

Weekly Fire Alarm Test Record

Lion Risk Management Solutions — general template, version 1.0

Important Notice

This form is intended solely as a record of routine weekly user testing. It is not a fire risk assessment, does not certify compliance, and must not be relied upon to determine whether the fire detection and alarm system is adequate, correctly designed, or properly maintained. It cannot confirm system category, coverage, cause and effect, battery condition, or the integrity of concealed wiring and devices. The weekly user test is not maintenance. Where defects are identified or compliance is uncertain, advice should be obtained from a suitably competent person.

Scope of this record

This record is intended for premises where a weekly user test of the fire alarm system forms part of the fire-safety arrangements. The test does not replace inspection, servicing or maintenance by a competent fire-alarm organisation. Follow the system instructions, fire-risk assessment and premises-specific testing arrangements.

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Premises details

Premises:

Address:

Responsible person:

Alarm system category (e.g. L1, M, P1): _____ *(from your fire risk assessment or system design certificate — if you do not know it, ask your alarm contractor before completing this form)*

Year covered: _____ **Total number of manual call points on site:** _____ **Sheet** ____ **of**

Standing instruction

Test one manual call point each week, taking a different call point each time and working through them in a fixed order, so that over time every call point on the premises is tested. Test at approximately the same time and on the same day each week, so occupants learn to distinguish a test from a real alarm.

Before testing: tell anyone who needs to know, and put the system on test with your monitoring centre if the alarm is connected to one. After testing: confirm the system has been restored to normal and that the monitoring centre has taken it off test.

If the alarm does not operate correctly, if any sounder cannot be heard where it should be audible, or if a fault is indicated, record the defect, report it immediately, and treat the system as impaired until it has been rectified. Record any interim precautions implemented.

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Weekly test record — sheet 1 of 4 (weeks 1–13)

Wk	Date	Time	Call point tested (ref / location)	Alarm sounded? Y/N	Audible throughout ? Y/N	Panel returned to normal? Y/N	Fault or observation	Reported to (name / company)	Date reported	Tested by (name)	Initials
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											

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Weekly test record — sheet 2 of 4 (weeks 14–26)

Premises: _____

Year covered: _____

Wk	Date	Time	Call point tested (ref / location)	Alarm sounded? Y/N	Audible throughout ? Y/N	Panel returned to normal? Y/N	Fault or observation	Reported to (name / company)	Date reported	Tested by (name)	Initials
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											

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Weekly test record — sheet 3 of 4 (weeks 27–39)

Premises: _____

Year covered: _____

Wk	Date	Time	Call point tested (ref / location)	Alarm sounded? Y/N	Audible throughout ? Y/N	Panel returned to normal? Y/N	Fault or observation	Reported to (name / company)	Date reported	Tested by (name)	Initials
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											

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Weekly test record — sheet 4 of 4 (weeks 40–52)

Premises: _____

Year covered: _____

Wk	Date	Time	Call point tested (ref / location)	Alarm sounded? Y/N	Audible throughout ? Y/N	Panel returned to normal? Y/N	Fault or observation	Reported to (name / company)	Date reported	Tested by (name)	Initials
40											
41											
42											
43											
44											
45											
46											
47											
48											
49											
50											
51											
52											

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Faults and actions log

Use this page for anything recorded as a fault or observation on the weekly grid. Record what was done in the interim as well as the eventual repair.

Date raised	Fault / defect	Interim measure put in place	Reported to	Date resolved	Resolved by	Verified by

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Servicing record

This page records servicing by a competent person, which is a different activity from the weekly user test. Testing weekly does not maintain a system.

Date of visit	Company	Engineer name	Type of visit (routine service / repair / other)	Certificate reference	Next visit due	Received by

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Date of visit	Company	Engineer name	Type of visit (routine service / repair / other)	Certificate reference	Next visit due	Received by

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