

SYNERGY FIRE

Fire Safety Log Book



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Annual Fire Safety Log Book

Section 1

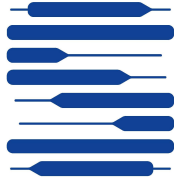
- 1. General Information**
- 2. Fire Training Register**

Section 2

- 1. Weekly Fire Alarm**
- 2. Monthly Emergency Lighting Tests**
- 3. Monthly General Fire Precaution Checks**
- 4. Fire Evacuation Drill Record**

Section 3

- 1. Fire Alarm Maintenance**
- 2. Emergency Lighting Maintenance**
- 3. Fire Extinguisher Maintenance**



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Section 1

Fire Safety Information

General Information

Date Log Book Started: _____

Manager: _____

Fire Safety Information

Section 1 of this log book includes general fire safety management details that are required to be completed by the manager of the store, these are:

Emergency Evacuation Plan

Records of Fire Training

Periodic Tests By Staff

Section 2 of this log book includes the records of tests that are required to be carried out by the manager of the store, these are:

Weekly Fire Alarm Testing

Monthly Emergency Lighting Testing

Monthly General Fire Precautions

Bi Annual Fire Evacuation Drills

Periodic Maintenance By Competent Engineer

Section 3 of this log book includes the records of tests that are required to be carried out by an external competent engineer, these are:

Fire Alarm Servicing

Emergency Lighting 1 Hour Discharge Test

Fire Extinguisher Servicing



Records Of Fire Training

Staff Fire Training

Date of training	Name	Next course Due	Employee Signature



Records Of Fire Warden Training

Staff Fire Warden Training

Date of training	Name	Next course Due	Employee Signature



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Section 2

Periodic Testing of Life Safety Systems

Weekly Fire Alarm Tests

Fire Alarm

Carry out a test of the fire alarm system, test one of the manual call points ensuring the fire alarm sounders activate throughout the site.

	Date	Location of point tested	Comments	Signature
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8				
Week 9				
Week 10				
Week 11				
Week 12				
Week 13				
Week 14				
Week 15				
Week 16				
Week 17				
Week 18				
Week 19				
Week 20				
Week 21				
Week 22				
Week 23				
Week 24				
Week 25				
Week 26				
Week 27				
Week 28				
Week 29				
Week 30				

Weekly Fire Alarm Tests Continued...

	Date	Location of point tested	Comments	Signature
Week 31				
Week 32				
Week 33				
Week 34				
Week 35				
Week 36				
Week 37				
Week 38				
Week 39				
Week 40				
Week 41				
Week 42				
Week 43				
Week 44				
Week 45				
Week 46				
Week 47				
Week 48				
Week 49				
Week 50				
Week 51				
Week 52				

Monthly Emergency Lighting Functionality Test

Carry out a test of the emergency lighting ensuring each light illuminates when the power is disconnected.

	Date	All lights illuminated	Comments	Signature
Month 1				
Month 2				
Month 3				
Month 4				
Month 5				
Month 6				
Month 7				
Month 8				
Month 9				
Month 10				
Month 11				
Month 12				

Monthly Inspection of General Fire Precautions

Manager to carry out checks of general fire precautions.

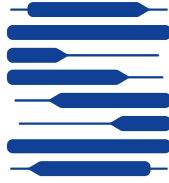
	Date	All escape routes clear of material	Fire exits open easily	Fire extinguishers have tamper tags intact and pressure needle is in the green	Weekly Fire alarm tests have been completed and recorded	Services by an engineer of fire alarm, fire extinguishers and emergency lighting are in date	Ensure all fire doors close correctly and are not wedged open	Check all ignition sources are clear of combustible material	All staff training is completed and in date	Signature
Month 1										
Month 2										
Month 3										
Month 4										
Month 5										
Month 6										
Month 7										
Month 8										
Month 9										
Month 10										
Month 11										
Month 12										

Fire Evacuation Drill Record

Fire Evacuation drills should be carried out every 6 months.

If a real time evacuation takes place during normal business hours this can be counted as an evacuation drill provided full details are recorded . A subsequent drill should be carried out within six months.

	Date	Time	Time taken to evacuate	Issues raised
Month 1				
	Date	Time	Time taken to evacuate	Issues raised
Month 7				



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Section 3

Periodic Maintenance of Life Safety Systems



Fire Alarm Maintenance

To be completed by the competent engineer:

Fire alarm systems should be serviced bi-annually.

Record of Competent Engineer's Visits

Date	Routine Or Service Call	Comments	Signature

Emergency Lighting Maintenance

To be completed by the competent engineer:

Emergency lighting should be discharge tested for 1 hour annually.

Record of Competent Engineer's Visits

Date	Routine Or Service Call	Comments	Signature



Fire Extinguisher Maintenance

To be completed by the competent engineer:

Fire extinguishers should be serviced annually.

Record of Competent Engineer's Visits

Date	Routine Or Service Call	Comments	Signature