A FEW SIMPLE STEPS TO ENSURE YOUR FIRE DETECTION AND ALARM SYSTEM IS WORKING

1

Who's responsible?
Responsibility for the system should be with a manager or someone who is reliable and will carry out regular checks.

2

What happens when the fire alarm sounds?
People in the premises must know exactly what they are expected to do when the fire alarm sounds. Don't forget to include staff or anyone who may be there outside 'normal' business hours.

FIRE

BREAK GLASS
← ● →
PRESS HERE

3

MON

Weekly check
The system should be checked at the same time on the same day each week. Let everyone know when this will happen and ask them to report any changes to what they normally hear.
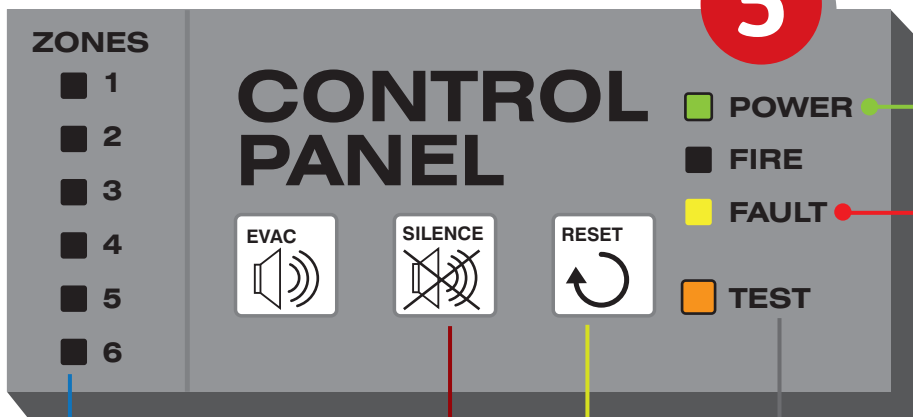
TEST **4**

False alarms
If you use a monitoring centre, don't forget to tell them first that you are carrying out a Fire Detection and Alarm System check! and inform them when you've finished. Confirm premise address with ARC.

5

ZONES
■ 1
■ 2
■ 3
■ 4
■ 5
■ 6

CONTROL PANEL

EVAC | SILENCE | RESET

□ POWER
■ FIRE
□ FAULT
□ TEST

Daily checks
Do a quick visual check of the control panel each day. You should see only the green, mains healthy light. If there are no lights, it could mean the panel has lost the electrical supply and may not be working.

If there are any problems, or if a 'Fault' light is showing, contact your Fire Detection and Alarm System maintenance provider. Ideally, they should be a third Party accredited company.

How to check the system
• See that everything on the control panel is normal.
• Enable test mode on panel
• Activate a fire call point. (Do a different one each time to check that all are working.)
• Check the appropriate alarm zone indicator is showing on the system control panel using your zone diagram.
• Press the "silence" button.
• Press reset to put the system back to normal operation and exit test mode.
• Record when you carried out the check and the results in the system log book.

FIA
Fire Industry Association