS EN 50172:2004 / BS 5266-8:2004, 7.2.4) **Result – Test Failed** Result Test Passed **Need for** Need for Repair of Date of Test Type No Action Needed Safeguarding of **System Notified Premises Notified** Sign Below\* Sign Below\* Sign Below\* C/A M-1st $M-2^{nd}$ $M - 3^{rd}$ M – 4<sup>th</sup> $M-5^{th}$ $M-6^{th}$ $M-7^{th}$ $M - 8^{th}$ M-9<sup>th</sup> $M-10^{th}$ $M-11^{th}$

Test Types:

<sup>\*</sup> Sign as applicable

### **Emergency Lighting Inspection and Test Record**

#### **Test Types:**

**C** = Commissioning Test

M = Monthly Test (See BS EN 50172:2004 / BS 5266-8:2004, 7.2.3)

A = Annual Test (See BS EN 50172:2004 / BS 5266-8:2004, 7.2.4)

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# **SECTION C**

# **Fire Resisting Doors & Partitions**

Six-Monthly Inspection

#### Fire Resisting Doors & Partitions - Check of Condition

It is necessary to carefully check the drawings to the fire certificate in order to identify the fire resisting partitions and doors. Normally the partitions to lobbies to the staircase enclosures, the partitions to the staircase, the riser ducts and high fire risk rooms are fire resisting.

The partitions are fire resisting from the floor slab to the floor slab above and the partitions should be solid below raised access floors and above false ceilings where fitted.

The partitions are to be checked throughout their height and length at six-monthly intervals, and when workmen have been engaged to install telephone cables, computer cables, pipes and similar. Any damage that affects the integrity of the partition is to be recorded in the fire log book (e.g., when contractors run cables above the false ceiling they often make holes in the fire resisting partitions that will allow the passage of fire. The holes need to be filled with non-combustible filler.)

Doors in the fire resisting partitions are fire resisting and are self-closing, kept locked shut or are held open by electro-magnetic door hold-open devices.

The doors are to be checked to ensure that they fit tight in the frame against the doorstop and do not have any damage that may affect the fire resistance. Self-closing devices, locks and latches are to be checked for correct operation to ensure the door closes correctly. Intumescent strip and smoke seal where fitted is to be checked to ensure that it is in good condition.

The doors are to be checked for the correct notices on the face:

Door Type	Notice
Self closing door	FIRE DOOR KEEP SHUT on each side of the door.
Locked door	FIRE DOOR KEEP LOCKED SHUT on the face of the door
Door held open by electro-	AUTOMATIC FIRE DOOR KEEP CLEAR on the visible face
magnetic door hold-open device	of the door.

Notices similar in working to the above are accepted.

An entry is to be made in the **Record of Defects**, **Dates Reported and Cleared** sheet.

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# **SECTION D**

# **Operational Check of Fire Doors Break Fastenings**

Monthly Inspection



#### **Check of Break Fastenings & Electric Locks**

#### **Electric Locks**

Doors that have electric lock door access systems fitted and can only be opened from the inside by swipe card or door release push should normally be linked to the fire alarm system. On the operation of the fire alarm system the lock will release allowing the door to be opened for escape purposes. In some buildings the doors may be a two-way escape.

The lock is to be checked weekly when the fire alarm system is operated to see that it does release. If a break-glass switch is fitted to release the lock this is to be tested by key to check the lock does release. This is not to be recorded in the log book.

#### **Other Fastenings**

All doors that are fitted with break fastenings or special fastenings are to be opened monthly.

The operation of the fastening is to be checked to ensure that it will release the door in an emergency.

Spare glasses, glass bolts or other frangible device to the fastening should be kept in the premise.

The device should be operated at the time of each fire evacuation drill so that personnel become used to the method of operation.

The result of the monthly operation tests is to be recorded.

A defect to the fastening or door that makes it difficult to open the door is serious and is to receive immediate attention and rectification. Defects are to be recorded in the **Record of Defects**, **Dates Reported and Cleared** sheet.

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Fire Appliances

Monthly Visual Check

Yearly Service

### <u>Fire Appliances – Hose Reels/Extinguishers/Blankets/Buckets</u>

A separate schedule is to be kept showing the type, number and location of the portable fire appliances.

All appliances are to be visually checked monthly. The check is to ensure that the appliances are in the correct location on stands or are fixed to brackets on the wall, that they appear to be in satisfactory condition with tamper seals in place.

A competent engineer is to service the appliances at least once every year. In premises having a high fire risk or life risk, and where appliances are often used or are liable to misuse, the frequency of service is to be increased to six-monthly.

The type of service carried out to each appliance, and the result is to be recorded on a label affixed to the appliance. Alternatively, the type of service and result may be recorded on a schedule of appliances that is to be filed for reference.

Defects that cannot be immediately corrected by the engineer are to be notified to the person nominated responsible for maintenance of the fire fighting equipment. The person responsible will record the service dates and results in the log book. Defects noted that cannot be immediately corrected by the engineer are to be entered into the remarks column, together with the estimated date for completion. An entry is to be made in the **Record of Defects**, **Dates Reported and Cleared** sheet.

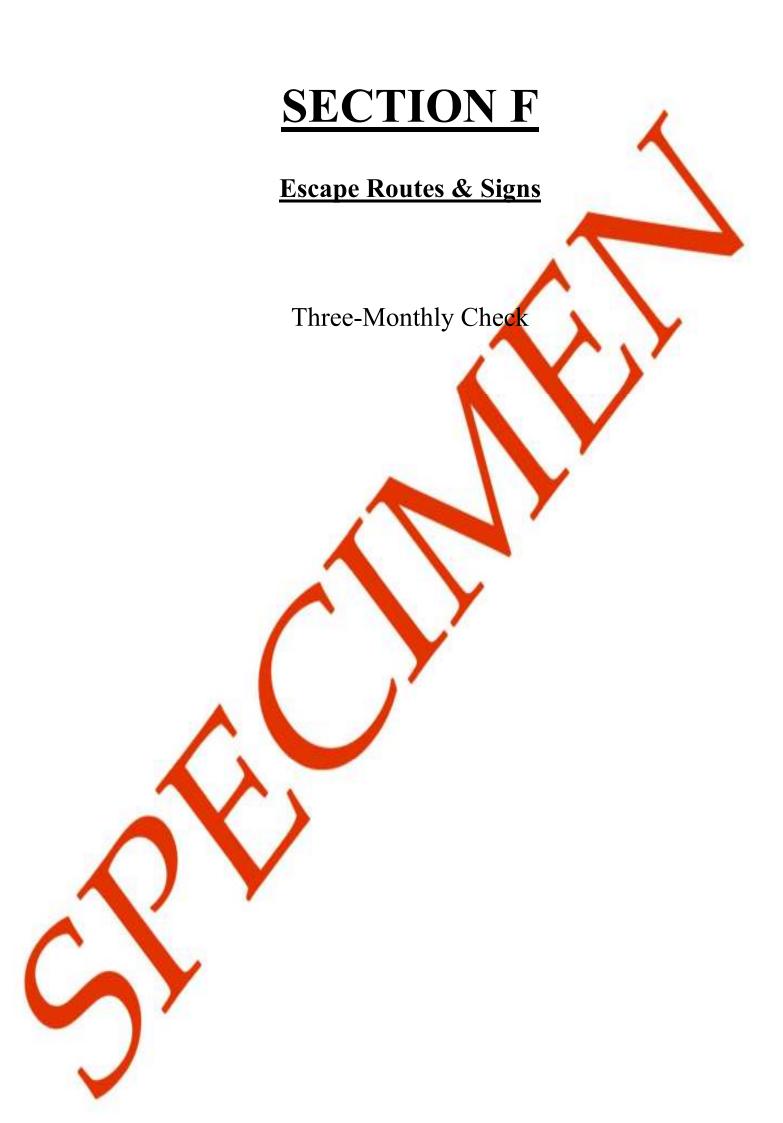
Each week the fire log book is to be checked and outstanding defects are to be notified to the Service Company for action.

### The Fire Appliances on this site will be tested on the following month:

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### **Escape Routes – Check of Condition & Signs**

The escape routes from the premise are to be checked to ensure that there are no hazards to persons escaping from fire.

Signs and notices are to be checked to ensure that they are in position, are clearly legible and comply with the latest standards – The safety Signs Health & Safety (Safety Signs & Signals) Regulations 1996 and revisions.

Defects found are to be recorded and replacements or remedial work is to be organised. An entry is to be made in the **Record of Defects**, **Dates Reported and Cleared** sheet.

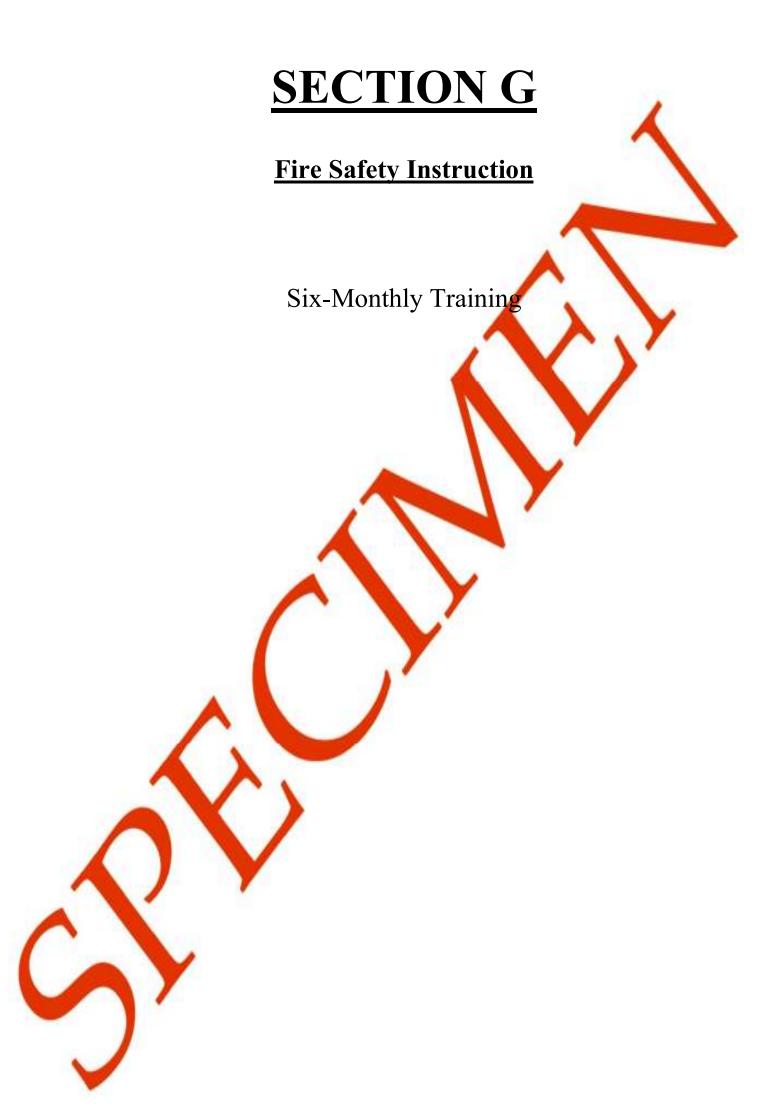
The fire warden(s) should carry out a similar check weekly as part of their passive fire safety duties.

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All persons employed are to be instructed and trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. The aim is to ensure that all employees receive instruction and training appropriate to their responsibilities in the event of an emergency. It is to be based on written instructions.

Instruction is to be given to new employees on their first day of employment and it may be as part of their induction training. Thereafter the training is to be given frequently by a competent person at such intervals as will ensure that all employed persons are instructed at least twice in each period of 12 months.

Instruction and training generally is to provide for the following

- 1. The action to be taken upon discovering a fire.
- 2. The action to be taken upon hearing the fire alarm.
- 3. Raising the alarm, including the location of alarm call points, internal fire alarm telephones and alarm indicator panels.
- 4. The correct method of calling the fire brigade.
- 5. The location and use of fire fighting equipment.
- 6. Knowledge of the escape routes.
- 7. Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- 8. Stopping machines and processes and isolating power supplies, where appropriate.
- 9. Evacuation of the building (where members of the public are present this will include reassuring them and escorting them to exits, etc.).

In addition to the above, certain categories of staff are to be instructed and trained in any matters peculiar to their particular responsibilities at the time of a fire. Examples are:

- Department Heads
- Floor Supervisors
- Security Staff (including night security patrols)
- Telephonists

One person is to be responsible for organising fire instruction and training. In larger premises one person is to be nominated to coordinate the actions of all persons in the event of fire.

Where large numbers of personnel receive training the names are to be listed and kept in the fire folder with a cross-reference to any entry in this log book.

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Fire Evacuation Drill

Six-Monthly (Three-Monthly for Night Staff)

### **Fire Evacuation Drill**

A practice of fire drill is to be carried out at six-monthly intervals simulating conditions in which one or more of the escape routes from the building is obstructed. During these drills the fire alarm is to be operated by an employee who is told of the supposed outbreak and, thereafter the fire routine is to be rehearsed as fully as circumstances allow.

This may raise some difficulties where large numbers of the public may be present as in department stores, but such a procedure is still desirable. If times are chosen at which relatively few people are present such as early in the morning or just before closing time and if (in these particular circumstances) advance notice of the drill is given many of the difficulties will be overcome.

The date of the drill and comment is to be recorded. The comments are to include deficiencies that can be overcome by training at future sessions.

For premises where employees are at work during the night the fire evacuation drills are to be undertaken at night at quarterly intervals.

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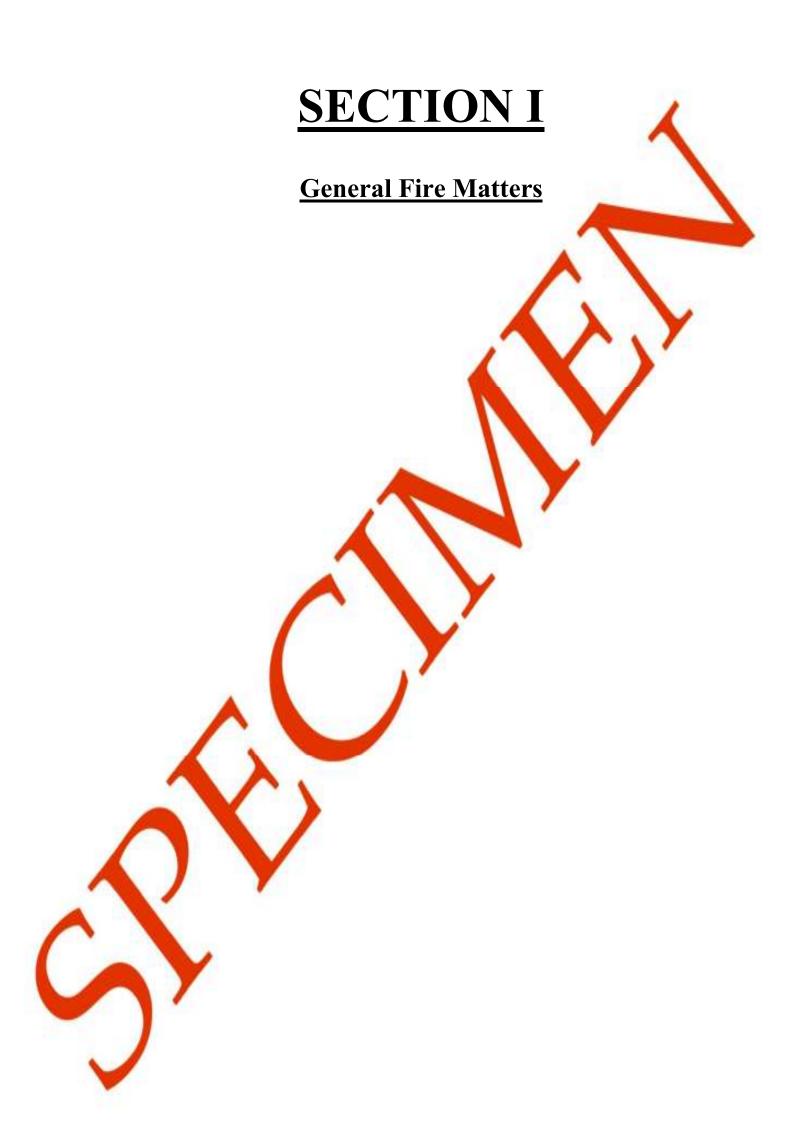
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### **General Fire Safety Matters**

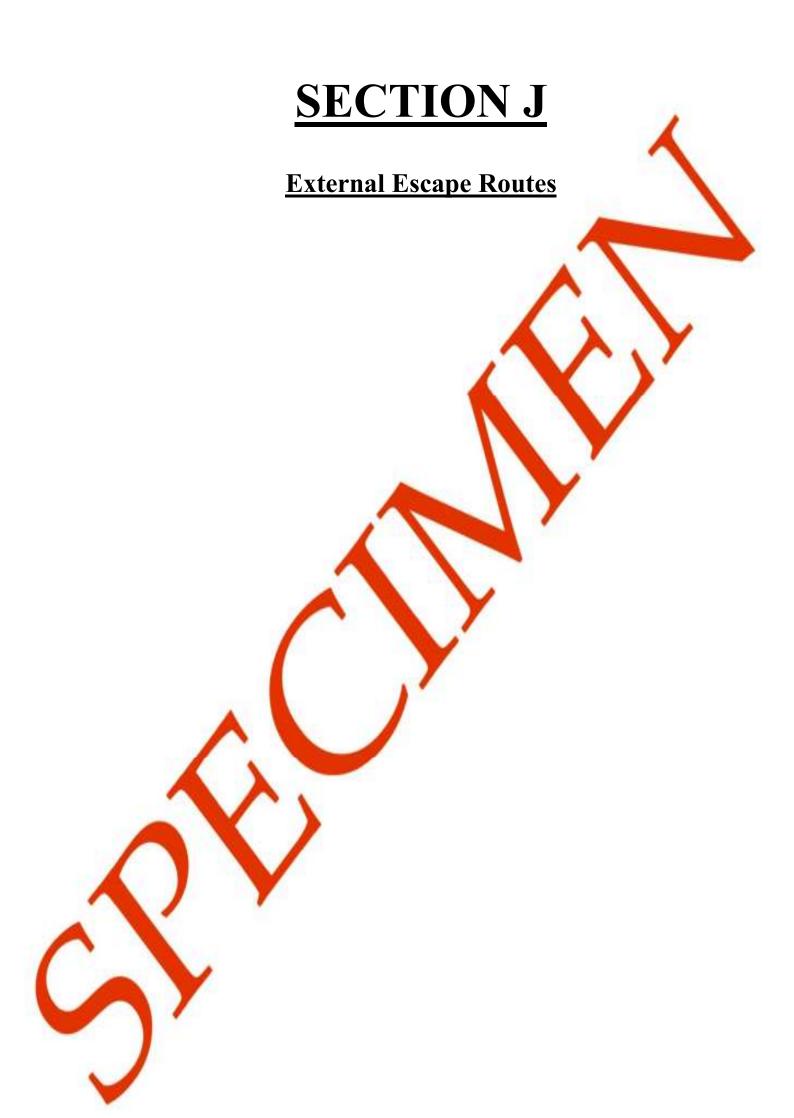
This section of the fire log is to record any fire-related occurrence that is to be noted. Some of the items to be included in this section are the following:

- 1. Annual fire certificate compliance surveys
- 2. Fire safety risk assessments
- 3. Details of fire occurrence and actions taken by responsible persons
- 4. Attendance of a fire officer or other authorised enforcement officer
- 5. Detail of continued contravention by a tenant. This is to include the tenant's name and details of the contravention together with the dates when noted and the dates when the tenant was asked to rectify.

Every twelve months a check is to be made of every item required to be maintained by the fire certificate to ensure that correct maintenance has been carried out and is recorded in the log book.

Date, Occurrence & the Actions Taken

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### **External Escape Routes**

The external escape routes including stairs, balconies and gangways are to be kept safe for use, particularly in winter months where ice and snow may accumulate.

A competent person is to examine these external structures at three-yearly intervals. A written report of each such examination is to be kept in the fire folder.

An entry is to be made in the log whenever an inspection of external routes is made. Defects are to be recorded and reported to the responsible engineers.

The log book is to be checked regularly and outstanding defects are to be followed up for further action and again reported to the engineers.

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## **Dry/Wet Risers**

Six-Monthly Inspection

Annual Inspection

### **Dry/Wet Risers**

Dry rising mains are intended for use by the fire brigade or other trained personnel. They are vertical mains fitted into staircase enclosures or other suitable positions, with outlet valves on each floor and inlets fitted at ground level to enable the fire brigade to connect to the water supply. Dry Risers are installed into buildings above 18 metres, and if your building is above 60 metres it will have wet risers.

Risers become prone to neglect and vandalism, which can lead to damage from leakage. Under BS 5306: Part 1 1976 dry and wet risers should be visually inspected every 6 months and serviced annually.

#### The dry/wet riser on this site will be tested on the following months:

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