



RECORD OF FIRE SAFETY EQUIPMENT AND TRAINING

The attached documents may be used to record the following:-

- Fire Instructions and Drills – Record of when given
- Fire Alarm System and Emergency Lighting Operation Training – Record of when given
- Fire Extinguishers – Record of Test and Inspections
- Emergency Lighting System – Record of Tests
- Fire Alarm System – Record of Tests

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FIRE INSTRUCTIONS AND DRILLS – RECORD OF WHEN GIVEN

All tenants / persons employed to work in the premises shall receive instruction and training to ensure they understand the fire precautions and the action to be taken in the event of fire.

Initially, each tenant / member of staff should receive a personal copy of prepared written instructions and thereafter be given further training at least once in every period of 6 months, and a record of such entered in the Log Book.

Date	Instruction Date	Fire Drill Evacuation Time	Person/Dept. Receiving Instruction Drill	Nature of Instruction Drill	Observations of Instructor etc.	Signature of Instructor etc.

FIRE ALARM SYSTEM AND EMERGENCY LIGHTING OPERATION TRAINING – RECORD OF WHEN GIVEN

In order for the Landlord to delegate his responsibility for **weekly** testing of the fire alarm systems and **monthly** emergency lighting systems it is required that they fully train a sufficient number of tenants to ensure all required checks are covered. A record of this training should be recorded below.

Date	Tenant Trained	Trained By	Satisfactory Yes / No	Signature of Tenant

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FIRE EXTINGUISHERS – RECORD OF TESTS AND INSPECTIONS

Portable fire extinguishers shall be examined at least once annually and tested in accordance with British Standard 5306, Part 3, and the results recorded.

Date	Location or Number	Inspected or Tested	Satisfactory Yes / No	Remedial Action Taken	Signature

EMERGENCY LIGHTING SYSTEM – RECORD OF TESTS

Emergency Lighting Systems shall be tested in accordance with British Standard 5266, Part 1.

Central Battery Systems: Twice a year the batteries should be arranged to supply the emergency lighting system by simulation of a failure of the normal lighting supply for a continuous period of at least one hour.

During this period all luminaires and/or signs should be checked for proper function.

At the end of the test period the system should be restored to normal operation and the charging arrangements checked for proper function.

Self contained luminaires and internally illuminated signs: Once a month each luminaire and signs should be energised from its batteries for a period of at least one hour.

Date	Duration of Test	Result of Test	Fault (Specify)	Fault Cleared	Signature

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FIRE ALARM SYSTEM – RECORD OF TESTS

The fire alarm system shall be tested **weekly**, using a different call point for each successive test to ensure that it operates satisfactorily and the result of such tests recorded.

The system shall be maintained in efficient working order in accordance with British Standards 5839, Part 1 2002.

Date	Fire Alarm		Automatic Door Releases	Automatic Detectors		Remedial Action Taken	Fault Cleared Yes / No	Signature
	Call Point Location or No.	Satisfactory Yes / No	Satisfactory Yes / No	Location or No.	Satisfactory Yes / No			