



**ELECTRICAL INFORMATION BROCHURE**

## What is an EICR?

An EICR (Electrical Installation Condition Report) is as the name implies, a report into the condition of the electrical installation and to highlight any safety shortcomings & defects or deviations from the current revision of the electrical regulations BS7671.

## **Who should perform an EICR?**

An electrical installation condition report should be performed by a competent electrician with the necessary experience and extensive knowledge of the type of installation that he or she is testing.

**Are there any considerations that you need to be aware of when you commission an electrician to conduct an EICR?**

When an EICR is performed on the property the electrician will need to disconnect the installation from the mains electrical power supply; depending on the size of the property this can be anywhere from an hour or two to a whole day, some larger installations especially commercial or industrial installations can take days or even weeks.

The electrician needs to switch off and disconnect the power for reasons of safety and also for the purpose of being able to apply the correct test to the relevant electrical circuit. The disconnection of the power supply is of course going to be an inconvenience for those that are using the building at the time, especially if the disconnection of the power impacts on the running of a business or other critical operation.

## Who needs an EICR?

Although for privately owned domestic properties it is not a statutory requirement to have an EICR performed on the electrical installation, it is advisable that the electrical installation of all properties are tested and inspected at regular intervals and no longer than once every ten years.

For privately rented properties it might not be a statutory requirement, although that is dependent on the area that you live in. It is important to ensure that all electrical appliances and fittings within the property are safe and in good working order, as you can still be held liable if there is an injury caused by an unsafe electrical installation.

For a House of Multiple Occupancy or an HMO, it has been a statutory requirement for over five years; it states that the building management should;

*'ensure that every fixed electrical installation is inspected and tested at intervals not exceeding five years by a person qualified to undertake such inspection and testing'*

It is a statutory requirement that commercial properties and properties where the public have access; are regularly checked and that an EICR is performed on the electrical services. The period between inspections is determined by the function and the use of the building.

# What are the processes of an EICR?

## **Visual inspection:**

This is where the electrician will survey the electrical installation before he/she commences with the electrical testing. The visual inspection will highlight broken or cracked devices, where devices may have been installed in the wrong location, or if there have been overloading or over heating problems.

# What are the processes of an EICR?

**Electrical testing with the use of electrical test meters, including:**

## **Dead testing**

### **Continuity testing:**

A test to check if there are any badly connected

### **Insulation resistance testing:**

This test is to make sure that the electrical insulation material surrounding the conductors is intact.

### **Polarity:**

This test is to check that the connections are connected in the right sequence

### **Earthing arrangement testing:**

This check is to make sure that the earthing arrangement complies with regulations and that all connections are sound.

## **Live testing**

### **Earth fault loop impedance testing:**

This test is to check that if a fault did occur, that the system meets requirements to cause a disconnection of the supply within the time limit specified

### **RCD testing:**

On modern electrical systems RCD's and RCBO's are regularly fitted, these devices react to electricity missing from the circuit or installation such as when a person is receiving an electric shock as the electricity passes through his body to the ground (earth)

## It's all about the codes.

The codes used to determine whether there are non-compliances or issue with the electrical installation and are numbered C1 to C3.

These codes will be entered on the Electrical Installation Condition Report, along with a description of the nature of the fault, and will determine whether a 'Satisfactory' or 'Unsatisfactory' report will be applied to the installation.



**Code C1** 'Danger present': There is a risk of injury and that immediate remedial action is required to remove the dangerous condition. Our engineers will not leave a job with a C1 present, we always endeavour to repair them immediately.

**Code C2** 'Potentially dangerous condition': Urgent remedial action required, this should declare the nature of the problem, not the remedial actions required.

**Code C3** 'Improvement recommended' This code more often than not implies that while the installation may not comply with the current set of regulations, complies with a previous set of regulations and so is deemed to be safe although this safety can be improved upon.

## **Understanding your Electrical Installation Condition Report ( EICR )**

To a non-electrician the report can appear technical and confusing. This document is intended to help clients to understand the report.

The EICR consists of 12 sections referenced A to L followed by the inspection schedule for distribution boards and circuits and the circuit details and test results pages each of which is explained to varying degrees in the following pages.

The EICR is a legal document and is a report about the condition of a building's electrical installation. In the event of any injury or damage to property caused by the electrical installation a court, inquest or insurance company will want this report and will use it to establish the condition of the electrical installation at a precise point in time. The document also demonstrates to the authorities your commitment to electrical safety as a responsible person.

The EICR should be completed by a competent electrical contractor, preferably one registered with the NICEIC, ECA, or NAPIT. It measures the electrical installations compliance with BS7671 which is the British Standard for all electrical installations within the UK. The format for the report is prescribed in the 17th edition of the IEE (institute of electrical engineers) wiring regulations which should mean that whichever contractor completes the report they should all have generally the same overall appearance.

## **Section A**

This section contains the client details. If the client has multiple sites then this would be the head office.

## **Section B**

This section explains the purpose of the report. It could be that an insurance company wants it or more commonly that the “responsible person” and risk assessment calls for a safety assessment of a buildings electrical services.

## **Section C**

This section provides the details of the installation such as the site address, type of premises, age of the installation and details of any previous inspections if there are any available.

## **Section D**

This section explains the extent of the installation and any limitations to the testing. This is important as it will detail any tests or parts of the building that the electrical contractor has been unable to complete. It may be that it is impractical to fully test all circuits for instance those circuits powering critical IT systems. It may be agreed that such critical circuits are subjected to detailed inspection but that full testing is not done. It is important that all limitations are agreed in advance between the client and the electrical contractor.

## **Section E**

This section is a summary of the report. The installation will be categorised as either satisfactory or unsatisfactory. If there are no C1 or C2 deviations noted in section F then the installation will be satisfactory. If however there are any C1 or C2 deviations noted within section F the installation will be categorised as unsatisfactory. This method of overall categorisation is prescribed within the regulations to ensure consistency of categorisation amongst all competent electrical contractors.

# ELECTRICAL INSTALLATION CONDITION REPORT FOR DOMESTIC AND SIMILAR PREMISES WITH UP TO 100 A SUPPLY

Note: This form is suitable for many types of smaller installation not exclusively domestic

FE 001041601 - Master



A. Details of the Client		B. Reason for Producing this Report	
Client:	<input type="text"/>	Purpose for which this report is required:	<input type="text" value="Routine inspection"/>
Address:	<input type="text"/>	Dates(s) on which inspection and testing were carried out:	<input type="text"/>
C. Details of the Installation		Description of premises: <input type="text" value="Domestic"/> Estimated age of wiring system: <input type="text" value="10"/> years	
Installation:	<input type="text"/>	Evidence of alterations or additions:	<input checked="" type="checkbox"/> If yes, estimated age: <input type="text" value="10"/> years
Occupier:	<input type="text"/>	Records of installation available:	<input checked="" type="checkbox"/> Date of previous inspection: <input type="text" value="unknown"/>
Address:	<input type="text"/>	Records held by:	<input type="text" value="n/a"/>
		Previous Certificate or Report No:	<input type="text" value="n/a"/>
D. Extent and Limitations of Inspection and Testing			
Extent of electrical installation covered by this report:			
<input type="text" value="Visual inspection of the suppliers equipment, Inspection and test of the main consumer unit, 20% random visual inspection of the sockets, light switches, ceiling roses/lights, Main bonding/supplementary bonding conductors and final circuits"/>			
Agreed limitations including the reasons, (see Regulation 634.2):			
<input type="text" value="Limited to cables and equipment not concealed within the building structure, no building fabric disturbed"/>			
Agreed with:			
<input type="text"/>			
Operational Limitations including the reasons (See page No <input type="text" value="N/A"/> )			
<input type="text" value="Visual Examination only of the mains intake, main cut out fuse was not removed"/>			
The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671: 2008 (IET Wiring Regulations) as amended to <input type="text"/>			
It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have NOT been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.			
E. Summary of the Condition of the Installation			
General condition of the installations (in terms of electrical safety):			
<input type="text" value="We understand that this installation or a large part of it has been constructed during the time that BS 7671 2008 was in force, we consider that this installation apart from code 3 comments in section F complies with BS7671 and therefore we feel it is safe for continued use."/>			
Overall assessment of the installation in terms of its suitability for continued use: <input type="text" value="SATISFACTORY"/>			
An 'Unsatisfactory' assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified, or that 'Further Investigation' without delay (FI) is required			

## **Section F**

This section provides a list of observations and recommendations and is more commonly referred to as a list of defects. It lists where any part of the installation deviates from the standard set out in BS7671 and provides a brief description of the deviation. In the right hand column of the report you will see that every deviation is coded as C1, C2 or C3. You will need to have any C1 and C2 coded deviations rectified as soon as possible and consider any C3's as improvements that could be made.

## **Section G**

This is a declaration by the electrician and the verifying person that the inspection and testing has been completed to the agreed standard. You should never accept a report that is not signed and dated.

## **Section H**

This section shows how many pages follow after section L that detail the circuit details and test results.

**F. Observations**

Referring to the attached schedules of inspection and test results, and subject to the limitations specified at the *Extent and Limitations of the Inspection and Testing* section

No remedial action is required  N/A The following observations are made

Item No	Observations	Code
1	No earth to outside light. - disconnected	N/A
2	Rcd. Modules been bypassed not being used done	N/A
3	We're tails enter db. Not thru same hole. Metal Done	N/A
4	Neutrals not in order. Done	N/A
5	Cct. 6. Not a ring Done	N/A
6	Not grommeted were cables enter db. Done	N/A
7	Not ip 2x below db. Done	N/A
8	No earth sleeve behind s/os and grommets. - done	N/A
9	Gas no main earth. Bonding. Done	N/A
10	No earth reading light under stairs Done	N/A
11	Twin and earth cables hanging loose upstairs cupboard. 11m. Done	N/A
12	Not ip4x. Above fused spur for shower pump. Done	N/A
13	Cct 8 1.5 cable 32A mcb. Moved to cct 5 on 6A mcb	N/A
14	No earth reading upstairs back bedroom lights. Done not connected	N/A
15	Cct 8 1.5 cable and 2.5mm cable lights and imm heater Done.	N/A
16	Cct 7 unknown unable to trace on 32A mcb. Changed to 20A. Done	N/A
17	S/o below cooker big hole in back box exposed live parts made safe hanging. Loose Done	N/A
18	No smoke detection Fitted 2 new radio controlled. Detectors. Done	N/A

Additional pages? No  Yes  Specify page No(s) N/A

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

- C1 - Danger present. Risk of injury. Immediate remedial action required
- C2 - Potentially dangerous - urgent remedial action required
- FI - Further investigation required
- C3 - Improvement recommended

**G. Declaration**

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described in page 1 (Section C), having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in Section D of this report.

I/We further declare that in my/our judgement, the overall assessment of the installation in terms of its suitability for continued use is  (see F) at the time the inspection was carried out, and that it should be further inspected as recommended (see I).

<b>Inspected and tested by:</b>		<b>Report authorised for issue by:</b>	
Name:	<input type="text"/>	Name:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Position:	<input type="text" value="Test Engineer"/>	Position:	<input type="text" value="Qualifying Manager"/>
Date:	<input type="text" value="23/03/2016"/>	Date:	<input type="text" value="23/03/2016"/>

**H. Schedules**

Schedule of Circuit Details for the Installation: Page No(s)

Schedule of Test Results for the Installation: Page No(s)

Additional pages, including additional supplies: Page No (s)

The identified pages are part of this document and this report is valid only if they are attached to it

### **Section I**

This section details the contractor recommendations. Usually it is a recommendation that all C1 and C2 coded deviations are rectified urgently and that all C3's are considered with a view to improving the installation. It also recommends the date for the next EICR.

### **Section J**

This section provides the details of the contractor including their NICEIC, ECA or NAPIT registration number if they have one.

### **Section K**

This section provides the building supply characteristics and earthing arrangements.

### **Section L**

This section provides information about the supply at origin. This is the point at which responsibility for the supply changes from the provider to the building owner/occupier.



**I. Recommendations / Next Inspection**

Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I/We recommend that any observations classified as 'Danger present' (code C1) or 'Potentially dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'further investigation required'.

Observations classified as 'Improvement required' (code C3) should be given due consideration.

Subject to the necessary remedial action being taken, I/We recommend that the installation is further inspected and tested in  Years

It is recommended that the installation is further inspected for testing by  or change of tenancy

**J. Details of the Contractor**

Company Name:

Address:

Telephone:

Email Address:

NICEIC Registration Number:

Branch Number:

**K. Supply Characteristics and Earthing Arrangements**

Earthing Arrangements	Number and Type of Live Conductors				Nature of Supply Parameters			Supply protective device
TN-C <input type="checkbox"/> N/A	a.c. <input checked="" type="checkbox"/>			d.c. <input type="checkbox"/> N/A	Nominal voltage, $U^{(1)}$	<input type="text" value="N/A"/> V	BS(EN)	
TN-S <input type="checkbox"/> N/A	1-Phase (2 wire) <input checked="" type="checkbox"/>	1-Phase (3 wire) <input type="checkbox"/> N/A		2 Pole <input type="checkbox"/> N/A	Nominal voltage, $U_0^{(1)}$	<input type="text" value="230"/> V	<input type="text" value="N/A"/>	
TN-C-S <input checked="" type="checkbox"/>	2-Phase (3 wire) <input type="checkbox"/> N/A			3 Pole <input type="checkbox"/> N/A	Nominal frequency, $f^{(1)}$	<input type="text" value="50"/> Hz		
TT <input type="checkbox"/> N/A	3-Phase (3 wire) <input type="checkbox"/> N/A	3-Phase (4 wire) <input type="checkbox"/> N/A		Other <input type="checkbox"/> N/A	Prospective fault current, $I_{pf}^{(2)}$	<input type="text" value="0.312"/> kA	Type	
IT <input type="checkbox"/> N/A	Other <input type="text" value="N/A"/>				External loop impedance, $Z_e^{(2)}$	<input type="text" value="0.74"/> $\Omega$	<input type="text" value="N/A"/>	
	Confirmation of supply polarity <input checked="" type="checkbox"/>				Number of supplies	<input type="text" value="1"/>	Rated current <input type="text" value="N/A"/> A	
					Note: (1) by enquiry (2) by enquiry or by measurement		Short circuit capacity <input type="text" value="N/A"/> kA	

**L. Particulars of Installation Referred to in the Report**

Means of earthing		Details of installation Earth Electrode (where applicable)			
Distributor's facility <input checked="" type="checkbox"/>		Type	<input type="text" value="N/A"/>	Location	<input type="text" value="N/A"/>
Installation earth electrode <input type="checkbox"/> N/A		Resistance to Earth	<input type="text" value="N/A"/> $\Omega$	Method of measurement	<input type="text" value="N/A"/>
<b>Main Protective Conductors</b>					
Earthing conductor		Material	<input type="text" value="Copper"/>	csa	<input type="text" value="16"/> mm <sup>2</sup> Connection and Continuity Verified <input checked="" type="checkbox"/>
Main protective bonding conductors		Material	<input type="text" value="Copper"/>	csa	<input type="text" value="10"/> mm <sup>2</sup> Connection and Continuity Verified <input checked="" type="checkbox"/>
<b>Bonding of Incoming Service</b>					
Water installation pipes <input checked="" type="checkbox"/>	Gas Installation Pipes <input checked="" type="checkbox"/>	Oil Installation Pipes <input type="checkbox"/> N/A	Structural steel <input type="checkbox"/> N/A	Lightning protection <input type="checkbox"/> N/A	Other (Specify) <input type="text" value="N/A"/>
<b>Main Switch / Switch Fuse / Circuit Breaker / RCD</b>					
Location	<input type="text" value="Outside cupboard"/>			BS(EN)	<input type="text" value="BS EN 60947-3 Isolater"/>
No of poles	<input type="text" value="2"/>	Supply Conductors material	<input type="text" value="Copper"/>	Supply Conductors csa	<input type="text" value="25"/> mm <sup>2</sup>
Current rating	<input type="text" value="100"/> A	Fuse/Device rating or setting	<input type="text" value="100"/> A	Voltage rating	<input type="text" value="230"/> V
<b>RCD main switch (where applicable)</b>					
Rated residual operation current, $I_{\Delta n}$	<input type="text" value="N/A"/> mA	Rated time delay	<input type="text" value="N/A"/> ms	RCD Operating time at, $I_{\Delta n}$	<input type="text" value="N/A"/> ms

### **Inspection Schedule for Distribution Boards and Circuits**

This section is not alphabetically referenced. It is divided into 10 numbered sections which detail the findings of the visual inspection.

**CONDITION REPORT INSPECTION SCHEDULE FOR DOMESTIC AND SIMILAR PREMISES WITH UP TO 100A SUPPLY**

FE 001041601 - Master

Note: this form is suitable for many types of smaller installations not exclusively domestic.

Outcomes	Acceptable condition	✓	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Limitation	LIM	Not applicable	N/A	
Item No	Description						Outcome	Location Reference			
<b>1.0</b>	<b>Condition/adequacy of distributor's/supply intake equipment</b>										
1.1	Service cable						✓	N/A			
1.2	Service head						✓	N/A			
1.3	Distributor's earthing arrangement						✓	N/A			
1.4	Meter tails - Distributor/Consumer						✓	N/A			
1.5	Metering equipment						✓	N/A			
1.6	Means of main isolation (where present)						✓	N/A			
<b>2.0</b>	<b>Presence of adequate arrangements for other sources (microgenerators etc)</b>										
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply						N/A	N/A			
2.2	Adequate arrangements where a generating set operates in parallel with the public supply						N/A	N/A			
<b>3.0</b>	<b>Earthing and bonding arrangements</b>										
3.1	Presence and condition of distributor's earthing arrangement						✓	N/A			
3.2	Presence and condition of earth electrode connection where applicable						N/A	N/A			
3.3	Confirmation of adequate earthing conductor size						✓	N/A			
3.4	Accessibility and condition of earthing conductor at MET						✓	N/A			
3.5	Confirmation of adequate main protective bonding conductor sizes						✓	Gas			
3.6	Accessibility and condition of main protective bonding conductor connections						✓	N/A			
3.7	Accessibility and condition of other protective bonding connections						✓	N/A			
3.8	Provision of earth / bonding labels at all appropriate locations						✓	N/A			
<b>4.0</b>	<b>4.0 Header Consumer Unit(s)</b>										
4.1	Adequacy of working space or access to consumer unit						✓	N/A			
4.2	Security of fixing						✓	N/A			
4.3	Condition of enclosure(s) in terms of IP rating etc						✓	Db			
4.4	Condition of enclosure(s) in terms of fire rating etc						✓	Db			
4.5	Enclosure not damaged/deteriorated so as to impair safety						✓	N/A			
4.6	Presence of linked main switch						✓	N/A			
4.7	Operation of main switch (functional check)						✓	N/A			
4.8	Operation of circuit-breakers and RCDs to prove disconnection (functional check)						✓	Rcd			
4.9	Correct identification of circuits and protective devices						✓	N/A			
4.10	Presence of RCD quarterly test notice at or near consumer unit / distribution board						✓	N/A			
4.11	Presence of non-standard (mixed) cable colour warning notice at or near consumer unit / distribution board						✓	N/A			
4.12	Presence of alternative or additional supply warning notice at or near consumer unit						N/A	N/A			
4.13	Presence of replacement next inspection recommendation label						✓	N/A			
4.14	Presence of other required labelling						N/A	N/A			

**CONDITION REPORT INSPECTION SCHEDULE FOR DOMESTIC AND SIMILAR PREMISES WITH UP TO 100A SUPPLY**

FE 001041601 - Master

Note: this form is suitable for many types of smaller installations not exclusively domestic.

Outcomes	Acceptable condition	✓	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Limitation	LIM	Not applicable	N/A	
Item No	Description						Outcome	Location Reference			
4.15	Examination of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating)						✓	N/A			
4.16	Single-pole switching or protective devices in the line conductor only						✓	N/A			
4.17	Protection against mechanical damage where cables enter consumer unit						✓	N/A			
4.18	Protection against electromagnetic effects where cables enter metallic consumer unit/enclosure						✓	N/A			
4.19	RCD(s) provided for fault protection - include RCBOs						✓	N/A			
4.20	RCD(s) provided for additional protection - includes RCBOs						✓	N/A			
4.21	Confirmation of indication that SPD is functional						N/A	N/A			
4.22	Confirmation that ALL conductor connections, including connections to busbars are correctly located in terminals and are tight and secure						✓	N/A			
<b>5.0</b>	<b>Distribution and Final Circuits</b>										
5.1	Identification of conductors						✓	N/A			
5.2	Cables correctly supported throughout their length						LIM	N/A			
5.3	Condition of insulation of live parts						✓	N/A			
5.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (including confirmation of the integrity of conduit and trunking systems)						LIM	N/A			
5.5	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation						✓	N/A			
5.6	Adequacy of protective devices: type and rated current for fault protection						✓	N/A			
5.7	Presence and adequacy of circuit protective conductors						✓	N/A			
5.8	Coordination between conductors and overload protective devices						✓	N/A			
5.9	Wiring system(s) appropriate for the type and nature of the installation and external influences						✓	N/A			
5.10	Cables installed under floors, above ceilings, in walls / partitions, adequately protected against damage										
	• Installed in prescribed zones (see Section D. Extent and limitations)						LIM	N/A			
	• Incorporating earthed armour or sheath, or installed within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like. (see Section D. Extent and limitations)						LIM	N/A			
5.11	Provision of additional protection by RCD not exceeding 30mA										
	• For all socket-outlets not exceeding 20 A rating unless exempt						✓	N/A			
	• For mobile equipment not exceeding a rating of 32 A for use outdoors						✓	N/A			
	• For cables installed in walls or partitions at a depth of less than 50 mm						✓	N/A			
	• For cables installed in walls / partitions containing metal parts regardless of depth						✓	N/A			
5.12	Provision of fire barriers, sealing arrangements and protection against thermal effects						✓	N/A			
5.13	Band II cables segregated/separated from Band I cables						✓	N/A			
5.14	Cables segregated/separated from communications cabling						✓	N/A			
5.15	Cables segregated/separated from non-electrical services						✓	N/A			
5.16	Termination of cables at enclosures - indicate extent of sampling in Section D of the report										
	• Connections soundly made and under no undue strain						✓	N/A			
	• No basic insulation of a conductor visible outside enclosure						✓	N/A			
	• Connections of live conductors adequately enclosed						✓	N/A			
	• Adequately connected at point of entry to enclosure (glands, brushes etc)						✓	N/A			
5.17	Condition of accessories including socket-outlets, switches and joint boxes						✓	N/A			
5.18	Suitability of accessories for external influences						✓	N/A			
5.19	Adequacy of working space / accessibility to equipment						✓	N/A			
5.20	Single-pole devices for switching or protection in line conductors only						✓	N/A			

### **Circuit Details**

This is where you will find each circuit listed along with its characteristics for example cable size, fuse size etc. It may be help full for you to know that this section lists all of your fuse boards and all of the circuits.

**If you pay for your EICR on a cost per circuit basis then this is where you can find out how many circuits you have.**

### **Test Results**

This section lists the actual results of the electrical tests carried out on each circuit listed in the Circuit Details Section.

It contains technical information which speaks volumes to electrical contractors but is generally of little interest to clients.





## USER CHECKS

**NOTE:** These tests should be undertaken at times of least risk but regular servicing is essential. The 'responsible person' must appoint a competent person to supervise the system, and the appointed person must be given authority to carry out any necessary work.

### DAILY

Regular inspection of the system for cleanliness, particularly luminaries. Any battery banks and generators should also be checked in accordance with the manufacturers instructions.

### ALL DEFECTS MUST BE REPORTED IN THIS LOG BOOK

### MONTHLY

1. The emergency lights should be tested by carrying out a simulated power failure, and all emergency lights should be checked for operation.
2. When the power is restored, check all the charging lights are working.
3. A simulated failure should be carried out on each control battery system, and tested above.
4. Checks should also be made to ensure all generators have started up when the power failed. They should then be run for one hour.
5. Levels on fuel tanks, battery cells, and coolant should be checked and topped up where necessary.

## ENGINEER CHECKS

### ANNUALLY

1. All 3 hour lights must be powered down for 3 hours.
2. All 1 hour lights must be powered down for 1 hour.
3. All lights should be checked for correct operation.
4. Power should then be reinstated and all charging lights checked for correct operation.
5. Central battery systems should be checked in the same way as they are for the monthly service.
6. Generator systems should be checked in the same way as they are for the monthly service.

**NOTE:** Batteries should be changed when 4 years old, or sooner if they fail the tests.











# EMERGENCY LIGHTING

## USER CHECKS

**NOTE:** These tests should be undertaken at times of least risk but regular servicing is essential. The 'responsible person' must appoint a competent person to supervise the system, and the appointed person must be given authority to carry out any necessary work.

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Regular inspection of the system for cleanliness, particularly luminaries. Any battery banks and generators should also be checked in accordance with the manufacturers instructions.

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3. A simulated failure should be carried out on each control battery system, and tested above.
4. Checks should also be made to ensure all generators have started up when the power failed. They should then be run for one hour.
5. Levels on fuel tanks, battery cells, and coolant should be checked and topped up where necessary.

## **EMERGENCY LIGHTING**

**THE FOLLOWING SHOULD BE CARRIED OUT BY YOUR  
MAINTENANCE COMPANY**

## ENGINEER CHECKS

### ANNUALLY

1. All 3 hour lights must be powered down for 3 hours.
2. All 1 hour lights must be powered down for 1 hour.
3. All lights should be checked for correct operation.
4. Power should then be reinstated and all charging lights checked for correct operation.
5. Central battery systems should be checked in the same way as they are for the monthly service.
6. Generator systems should be checked in the same way as they are for the monthly service.

**NOTE:** Batteries should be changed when 4 years old, or sooner if they fail the tests.

# FIRE ALARM INFORMATION





## **WHY DO I NEED TO TEST MY ALARM?**

It is the job of a responsible person to maintain the fire alarm and emergency lighting, according to bs 5839

## **The job of the 'responsible person' for fire safety**

All persons who will have to use a specified system, must be instructed in its use.

Liaison with workers/ contractors on the building such as cleaners and decorators is needed so that any adverse effects on the alarm system can be prevented during the carrying out of these duties.

If the building is altered in any way the changes may affect the operation of the fire alarm system.

Ensure that the systems efficiency is not adversely affected by any obstructions that would prevent the movement of fire elements reaching the detector, or obstructions obscuring or impeding access to manual call points.

All drawings and operating instructions must be kept up to date and maintained.

The fire logbook needs to be kept up to date, including all details that affect the fire alarm.

Prevention of false alarms.

The responsible person must ensure that the fire alarm system is reinstated after any work has been carried out on it.

To ensure that the fire alarm system is given routine attention at the stipulated intervals.

After any alarm activation, damage or warning, the responsible person must make sure the fire alarm system is serviced

Keep suitable stock of spares (e.g. call point glasses etc.)

The responsible person's name needs to be recorded in this log book (see first page)  
They should also be encouraged to recognise their own limitations, and appoint a recognised service company to assist where necessary.

**Systems that are not maintained to the standard, are no longer considered compliant.**

**AS AN OWNER/OCCUPIER  
WHAT DO I NEED TO DO TO  
MAINTAIN MY EQUIPMENT?**

## **USER CHECKS**

**NOTE:** It is important that the testing of a fire alarm does not result in a false signal of fire to the local fire service, ensure automatic signalling is taken off watch.

### **DAILY**

Inspect the fire alarm panel for the normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly. Where there is a fault, it must be recorded in this book, and the necessary remedial action be implemented. Check that all previous faults have been attended to.

### **WEEKLY**

Test and examine to ensure that the fire alarm system is capable of operating under normal alarm conditions, namely:

1. Operate a trigger device (manual call point or detector) or end of line switch on a zone circuit. zones should be tested in strict rotation, each zone being tested at least quarterly for a monitored system and weekly for a non-monitored system. Each time a zone is tested, a different trigger should be used. Inspection of batteries and connections including electrolyte level.

**ALL DEFECTS MUST BE REPORTED IN THIS FIRE SAFETY LOG BOOK**

### **MONTHLY**

If a standby generator is used, it should be started by a simulated power failure for the stated time. The alarm should be monitored to check for any malfunctions. The generator's battery should be checked, along with fuel and coolant levels, and topped up where necessary.

# Further Information

We hope that this book has improved your understanding of what can at first appear to be quite a complicated document.

If you require additional information or clarification on any points then please do get in touch.

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