



- ELECTRICAL INSTALLATIONS
- EMERGENCY LIGHTING
- CONTROL & INSTRUMENTATION
- FIRE ALARMS, CCTV

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### **Weekly Fire Alarm Testing**

It is surprising how many people do not test their Fire Alarm System on a weekly basis. Of those that do, the vast majority is unaware of the correct procedures and therefore carries it out incorrectly.

### **The following points are typical mistakes made when weekly testing Fire Alarm Systems:**

- Activating the Fire alarm sounders by means of the 'Evacuate' button on the Fire Alarm Control Panel fascia.
- Activating the same call point or break glass unit each week.
- Resetting the Fire Alarm Panel whilst the test key is still inserted in the call point or break glass unit.
- Not recording the weekly test in the Fire Alarm Log Book.
- Insufficient details recorded in the Fire Alarm Log Book.

### **The correct procedures for weekly Fire Alarm testing should be as follows:**

- Prior to starting any tests if the Fire Alarm is being monitored by a remote Alarm Receiving Centre (ARC). Inform the ARC and put the system on test. There may also be a need to disable any auxiliary outputs. On completion of the test the ARC should be contacted to take the system off test and to confirm receipt of the alarm and restore signal. Any auxiliary relays would also need to be re-enabled.
- The test should be carried out at approximately the same time each week and all occupants should be instructed to report any instance of poor audibility of the fire alarm, and informed that if the alarm lasts longer than 1 minute then to treat the alarm as genuine.
- Every week a call point or break glass unit should be operated during normal working hours. The activation should be confirmed at the control panel and the sounders should activate. A different call point or break glass is to be tested each week, there is no maximum period for this e.g. 150 call points would take 150 weeks
- In systems with staged alarms incorporating an 'Alert' and an 'Evacuate' signal. The two signals should be operated sequentially in the order they would occur in the event of a fire, e.g. Alert and then Evacuate.



- In premises in which some employees work different shift patterns outside of those when the fire alarm system is normally tested an additional test should be carried out once a month to coincide with their shift pattern.
- Voice alarms should be tested weekly in accordance with BS5839-8

**Further monthly testing of the following should also be carried out:**

- Any automatically started generator that is used as part of the stand by power supply should be started by simulation of normal power failure, run for at least an hour and be fully checked including fluids being refilled.
- Any vented back up batteries used as a standby power supply should have the batteries and their connections visually inspected by a competent person. Defects should be rectified and electrolyte levels topped up.