

# FIRE LOG BOOK



**KRP**

Fire Protection Services

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## **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**

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## 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.

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



# **SECTION A**

## **Fire Alarm System & Automatic Fire Detectors**

Weekly Fire Alarm Actuation Test

Periodic/Annual Fire Alarm System Tests

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# 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:**

- **Annual:** \_\_\_\_\_
- **Periodic:** \_\_\_\_\_





**Events Other Than False Alarms or Maintenance Work**

<b>Date</b>	<b>Time</b>	<b>Event (e.g., Test, Fire Alarm Signal, Fault)</b>	<b>Zone (Where Applicable)</b>	<b>Device (Where Applicable)</b>	<b>Action Required (Where Applicable)</b>	<b>Date Completed (Where Applicable)</b>	<b>Initials</b>

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# **SECTION B**

## **Escape Lighting**

Monthly Inspection

Annual Inspection

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## 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:**

- **Annual:** \_\_\_\_\_

<b>Emergency Lighting Inspection and Test Record</b>				
<b>Test Types:</b>				
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)				
Date of Test	Test Type	Result – Test Passed No Action Needed	Result – Test Failed	
		Sign Below*	Need for Repair of System Notified Sign Below*	Need for Safeguarding of Premises Notified Sign Below*
	C/A			
	M – 1 <sup>st</sup>			
	M – 2 <sup>nd</sup>			
	M – 3 <sup>rd</sup>			
	M – 4 <sup>th</sup>			
	M – 5 <sup>th</sup>			
	M – 6 <sup>th</sup>			
	M – 7 <sup>th</sup>			
	M – 8 <sup>th</sup>			
	M – 9 <sup>th</sup>			
	M – 10 <sup>th</sup>			
	M – 11 <sup>th</sup>			
	A			

\* 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)**

Date of Test	Test Type	Result – Test Passed No Action Needed	Result – Test Failed	
			Need for Repair of System Notified	Need for Safeguarding of Premises Notified
		Sign Below*	Sign Below*	Sign Below*
	M – 1 <sup>st</sup>			
	M – 2 <sup>nd</sup>			
	M – 3 <sup>rd</sup>			
	M – 4 <sup>th</sup>			
	M – 5 <sup>th</sup>			
	M – 6 <sup>th</sup>			
	M – 7 <sup>th</sup>			
	M – 8 <sup>th</sup>			
	M – 9 <sup>th</sup>			
	M – 10 <sup>th</sup>			
	M – 11 <sup>th</sup>			
	A			
	M – 1 <sup>st</sup>			
	M – 2 <sup>nd</sup>			
	M – 3 <sup>rd</sup>			
	M – 4 <sup>th</sup>			
	M – 5 <sup>th</sup>			
	M – 6 <sup>th</sup>			
	M – 7 <sup>th</sup>			
	M – 8 <sup>th</sup>			
	M – 9 <sup>th</sup>			
	M – 10 <sup>th</sup>			
	M – 11 <sup>th</sup>			
	A			
	M – 1 <sup>st</sup>			
	M – 2 <sup>nd</sup>			
	M – 3 <sup>rd</sup>			
	M – 4 <sup>th</sup>			
	M – 5 <sup>th</sup>			
	M – 6 <sup>th</sup>			
	M – 7 <sup>th</sup>			
	M – 8 <sup>th</sup>			
	M – 9 <sup>th</sup>			
	M – 10 <sup>th</sup>			
	M – 11 <sup>th</sup>			
	A			

\* Sign as applicable







# **SECTION C**

## **Fire Resisting Doors & Partitions**

Six-Monthly Inspection

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## 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-magnetic door hold-open device	AUTOMATIC FIRE DOOR KEEP CLEAR on the visible face 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.

<b>Fire Resisting Doors &amp; Partitions Checked – Result &amp; Remarks</b>				
<b>Date</b>		<b>Name</b>		<b>Signature</b>

Fire Resisting Doors & Partitions Checked – Result & Remarks				
Date		Name		Signature

Fire Resisting Doors & Partitions Checked – Result & Remarks				
Date		Name		Signature

Fire Resisting Doors & Partitions Checked – Result & Remarks				
Date		Name		Signature

Fire Resisting Doors & Partitions Checked – Result & Remarks				
<b>Date</b>		<b>Name</b>		<b>Signature</b>

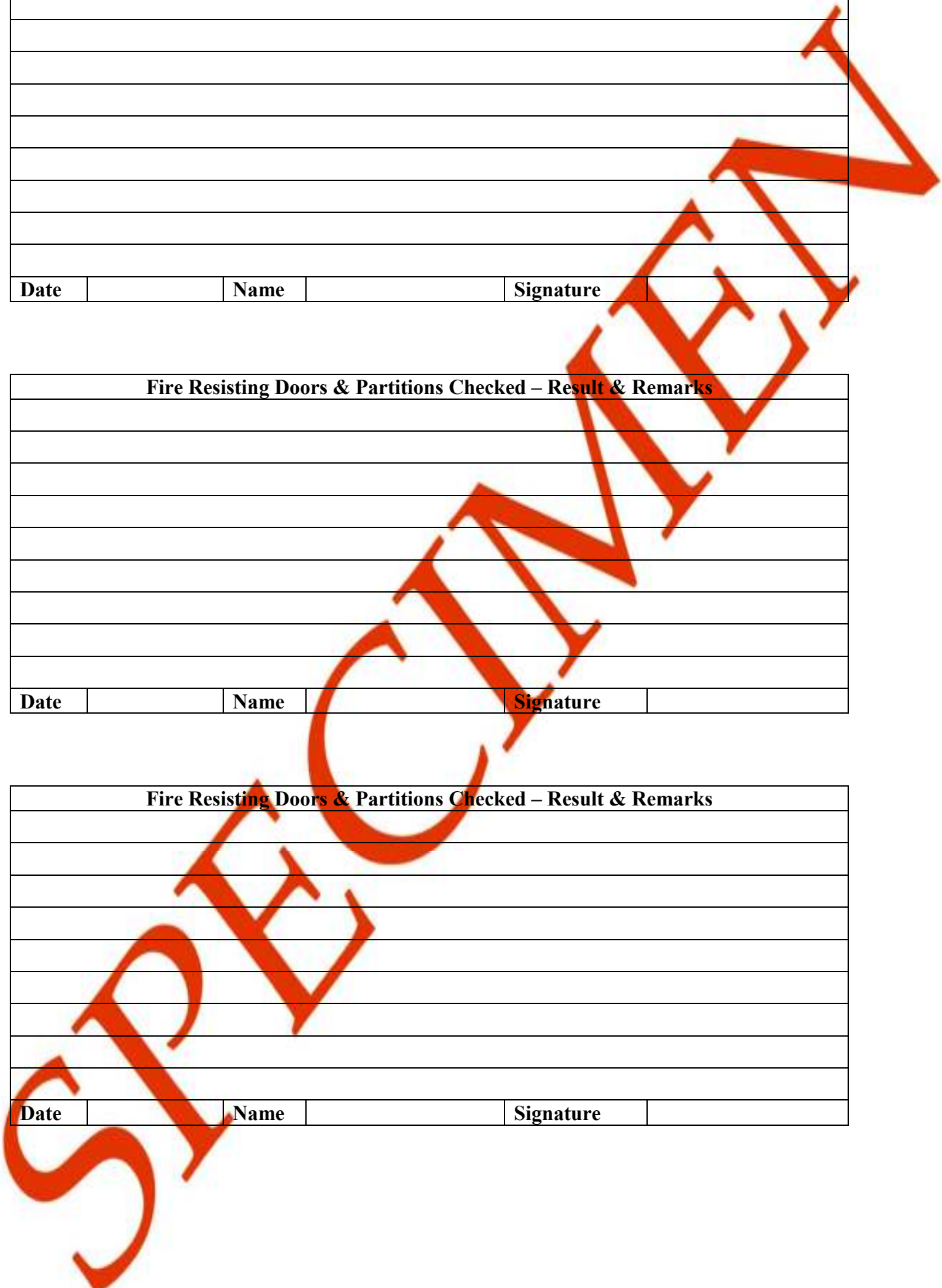
Fire Resisting Doors & Partitions Checked – Result & Remarks				
<b>Date</b>		<b>Name</b>		<b>Signature</b>

Fire Resisting Doors & Partitions Checked – Result & Remarks				
<b>Date</b>		<b>Name</b>		<b>Signature</b>

Fire Resisting Doors & Partitions Checked – Result & Remarks				
<b>Date</b>		<b>Name</b>		<b>Signature</b>

Fire Resisting Doors & Partitions Checked – Result & Remarks				
<b>Date</b>		<b>Name</b>		<b>Signature</b>

Fire Resisting Doors & Partitions Checked – Result & Remarks				
<b>Date</b>		<b>Name</b>		<b>Signature</b>



# **SECTION D**

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

Monthly Inspection

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# **SECTION E**

## **Fire Appliances**

Monthly Visual Check

Yearly Service

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# **SECTION F**

## **Escape Routes & Signs**

Three-Monthly Check

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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.

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks				
Date		Name		Signature

Route Checked – Result & Remarks				
Date		Name		Signature

Route Checked – Result & Remarks				
Date		Name		Signature

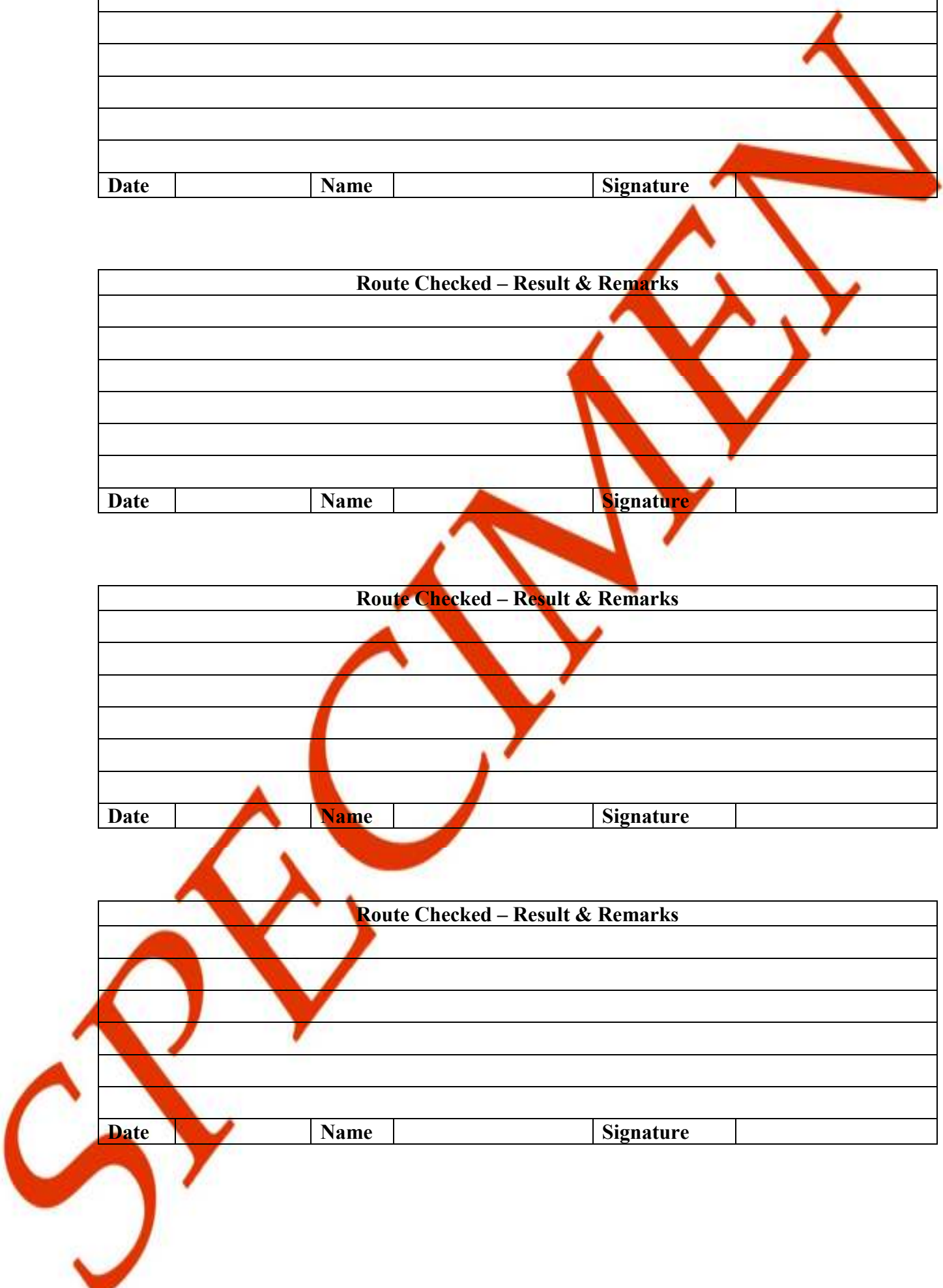
Route Checked – Result & Remarks				
Date		Name		Signature

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	



Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

Route Checked – Result & Remarks					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	

# **SECTION G**

## **Fire Safety Instruction**

Six-Monthly Training

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## Employee Fire Safety Instruction

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.























# **SECTION H**

## **Fire Evacuation Drill**

Six-Monthly  
(Three-Monthly for Night Staff)

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## 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.

Drill Date	Organised By	Organiser's Company	Organiser's Signature
<b>Observations and Comments about the Evacuation Drill</b>			







# **SECTION I**

## **General Fire Matters**

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# SECTION J

## External Escape Routes

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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.

<b>Date of Inspection</b>	<b>Name of Inspector</b>	<b>Inspector's Company</b>
<b>Summary of Inspector's Report</b>		

Date of Inspection	Name of Inspector	Inspector's Company

Summary of Inspector's Report		

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# **SECTION K**

## **Dry/Wet Risers**

Six-Monthly Inspection

Annual Inspection

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