



Fire Industry Association

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Guidance on the end user's responsibilities to organise good Planned Preventative Maintenance as required under the CFOA Policy on False Alarm Management

1. Introduction

This FactFile has been prepared as a means to help end-users to understand what they are being advised as a requirement by the Fire & Rescue Services (F&RS) under the Fire Safety Order and the CFOA Unwanted Fire Signals Policy, and summarises the actions they need to take with the assistance of the Fire Trade (i.e. the competent person).

This document contains a checklist of areas which end users should employ to keep accurate records available for inspection by F&RS when the need arises. The check list will also assist the end users keep their fire risk assessment and fire protection systems up to date.

2. Use of check list

For each of the items listed in the task/action column indicate in the appropriate box whether it is required or not for your system, and then indicate that the relative task has been actioned. A number of tasks that are required in the appropriate British Standard have been pre-ticked, as they are required for most premises.

Note: The check list is not exhaustive.

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3. Planned Preventative Maintenance Check List

Task/Action	Required	Not Required	Actioned
Log/record of activations including fire alarms, fault and tests – weekly, quarterly, annually and five yearly wiring inspections to BS5839	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record for six-monthly inspection of electro-magnetic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record for annual inspection of hose reels and portable fire extinguishers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record for inspection of external escape routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record of test and inspection of escape lighting – daily, monthly, six monthly, three yearly and on an annual basis (self-contained) to BS5266	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record Fire Procedure Awareness Training record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record staff training and fire drills for day staff record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log record fire drill information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record Record of monthly generator tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record for smoke extract system tests and inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record for pressurisation system tests and inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record for sprinkler tests and inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record maintenance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record fire alarm wiring test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record fire alarm zoning information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record fire device as fitted drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record control panel configuration download	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record commissioning software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record system O&M manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record asset register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log/record Register of Dangerous Substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCLAIMER

The information set out in this document is believed to be correct in the light of information currently available but it is not guaranteed and neither the Fire Industry Association nor its officers can accept any responsibility in respect of the contents or any events arising from use of the information contained within this document.

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