

Logbook

It is important that the execution of routine fire drills, inspections and equipment tests is recorded. The following record forms are included -

- Record 1 Fire Equipment – schedule.
- Record 2 Fire drill and instruction.
- Record 3 Fire alarm – inspection/test.
- Record 4 Automatic fire detection system – event log.
- Record 5 Automatic fire detection system – maintenance.
- Record 6 Emergency lighting – inspection/test.
- Record 7 Firefighting equipment – inspection/test.
- Record 8 Firefighting water supplies – inspection/test.
- Record 9 Sprinkler system – inspection/test.
- Record 10 Standby generator supplying fire safety systems – inspection/test.
- Record 11 Smoke control system – inspection/test.
- Record 12 Fire door inspection/test.

Record 8 Firefighting water supplies – inspection/test

Date	Details of Inspection/test	Result/action taken	Signature

Record 9 Sprinkler system – inspection/test

Week ending	Is the main stop valve secured fully open by a leather strap?	Water (or air) pressure on gauge above alarm valve		How soon after the ½” testing tap was opened		*Elevated tank (see A below) *Pressure tank (see B below) *Pump, hydraulic apparatus (see C below)	Have water supplies been turned off at the installation main stop valve, or in the road, or elsewhere? If so for what purposes?	Weekly test made by
		Before testing	After testing	Did the alarm sound	Was it continuous			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Notes:

- *A Is the elevated tank full of clean water and the ballcock in working order?
- *B Is the pressure tank filled up to, but not beyond, the water line?
Is the stop valve (if any) chained and padlocked fully open?
Is the air pressure about the required level?
- *C Has the pump and hydraulic apparatus been tested and found to be in good working order?
- *Delete those not applicable

Should the test be unsatisfactory or should it be necessary for the water supplies to be cut off, the Officer in Charge should be notified immediately.

Record 10 Standby generator – inspection/test

Date	Details of Inspection/test	Results/action taken	Signature

Record 11 Smoke control/pressurised staircase systems

Date	Details of Inspection/test	Result/action taken	Signature

Record 12 Fire door inspection/test

Date	Work required	Work requested	Work carried out	Signature
