



LOG BOOK

This Log Book is provided as a record of the Fire Alarm System at:

NAME/AREA.....

ADDRESS.....

.....

.....

This book must be kept on site and be readily available to

- RESPONSIBLE PERSON
- FIRE ALARM ENGINEERS
- LOCAL FIRE BRIGADE OFFICERS
- AUTHORISED PERSONS FROM THE LOCAL AUTHORITY

For services and assistance contact the following numbers

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SECTION 1

DO'S AND DON'TS

Your automatic fire alarm system has been designed and installed in accordance with the British Code of Practice. With your co-operation the system will provide you continued effective use. That it shall do so is a requirement under current Health and Safety legislation.

DO appoint a senior person to be responsible for all aspects of the system. Their duties should include ensuring that these recommendations are carried out. They should familiarise themselves with the operation of the system and the control facilities on the panel.

DO have a plan of action ready for use in the event of fire. Make sure all staff know the means of escape and the locations of fire-fighting equipment - and how to use it.

DO ensure that all staff and visitors are aware of the presence of the system. Smoke detectors will respond to extraneous smoke, heat detectors will respond to high ambient temperatures. Discipline staff to avoid situations likely to raise false alarms

When these situations are known to be unavoidable contact your fire alarm company to arrange to isolate the zone involved as a temporary measure. They will be able to give you specific advice with regard to the equipment fitted.

DO maintain a Log Book - record all activities including fires, faults, false signals and any other difficulties associated with the system. Alterations and extensions to the system, maintenance and service calls should also be recorded.

DO carry out regular tests of the system as recommended by your Fire Alarm Company. Ensure that the alarm remains clearly audible throughout the premises and that if automatic signalling is employed, that the Fire Brigade is notified before the test.

DO establish a maintenance agreement with the Fire Alarm Company. All systems require routine inspections as well as the tests which you carry out. Report all problems to the Fire Alarm Company and record the results of their work in your log book.

DO ensure that any alterations in the premises do not affect the efficient working of the system. Changes in the use of the building or in the processes carried out may also affect the system and make it inadequate to meet your new needs. Please contact the Fire Alarm Company.

DON'T permit goods to be placed so that free circulation around the detectors is inhibited. Make sure the manual call points and the escape routes remain unobstructed.

DON'T reset the system in the event of an alarm until you have established the source of the alarm and searched the area for signs of fire. Remember to make a note in the log book on your findings.

DON'T allow untrained persons to interfere with the system.

REMEMBER

Your Fire Authority are empowered to charge for visits occasioned by unwanted alarms which are a drain on their resources.

The above do's and don'ts will assist you in reducing unwanted alarms to a minimum. Your co-operation will therefore be to the benefit of all concerned in the prevention and early detection of fire.

SECTION 2 Fire Alarm System User Responsibility

The BS5839 code puts great emphasis on personal rather than general responsibility. It therefore recommends that a named individual should be appointed to supervise the system. If no "responsible person" has been named then the code automatically defines the "responsible person" as the person who controls the premises, whether as occupier or not, until he delegates the job to another.

The "responsible person" should be given sufficient authority to enable him to ensure the satisfactory carrying out of all the procedures for which he is made responsible.

The job of the responsible person

The functions can be summarised as follows:

- a) in conjunction with the appropriate authority (usually the fire brigade), laying down procedures appropriate to the premises for dealing with the various alarms, warnings or other events originating from the system.
- b) ensuring that all those who will have to use the system are instructed in its use. In particular anyone who might be concerned with first-aid and fire fighting should be trained in translating the system's indications into the position of the fire in the building.
- c) liaison with others to ensure that work on the building (such as decoration or cleaning) does not adversely affect the system, and that possible effects on the system are taken into account when planning changes to the building.
- d) ensuring that the efficiency of the system is not reduced by obstructions preventing the movement of fire products to the detector, or obscuring or blocking access to the manual call points.
- e) maintains drawings and operating instructions.
- f) keeping the log book. This should include brief details of every significant event affecting or resulting from the system. At the heading should be a name of the "responsible person".
- g) preventing or reducing in rate false alarms
- h) ensuring that the system is properly reinstated after any work on it is completed.
- i) maintained and is given correct routine attention at the proper intervals.
- j) ensure that the system is correctly serviced following any alarm or warning it might have, and is correctly repaired following any damage it might receive.
- k) maintaining a stock of suitable spares usually following agreement with a servicing organisation.

Remember: if the "responsible person" has not been appointed then the person having control of the premises takes the job automatically!

Notice that although the code makes the "responsible person" responsible, it does not say he has to do it all himself. He can delegate the job either to someone inside the organisation or outside of the organisation (such as a servicing company). It will be unusual for this "responsible person" to have all the expertise required to fulfil all his duties; he should be encouraged to recognise any limitations and to fill the gaps by appointing suitably expert individuals or organisations.

Paperwork

Paperwork handed over with the system should include:

- a) full operating instructions
- b) instructions for routine attention by the user;
- c) instructions of any test procedures to be carried out by the user
- d) record drawings of system components.
- e) the system logbook
- f) certificate of installation and commissioning

SECTION 2 / CONTINUED

USER ROUTINE ATTENTION AND TEST PROCEDURES

BS 5839: Part 1 1988 recommends the following daily and weekly attention by the user in addition to the three monthly and annual inspection and test procedures carried out by the Fire Alarm Company.

DAILY ATTENTION

A check should be made every day to ascertain that:

- a) The panel indicates normal operation; if not, that any fault indicated is recorded in the System Log Book and is receiving urgent attention.
- b) Any fault warning recorded the previous day has received attention.

WEEKLY ATTENTION

The following tests should be carried out every week to ensure that the system is capable of operating under alarm conditions.

- a) Operate a trigger device on a zone circuit and check that the alarm is initiated. All zones should be tested in strict rotation such that each zone is tested at least once every three months. If there are more than 13 zones then more than one zone may need to be tested in any week. It is preferable that each time a particular zone is tested a different trigger device is used. An entry should be made in the system log book quoting the zone or zones, and the particular trigger device in each zone which has been used to initiate a test of that zone.
- b) Any printer should be checked to ensure that its reserves of paper, ink or ribbon are adequate for at least two weeks normal usage.
Any defects should be recorded in the System Log Book and action should be taken to correct it.

IMPORTANT NOTE

It is important to ensure that testing does not result in a false alarm of fire.

The occupants of the premises should be notified of any test that may result in the sounders being operated.

If the system is connected to 999 dialling unit, then transmission should be prevented before the routine test is carried out since under normal conditions 999 test calls are not permitted.

If other automatic signalling to a remote manned centre is to be used during the test then it is essential to notify the centre before undertaking the test unless a recognised test procedure is regularly carried at an agreed time.

