

Appendix 1 – suggested test frequencies for fire safety equipment

Fire Safety System	Daily (To be carried out In-house)	Weekly (To be carried out In-house)	Monthly (To be carried out In-house)	Annually (To be carried out by competent person)
<p>Fire Detection & Alarm System</p> <p>Ref – BS5839 and its relevant parts for more information regarding testing of domestic and non-domestic fire alarm systems</p>	<p>Visual inspection of the fire alarm control panel to ensure it is active and indicates normal operation (if any faults are displayed they should be reported immediately to the Fire Alarm Company).</p>	<p>Test of the fire alarm system by activating a manual break glass call point by inserting a dedicated test key using a different call point each successive week. (Where alarm systems are linked to alarm receiving centres they should be notified prior to any test).</p> <p>Visual inspection and test of any other means of raising the alarm e.g. hand bell, klaxon horn.</p> <p>Note: for domestic smoke alarms the weekly test should be carried out by activating the test button provided on the smoke alarm. With any power supply batteries being replaced every 6-12 months.</p>		<p>Preventative maintenance and servicing of fire alarm system including any automatic fire detection (certificate of testing to be obtained).</p>

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<p>Emergency Lighting Systems</p> <p>Ref – BS5266 and its relevant parts for more information</p>			<p>A test to simulate power failure should be carried out to determine that emergency lighting luminaires are functioning.</p>	<p>Preventative maintenance and full discharge test (certificate of testing to be obtained).</p>
<p>Fire Extinguishers, Fire Blankets & Hose Reels</p> <p>Ref – BS5306 and its relevant parts for more information</p>			<p>Visual inspection to obvious faults / defects. (Frequency of this visual inspection necessary)</p>	<p>Preventative maintenance and servicing (certificate of testing to be obtained).</p>
<p>Fire Hydrants (only privately owned and contained within the boundary of the premises)</p> <p>Ref – BS9990 and its relevant parts for more information</p>				<p>ensure that supplies have not are impeding accessibility and that hydrant indicator plates are in position.</p>

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Wet / Dry Risers Ref – BS9990 and its relevant parts for more information				Static pressure test (certificate of testing to be obtained). Inlets, landing valves, drain valves, door hinges to the inlet and landing valve boxes should be visually inspected.
Fire Signs & Notices Ref – BS5499 and its relevant parts for more information				Visual inspection of all directional fire signs and other fire safety notices to ensure they are still legible and in the appropriate location.
Final Fire Exit Doors, Fire Doors & Doors on Hold Open Devices Ref BS7273-4 for more information	Visual inspection of all fire exits to ensure they are operational and open by automatic test functionality and	Hold open devices ensure they operate on alarm or upon failure of the power supply.		Visual inspection of fire doors to ensure they are not damaged and a functional closing devices to ensure they close fully.
Evacuation Chairs				Preventative maintenance and servicing as per LOLER regulations (6 monthly)

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Lightning Protection Systems Ref BS6651:1999, BS62305:2006				(certificate of testing to be obtained). Preventative maintenance and servicing (certificate of testing to be obtained).
Water Sprinkler & Gaseous Suppression Systems Ref – BS EN 12845-2015 for more information	The installer shall provide the user with a documented inspection and test procedure bespoke to the system.	The installer shall provide the user with a documented inspection and test procedure bespoke to the system.	The installer shall provide the user with a documented inspection and test procedure bespoke to the system.	The installer shall provide the user with a documented inspection and test procedure bespoke to the system.
Smoke Exhaust Ventilation & Control Systems Ref - BS EN 12101-8 for more information		Actuation of system ensure that any fans and powered exhaust ventilators operate correctly and that smoke dampers close (or open for some system types) and that ventilators open.		Preventative maintenance and servicing (certificate of testing to be obtained).