



**SYNERGY FIRE**

**Annual  
Fire Safety  
Log Book**

**COMMERCIAL**



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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





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## **SECTION 2**

# **Periodic Testing of Life Safety Systems Information**



# WEEKLY FIRE ALARM TESTS

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				

	Date	Location of point tested	Comments	Signature
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				
WEEK 31				
WEEK 32				
WEEK 33				
WEEK 34				

	Date	Location of point tested	Comments	Signautre
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	Location of point tested	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				





# 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			
MONTH 7			



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## **SECTION 3**

# **Periodic Maintenance of Life Safety Systems Information**





