



Central Scotland Fire and Rescue Service

Making Central Scotland Safer

FIRE PRECAUTIONS LOG BOOK

ADDRESS OF PREMISES

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FIRE CERTIFICATE NO. (If Applicable)

LOG BOOK

INTRODUCTION

The Fire Legislation currently in force on your premises will require you to carry out and record a programme of routine Inspection Test and Maintenance of all the fire safety features and equipment contained within your premises along with a programme of Fire Safety Training for your staff. For the purposes of recording all test, maintenance and inspections on your Fire Safety Equipment and to Record Training, Central Scotland Fire Brigade has provided a Log Book which can be down loaded from this site free of charge, also you can down load selected pages only to supplement an existing Log Book.

The Log Book will guide you as to the current intervals of Inspection and Maintenance for the Equipment and Fire Safety Training.

If you need any further advice or have any questions regarding the purposes of the Log Book or Applicable Legislation, please contact your local Fire Safety Office.

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USEFUL TELEPHONE CONTACTS

Brigade Headquarters 01324 716996

Alloa Station 01259 724112

Bo'ness Station 01506 822872

Falkirk Station 01324 629121

Stirling Station 01786 472223

E-mail enquiries Fire.safety@falkirk.gov.uk

www.fire.falkirk.gov.uk

FIRE ALARM SYSTEM

Fire Alarm (for further information see B.S. 5839: part 1: 2002)

It is important that the operations of testing do not result in a false signal of fire.

- Daily inspect the panel for normal operation of the system. When provided, check that the connection to the remote manned centre is functioning correctly. Record any defect in the log book and **report it to a responsible person**.
- Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely:
 - (a) Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone is being tested quarterly for a monitored system and weekly for an un-monitored system. Each time a zone is tested a different trigger device should be used.
 - (b) Examination of batteries and connections including electrolyte level.
- Periodic inspections and tests. No guidance is given as these should be done by the installer, or other competent person. The frequency of testing should be based on risk assessment taking into account the type of system, the environment in which it operates and any other factor which may affect the operation of the system.
- 5 yearly wiring check I.E.E. Wiring Regulations.

FIRE DETECTORS (for further information see B.S. 5839: Part 1: 2002)

- Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.
- Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

AUTOMATIC DOOR RELEASES CONNECTED TO THE FIRE ALARM SYSTEM

- Weekly, in conjunction with the fire alarm test, check that all doors are being released and closing onto the door rebates.

FIRE INSTRUCTIONS AND DRILLS

FIRE INSTRUCTIONS

- At intervals shown below instruction should be given in respect of the action, purpose etc., of the following: Discovering a fire, hearing the fire alarm, the assembly point, calling the fire brigade, making safe power supplies etc., use of fire alarms and fire extinguishers, and the means of escape routes.
- First month of employment – two instruction periods. Three monthly for staff on night duties. Six monthly for staff on day duties or as stated in the fire certificate.

FIRE DRILLS

- At intervals shown below drills should be conducted to simulate fire conditions i.e., one escape route obscured, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management. **Do not call the fire brigade** for the purposes of a drill, it is an offence.
- Six monthly for residential premises, places of public entertainment, large shops and departmental stores. Yearly for industrial and commercial premises.

FIRE EXTINGUISHERS

FIRE EXTINGUISHERS (for full details see B.S. 5306: Part 3: 2003)

- Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.
- Annual inspection. No guidance is given as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools etc., specified therein.
- At intervals not exceeding those detailed in the above British Standard within Annex A Item A1, test discharge the extinguishers. Spare cartridges should be obtained in advance and testing should be programmed throughout the year, etc., (an ideal opportunity for staff training). An annual inspection should be done during test, (see above).

HOSE REELS

HOSE REELS (for further information see B.S. 5306: Part 1: 1976)

Regular inspections for leaks and correct operation.

- Annual test when the hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight. A flow test should be carried out to ensure that a discharge of at least 24 litres/minute is achieved at the two highest hose reels.

EMERGENCY LIGHTING: LUMINARIES AND STANDBY BATTERIES

EMERGENCY LIGHTING: (for further information see B.S. 5266: Part 1: 1999)

Because of possible failure all tests should be undertaken at times of least risk. Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer's instructions.

- Daily test – check that any previous faults have been rectified, that every lamp in a maintained unit is lit, that the control panel indicates normal. Ensure any fault found is recorded in the log book and acted upon.
- Monthly test of self contained luminaries, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaries to be checked for proper function.
- Six monthly test of self contained and central battery systems, by simulation of a failure of the normal lighting supply for a continuous period of 1 hour for 3 hour duration units and 15 minutes for 1 hour units. During the test check all luminaries for proper function.
- Three yearly test for full duration of self contained and central battery systems which have specified duration category in excess of one hour. During the test check all luminaries for proper function.

