

RECORD OF FIRE SAFETY EQUIPMENT AND TRAINING

FIRE EXTINGUISHERS – RECORD OF TESTS AND INSPECTIONS

Portable fire extinguishers shall be examined at least once annually and tested in accordance with British Standard 5306, Part 3, and the results recorded.

Date	Location or Number	Inspected or Tested	Satisfactory Yes / No	Remedial Action Taken	Signature

EMERGENCY LIGHTING SYSTEM – RECORD OF TESTS

Emergency Lighting Systems shall be tested in accordance with British Standard 5266, Part 1.

Central Battery Systems: Twice a year the batteries should be arranged to supply the emergency lighting system by simulation of a failure of the normal lighting supply for a continuous period of at least one hour.

During this period all luminaires and/or signs should be checked for proper function.

At the end of the test period the system should be restored to normal operation and the charging arrangements checked for proper function.

Self contained luminaires and internally illuminated signs: Once a month each luminaire and signs should be energised from its batteries for a period of at least one hour.

Date	Duration of Test	Result of Test	Fault (Specify)	Fault Cleared	Signature

