

Guidance Note



Fire Industry Association

Leading Excellence in Fire Since 1916

Guidance Document (Fact File 38 revised) Guidance on the end user's responsibilities to organize good Planned Preventative Maintenance as required under the NFCC Policy on False Alarm Management

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1. Introduction

This Fact File has been prepared as a means to help end users to understand what they are being advised of as a requirement by F&RS under the Fire Safety Order (Fire Safety (Scotland) Regulations) and the CFOA Unwanted fire signals policy and summarises the actions they need to take with the assistance of the Fire trade (competent person).

The document contains a check list of areas for which end users should keep accurate records available for inspection by F&RS as and when the need arises. The check list will also assist the end user 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 to the right whether it is required or not required for your system and then indicate that the appropriate task relating to it has been actioned. A number of task that are required in the appropriate British Standards have been pre-ticked as they are required for most premises.

Note: The checklist is not exhaustive

3. Planned Preventative Maintenance Check List

Site/Building: _____ Location/Area: _____

Date of inspection: _____

Task / Action	Required	Not Required	Actioned	Notes
Log/record of activations including fire alarms, faults and tests – weekly, quarterly, annual and five-yearly wiring inspections to BS5839.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Log/record of unwanted fire signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Log/record for six-monthly inspection of electro-magnetic door holders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Log/record for annual inspection of hose reels and portable fire extinguishers	<input 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 –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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daily, monthly,
six-monthly,
three-yearly and
annual
(self-contained)
to BS5266

Fire procedure awareness training record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff training and fire drills for day staff record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire drill information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record of monthly generator tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke extract system tests and inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressurization system tests and inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler tests and inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm wiring test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm zoning information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire device as-fitted drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control panel configuration download	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioning software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System O&M manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Register of dangerous substances (COSHH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions: Tick the relevant box for each item. Use the Notes column for any remarks, dates, certificate refs, or corrective actions. Replace "☐" with "☒" when marking digitally.

Notes

Use the space below to make any notes you need.

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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