



FIRE PRECAUTIONS LOG BOOK

PLEASE REMEMBER

Any changes or alternations to this building
must be notified directly to the
Fire Safety Department via Form FPA-2

FIRE PRECAUTIONS LOG BOOK

The Fire Precautions (Jersey) Law 1977, requires that the occupier of premises issued with a Fire Certificate must keep a record of the testing and maintenance of fire protection equipment, and of staff training and fire drills in a Log Book which must be readily available for inspection as and when required.

This Log Book is divided into the following sections:-

- SECTION 1 FIRE ALARM TESTING AND MAINTENANCE**

- SECTION 2 EMERGENCY LIGHTING TESTING AND MAINTENANCE**

- SECTION 3 FIRE DOOR TESTING AND MAINTENANCE**

- SECTION 4 FIRE FIGHTING EQUIPMENT TESTING AND MAINTENANCE**

- SECTION 5 FIRE INSTRUCTION AND DRILLS**

- SECTION 6 MISCELLANEOUS**

GENERAL INFORMATION

STATES OF JERSEY FIRE & RESCUE SERVICE OTHER **EMERGENCY: 112 or 999**
CALLS: 445967 (Answerphone Service out of office hours)

FIRE ALARM SERVICING ENGINEER:

EMERGENCY LIGHTING SERVICING ENGINEER:

FIRE APPLIANCES SERVICING ENGINEER:

SECTION 1

FIRE ALARM SERVICING AND TESTING

1.1 General

To ensure reliability an agreement should be made with manufactures, suppliers or other competent contractors for regular servicing. The name and telephone number of the servicing organisation should be prominently displayed by the indicating equipment.

Servicing agreements should be made immediately on completion of the installation whether the premises are occupied or not

1.2 Routine Attention

It is the responsibility of the occupier of the premises to ensure that proper instructions are obtained from the supplier or installer regarding routine attention and test procedures. The following is a general guide to the routine to be adopted to ensure the continued good operation of the system. The routine may vary with the use of the premises, equipment installed in corrosive or dirty environmental conditions will need to be checked more thoroughly and at more frequent intervals than in clean and dry situations. In such instances, the recommendations of the supplier or installer should be followed.

1.2.1 Prevention of false fire alarm actuation during routine testing

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

- a) If the fire alarm system is connected to a 112 or 999 automatic dialling unit, transmission of the alarm should be prevented (for instance by disconnection) before the routine test is carried out since under normal conditions 112 or 999 test calls are not permitted.

Where transmission of signals to a remote manned centre is installed, the transmission of this signal is to be prevented during test, a visual indication of this state should be given at the control equipment. If the link to the remote manned centre is to be used during the test, then it is essential to notify the centre before undertaking the test.

- b) The occupants of the premises should be notified of any test of the system that may result in the sounders being operated.

1.2.2 Daily Attention by the User

A check should be made every day to ascertain that:

- a) The panel indicates normal operation; if not, that any fault indicated is recorded in the Log Book and is receiving urgent attention.
- b) Any fault warning recorded the previous day has received attention.

1.2.3 Weekly Attention by the User

The following tests should be made every week to ensure that the system is capable of operating under alarm conditions.

- 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 a signal and sound the alarm.

For systems over 13 zones more than one zone should be tested in any week. Each time a zone is tested a different trigger device should be used.

Fire doors fitted with automatic releases should be checked that they are operating efficiently and are effectively self-closing.

Any entry should be made in the Log Book quoting the particular trigger device that has been used to initiate the test.

If the operation of the alarm sounders and/or the transmission of the alarm signal has been prevented by disconnection, then a further test should be carried out to prove the final reinstatement of the sounders, and if permissible, the alarm transmission circuits.

Any defect should be recorded in the Log Book and reported to the responsible person, and action taken to correct it.

1.2.4 Quarterly Inspection and Test by a Competent Person

It is the responsibility of the occupier to ensure that the following check and test sequence is carried out by a competent person.

- a) Entries in the Log Book since the previous inspection should be checked and any necessary action taken.
- b) Batteries and their connections should be examined and tested as specified by the supplier to ensure that they are in good serviceable condition.
- c) Where applicable, secondary batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Necessary remedial action should be taken, and an appropriate entry made in the Log Book.

- d) Primary batteries, including reserves, should be tested to verify that they are satisfactory for a further period of use by taking measurements that are indicative of the conditions of each cell e.g. voltage measurements.
- e) (i) The alarm functions of the control and indicating equipment should be checked by the operation of a detector or call point in each zone.

(ii) The operation of the alarm sounders and where provided, any link to the Fire Station, should be tested.

(iii) All ancillary functions of the control panel should be tested. All fault indicators and their circuits should be checked by simulation of fault conditions.
- f) A visual inspection should be made that structural or occupancy changes have not affected the requirements for the siting of trigger devices (manual call points, detectors and sounders).

The visual inspection should also confirm that a clear space of at least 750mm radius is preserved in all directions below every detector and that all manual call points remain unobstructed and conspicuous.

- g) All further checks and tests specified by the manufacturers or supplier should be carried out.

Any defect should be recorded in the Log Book and reported to the responsible person, and action should be taken to correct it.

On completion of the work a certificate of testing should be given to the occupier.

1.2.5 Annual Inspection and Test by a Competent Person

It is the responsibility of the occupier to ensure that the following check and test sequence is carried out by the competent person.

- a) The inspection and test routines detailed in the quarterly check should be carried out.
- b) Each detector should be checked for correct operation in accordance with the manufacturer's recommendations.
- c) Visual inspection should be made to confirm that all cable fittings and equipment are secure, undamaged, and adequately protected.
- d) At least once in every five years at the annual inspection, the installation should be tested in accordance with the testing and inspection requirements of the current "Regulations For The Electrical Equipment Of Buildings" published by the Institution of Electrical Engineers, and any defect rectified.

Any defect should be recorded in the Log Book and reported to the responsible person, and action taken to correct it.

On completion of the work described above, a certificate of testing should be completed.

1.2.6 Action by the occupier after any fire, whether automatically detection or not

It is the responsibility of the occupier to ensure that the following tests are carried out as soon as possible after a fire and before normal use of the area is resumed.

- a) A simulated test should be carried out on each trigger device that may have been affected by the fire.

This test should be carried out so as to simulate fire conditions: Smoke detectors should be tested by smoke or other aerosol to the detector and heat detectors by the application of warm air or gas. Each fire alarm sounder should be tested.

Any defect should be recorded in the Log Book and reported to the responsible person, and action taken to correct it.

The servicing agent should be informed of the fire as soon as possible and should be instructed to check the extent of damage to cables, and check the operation of the system.

On completion of the work a certificate of testing should be given to the occupier.

The occupier should also ensure that the following work is carried out, although this may take place after normal use has been resumed.

- a) A check should be made of the state of the battery and charger.
- b) The servicing organisation should carry out a further check for damage to the system, particularly any parts in which damage might be hidden, such as buried cables. The extent of a fire may necessitate a more comprehensive check of the system.
- c) If the fire was not detected by the system or detection occurred in the late stages of the fire. The reasons should be investigated and if necessary, considerations given to system modifications to prevent repetition.

On completion of the work a certificate of testing should be given to the occupier.

1.2.7 Action To Be Taken By The Occupier After Any False Alarm

False alarms can be a major hazard to any fire alarm system since they lead to a loss of confidence in the system. It is important that any alarm from the system is treated as an alarm of fire until it can be proved to be false, rather than being treated as false until proved to be a fire.

Where an alarm has been found to be false the following immediate actions should be taken by the responsible person or persons to whom they have delegated this duty.

- a) Where possible, identify the particular detector or call point which has operated.

It is important that the detectors are examined before the system is reset.

- b) Where possible, establish the cause of the false alarm. If only a general location can be established, then a record should be kept of any events or activities in the area immediately prior to the alarm.
- c) Record the false alarm in the Log Book and inform the organisation responsible for servicing.

If one detector or group of detectors gives repeated false alarms, then the organisation responsible for servicing should be informed and required to investigate.

If repeated false alarms occur the organisation responsible for servicing should be informed and required to investigate.

1.2.8 Action By The Occupier Following a Fault

If a fault has been shown to exist, whether by the system's own monitoring or by any other method, then the occupier should ensure that the following actions are taken:

- a) Determining the area affected by the fault and decide whether special action (such as fire investigation) is needed in that area;
- b) if possible, determine the reason for the fault, or note the activities immediately prior to the fault in the area affected;
- c) record the fault in the Log Book, inform the organisation responsible for servicing and arrange for repair.

1.2.9 The following pages are provided for recording the information required in respect of testing and maintenance.

This Log must be maintained by a responsible person and every “event” affecting the installation must be recorded. An “event” includes fire alarms, false alarms, failure, test, temporary disconnections, the dates of servicing engineers’ visits and a note of any outstanding work or conditions.

***Competent Person:-**

Is a person in employment with the manufacturer, supplier or competent contractor. This may also include a responsible person who has suitable experience of electrical equipment and who has special training with the manufacturer, supplier or installer to deal with simple servicing but not necessarily in employment with the above.

SECTION 2

It is the responsibility of the occupier of the premises to ensure all the necessary work/tests are completed to maintain the system in correct operation.

2.1 General

A regular system of preventive maintenance is required to ensure that the installation will perform its task in the event of need and to prolong the life of the equipment.

A record showing the date of each routine examination and test and its result must be kept on the premises and provision is made in this Log Book for that purpose.

2.2 Routine Inspections and Tests

Because of the possibility of a failure of the normal lighting supply occurring shortly after a period of testing, all tests should, wherever possible be undertaken at times of least risks.

2.2.1 Daily Inspection by the Occupier

An inspection should be made every day to ascertain that:-

- a) Every lamp in a maintained system is lit i.e. illuminated exit signs and any other maintained lighting.
- b) The main control of any central battery system indicates normal operation.
- c) Any fault found is recorded in the Log Book and the action taken noted.

2.2.2 Monthly Inspection by the Occupier

Tests should be carried out as follows:

- a) Each self-contained luminaire and illuminated exit sign should be energised from its battery by simulation of a mains failure of the supply for a period sufficient only to ensure that each lamp is illuminated.

The period of simulation failure should not exceed one quarter of the rated duration of the luminaire or sign.

During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

At the end of the test period the supply to normal lighting should be restored and any indicator lamp checked to ensure that it is showing that the normal supply has been restored.

- b) Each central battery system should be energised from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient only to ensure that each lamp is illuminated.

The period of simulation failure should not exceed one quarter of the rated duration of the battery. During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

If it is not possible to examine visually all luminaires and/or signs in this period, further tests should be made after the battery has been fully recharged.

At the end of each test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that the normal supply has been restored. The charging arrangements should be checked for proper functioning.

2.2.3 Six Monthly Inspection by the Occupier

The monthly inspection should be carried out and the following tests made;

- a) Each 3 hour self-contained luminaire and illuminated exit sign should be energised from its battery for a continuous period of one hour, by simulation of mains failure of the supply to the normal lighting. If the luminaire is rated as having a duration of 1 hour, then the period of simulation failure should be 15 minutes.

During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

At the end of this test the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that the normal supply has been restored.

- b) Each 3 hour central battery system should be energised from its battery for a continuous period of one hour by simulation of a failure of the supply to the normal lighting. If the system is rated as having a duration of 1 hour, then the period of simulation failure should be 15 minutes.

During this period all luminaires and/or signs should be examined visually to ensure that they are functioning correctly.

At the end of the test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning.

2.2.4 Three Yearly Inspection by the Occupier

The monthly inspection should be carried out and the following additional tests made:

- a) Each self-contained luminaire and/or illuminated exit signs should be tested for its full duration.

At the end of the test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that normal supply has been restored.

- b) Each central battery system should be tested for its full duration.

At the end of each test period the supply to the normal lighting should be restored and any indicator lamp checked to ensure that it is showing that normal supply has been restored.

2.2.5 Subsequent Annual Test by the Occupier

For self-contained luminaires with sealed batteries, after the first three yearly test the three yearly test should be carried out annually.

SECTION 2

FIRE DOOR TESTING AND MAINTENANCE

3.1 General


Just like any passive or active fire protection system, it is essential for a fire door to perform its vital task in the event of fire.

As with any similar life-saving product, a fire door should be regularly checked to ensure it functions properly and is ready to use.

Most of the time, a fire door is used like any other door, and is subject to the day to day wear and tear of opening and closing when people pass through. The building and the surrounding environment can also change and affect the door. It is important to check if regular use or changes to the surroundings affect it in any way.

Any slight alteration to the door or its surroundings can affect the performance of the door. This can result in a half hour door lasting a lot less.

3.2 Fire Door Identification

Fire doors within your premises can be identified by looking at the Fire Safety plan in the back of the red Fire Certificate book. They are denoted by the double edged open door symbol -  (this symbol can also be found in the key at the side of the plan, or on a separate page in the Fire Certificate book. All fire doors should have a controlled self-closing device fitted to them, either in the form of an overhead arm actuated type, a floor spring contained under the floor on the hinged edge of the door, or a 'perko' chain device installed on the hinge side of the door between the edge of the door leaf and the door frame.

In premises with multiple fire doors it may be good practice to physically number every fire door for easy identification when carrying out maintenance checks and repairs.

3.3 3 Monthly Inspection by the Occupier

Tests should be carried out as follows:

- a) With a self-closing device, open the door fully and check it closes without binding on the floor. Open the door approx. 5 degrees (width of a clenched fist) and again check it closes fully, overcoming the latch or seal (if fitted). Check door closing speed to be approx. 10 seconds from 90 degrees and ensure that the door does not slam. Adjust speeds as necessary. Ensure that the doors are not being wedged open.
- b) Make sure that door hold open devices (if fitted) are not straining the door against its self-closing device. A closer fitted at the top of the door should have a hold open device at the top of the door. A floor spring at the foot of the door should have the hold open device fitted at the bottom.
- c) If fitted, ensure any electromagnetic hold open device is operating correctly and releases immediately power is removed (when the fire alarm activates).

- d) If fitted, ensure any intumescent strips or combined intumescent/cold smoke seals are not damaged or missing. If in need of repair, they must be replaced with the same type originally fitted. If smoke seals have to be replaced they should be fitted in one continuous length if possible. If fixed piecemeal, they could potentially leak at the joints.

- e) If fitted, inspect the glass. If it is cracked or broken then it must be replaced immediately. If not then in the event of a fire, the smoke and gases will travel through the glass, which means the fire door will not last its fire rating. This work must only be undertaken by companies with appropriate third party certification.

SECTION 4

FIRE FIGHTING EQUIPMENT TESTING AND MAINTENANCE

4.1 General

All fire equipment should be maintained in efficient working order and portable fire extinguishers fitted in designated positions on wall brackets.

4.2 Fire Extinguishers

- a) Portable fire extinguishers must be tested at least once a year by a competent person.
- b) Regular checks should be carried out to ensure that extinguishers are not obstructed and are readily available for use at all times.

4.3 Fire Hosereels

Hosereels must be tested at least once annually to ensure that they are in good working order and will produce a satisfactory jet of water at least 6m (20 ft).

4.4 Record

The recording of servicing and use of fire appliances should be entered in the following pages, as well as the replacement of equipment.

SECTION 4

FIRE INSTRUCTION AND DRILLS

5.1 General

It is the responsibility of the occupier to ensure all members of the staff receive instruction and training appropriate to their responsibilities in the event of an emergency. It should be based on written instructions.

5.2.1 Fire Drills

Exercises for the staff only should be held regularly to ensure the smooth operation of the procedure for dealing with an emergency.

5.2.2 Initial Instruction

The training of staff should provide for the following:

- a) All members of the staff should receive a personal copy of prepared written instructions, and initially should receive two periods of at least half an hour verbal instruction given by a competent person. Such instruction should include details of how to call the Fire and Rescue Service.

These two periods should be given within one month, and in the case of newly engaged staff, this should be as soon as possible after appointment.

- b) A record of the training and instruction given and exercises held should be entered in the Log Book, and should include the following matters:-
 - (I) Date of instruction or exercise
 - (II) Duration
 - (III) Name of the person giving the instruction
 - (IV) Names of the persons receiving the instruction
 - (V) Nature of instruction or exercise

5.2.3 Follow Up Instruction

After the initial instruction all members of the staff should receive at least half an hour verbal instruction, given by a competent person, as follows:

- a) Premises which are in use throughout the year: At least once in every period of 6 months for employees engaged only on day time employment and 3 months for employees who are at any time engaged on night duties.
- b) Premises having only seasonal use: At least once during the period in which the premises are open to receive guests, preferably at the beginning of such period.

5.2.4 Exercises

a) Large Premises

Exercises which may be combined with the instruction, should be carried out once in every period of 6 months.

The exercise should include simulated evacuation drill with the assumption that one escape route is not available.

Each exercise should be started at a pre-determined signal and the whole premises checked as if evacuation was in progress.

b) Small Premises

Exercises, which may be combined with the instruction, should be carried out once in every period of 6 months and should take the form of a walk over the escape routes, checking fire doors, the position of the fire alarm points, fire equipment and emergency lighting.

5.2.5 Responsible Person

One specific person should be made responsible for organising staff training and for co-ordinating the actions of the staff in the event of fire.

Effective arrangements should be made for a nominated deputy to be available to carry out the above duties.

FIREFIGHTING INSTRUCTION AND DRILLS LOG

DATE	DURATION	INSTRUCTOR	PERSONS UNDER INSTRUCTION	NATURE OF INSTRUCTION/EXERCISE

MISCELLANEOUS

DATE	COMMENTS/OBSERVATIONS	SIGNATURE

MISCELLANEOUS

DATE	COMMENTS/OBSERVATIONS	SIGNATURE

For use by the occupier and fire service for comments not covered in sections 1 to 4 and for entries and comments on all fires