



comhairle chontae na mí  
*meath county council*



# **FIRE SAFETY REGISTER**

March 2016

GUIDANCE DOCUMENT ONLY  
MEATH COUNTY COUNCIL FIRE SERVICE  
[www.meath.ie](http://www.meath.ie)

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# **1 Fire Safety Precautions**

## **1.1 Introduction**

Section 18(2) of the Fire Services Acts 1981 and 2003 generally applies to all premises other than a dwelling house occupied as a single private dwelling.

This section of the Act places a duty on persons having control over premises to:

- Take all reasonable measures to guard against the outbreak of fire;
- Provide reasonable fire safety measures;
- Prepare and provide appropriate fire safety procedures;
- Ensure that the fire safety measures and procedures are applied at all times;
- Ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

The Department of the Environment, Community and Local Government has published guidance to assist persons in control of particular types of premises in discharging their statutory responsibilities under the Fire Services Act. The publications include the following:

- Code of Practice for the Management of Fire Safety in Places of Assembly;
- Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly;
- Code of Practice for Fire Safety and Indoor Concerts;
- Guide to Fire Safety in Existing Nursing Homes and Similar Type Premises;
- Guide to Fire Safety in Flats, Bedsitters and Apartments;
- Guide to Fire Precautions in Existing Hotels, Guesthouses and Similar Premises;
- Fire Safety in Guest Accommodation;
- Fire Safety in Hostels;
- Fire Safety in Nursing Homes;
- Fire Safety in Preschools;
- Fire Safety in Gaeltacht Households Accommodating Foghlaimeoirí Gaeilge.

Compliance with responsibilities under the Fire Services Act requires that:

- The premises must be suitable for its intended use and certain essential fire safety features appropriate to the use of the premises must be provided;
- A proactive fire safety management policy must be in place to minimize the risk of a fire occurring and ensure the safety of persons on the premises in an emergency.

The keeping of fire safety records is an important element of the proper fire safety management of premises. This Fire Safety Register has been produced to assist in the keeping of records for specific items. It will also be necessary to keep records and certificates for other items such as furnishings, bedding, electrical installations, and gas installations as appropriate to the particular premises.

## 1.2 Guidance for completion of the Fire Safety Register

The Fire Safety Register should be kept in a safe place on the premises at all times together with the relevant Code of Practice or Guide to Fire Precautions and should be available for inspection by any Authorised Officer of the Fire Authority.

**To allow for continual and up to date record keeping additional photocopies of unused pages should be added as required to the Fire Safety Register. If you require further advice in relation to this Fire Safety Register please contact Meath County Council Fire Service.**

Owners or Managers of premises should take careful note of the intervals at which various inspections, tests or inventory/location checks are to be carried out. These are summarised in the table below.

Frequency	Emergency Lighting System	Fire Alarm and Detection System	Fire Extinguishers Hose Reels Fire Blankets	Escape Routes and Fire Exit Doors	Fire Resisting Doors	Furniture Seating Etc.
Daily		X		X		
Weekly	X	X		X	X	X
Monthly			X	X	X	X
3 Monthly	X	X		X	X	X
6 Monthly				X	X	X
Yearly	X	X	X	X	X	X

This Fire Safety Register is intended for the recording of information regarding fire safety management, fire drills, testing and maintenance of fire protection systems, water supplies and appliances, training, certification and all other information pertaining to compliance with statutory provisions.

This Fire Safety Register should be kept available for inspection at all times by local Authority Fire Officers and Internal Auditors. It should only be removed from the premises in the event of a fire or evacuation drill.

Local management/supervisors are responsible for having an up to date Fire Safety Register for workplaces under their control.

### **1.3 Fire Protection Information**

Advice and information on aspects of fire protection and safety is available from:

Local management/supervisor	_____
Chief Fire Warden	_____
Fire Warden(s)	_____
	_____
	_____
Safety Representative	_____
	_____

#### 1.4 Fire Safety Register Inspection Record

[illegible]







## **2 Legal Responsibilities**

## **2.1 Introduction**

With the enactment of the Safety, Health and Welfare at Work Act 1989, the obligations and duties of the Fire Services Acts 1981 and 2003 were extended to cover all places of work. *Section 11* of the Safety, Health and Welfare at Work Act, 2005 (which replaced the 1989 Act) outlines the responsibilities of employers in relation to workplace emergencies. Therefore, there must be adequate fire-fighting and evacuation procedures implemented in workplaces under their control in order to protect employees from potential risk.

The main purpose of the Fire Services Acts 1981 and 2003 is to clearly assign responsibility for fire safety to those persons who own, occupy, manage or work in premises and in this regard the Act imposes two main duties.

## **2.2 Duties of Managers/Supervising Officers**

*Section 18(2)* of the Fire Services Acts 1981 and 2003 places a duty on the owner, occupier or manager of a premises to “take all reasonable measures to guard against the outbreak of fire on such premises and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.”

## **2.3 Duties of Staff**

*Section 18(3)* of the Fire Services Acts 1981 and 2003 imposes a duty on every person using a premise to “conduct himself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to dangers from fire as a consequence of any act or omission of his.”

The obligations included in this section require all staff, irrespective of status, to work safely and to co-operate fully with procedures and practices laid down by this organisation to fulfil its overall responsibilities under the Act.

Management, supervisors and staff should be familiar with the day to day fire prevention measures outlined in the safety statement. They must not misuse or abuse any equipment; appliance or means of escape arrangements provided to ensure the safety of all occupants of a building. It is an offence to do so.

## **2.4 Record Keeping**

The Fire Services Acts 1981 and 2003 places a duty on the person having control over a premises, to keep adequate records of all measures taken to ensure compliance with the above obligations. Relevant information is recorded regarding the following:

- The name of the nominated responsible manager/supervisors and those nominated to delegate for him/her;
- The names of all Fire Wardens;
- Details of specific duties assigned to each Fire Warden or other member of staff;
- The details of instruction or training given to all staff and by whom;
- The date, time and details of all fire evacuation drills carried out;
- The type, location and inventory of fire protection equipment on the premises, including water supplies, hydrants, dry risers etc;
- The type of alarm/detection system in the premises;
- The date of each inspection of fire protection equipment, fire alarm/detection equipment, emergency lighting etc., along with details of any defects found and action taken to remedy such defects;
- The details of all fire incidents and false alarms that occur and action taken;
- Copies of all certificates of inspection and maintenance.

## **2.5 Fire Services Acts 1981 and 2003**

It is important to appreciate all the provisions of the Fire Services Acts 1981 and 2003 which are relevant to buildings. The primary purpose of the Act is to strengthen and update the law in relation to the Fire Service, including the

organisation of the services, fire fighting arrangements, fire prevention measures and the protection and rescue of persons and property.

## **2.6 Commencement**

The Fire Services Act 1981 (Commencement) Order, 1981, made under *section 1* of the Act, provides that the provisions of the Act, with the exception of *section 24*, come into operation generally on 1<sup>st</sup> January 1982, *section 24* came into operation on 1<sup>st</sup> April 1982. The obligations of the Act were extended to cover buildings used generally, as places of work in 1989.

## **2.7 Powers of Inspection**

*Section 22* empowers a person authorised by a Fire Authority to enter and inspect for the purposes of the Act any land or buildings (other than a dwelling house occupied as a single dwelling) and to inspect water supplies, to require information and to inspect relevant records. An authorised person is entitled to take onto a property such persons or equipment as needed and to conduct tests and examinations or take samples for testing. This section makes it an offence to fail or refuse to give information to an authorised person in the exercise of his powers of inspection. It is also an offence to fail or refuse to give information to an authorised person or a Fire Authority or wilfully or recklessly to give false or misleading information. The Fire Authority is empowered to apply to the District Court for a warrant authorising entry where an authorised person is refused entry.

The Fire Authority is empowered by notice in writing to obtain plans or written information in relation to land or buildings.

## **2.8 Offences, Penalties and Summary Prosecution of Offences under the Fire Services Acts 1981 and 2003**

*Section 4* (Offences), *section 5* (Penalties) and *section 6* (Summary prosecution of offences): These sections deal with offences, penalties and the prosecution of

offences. It is an offence to contravene, whether by act or omission, any requirements of Part III of the Act or of any regulation or notice under the Act.

The penalties for offences under the Act are as follows:

- On summary conviction, a fine not exceeding €3000 or imprisonment for a period not exceeding six months or both fine and imprisonment;
- On conviction on indictment, a fine not exceeding €130,000 or imprisonment for a period not exceeding two years or both fine and imprisonment.

Only contravention's of *section 18(2), 20 and 37* are indictable offences. Attention is drawn to the fact that a person can be charged for each occasion on which an offence is committed. *Section 5* contains a standard provision designed to make clear the personal responsibility of any company director, manager or secretary (or any person acting on their behalf) in the event of any consent, connivance or neglect on their part in relation to an offence committed by a body corporate. *Section 6* clarifies that the fire authorities or any other person are empowered to prosecute offences under the Act which are subject to summary jurisdiction and extends the time limit for initiating such proceeding from 6 to 12 months.

## **2.9 Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985**

The Regulations made by the Minister , in exercise of the powers pursuant to *Section 37* of the Fire Services Act 1981 and 2003 relate to escape routes within a place of assembly which include a building or part of a building used for the following uses:

- Amusement Arcade;
- Bingo Hall;
- Bus or Train Passenger Station;
- Casino;
- Concert Hall;

- Dance Hall (including Discotheque);
- Ecclesiastical Building;
- Exhibition Hall;
- Funfair Building;
- Grandstand;
- Gymnasium;
- Indoor Bowling Alley;
- Indoor Games Court;
- Non-Residential Club;
- Premises Licence for the Sale of Intoxicating Liquor other than an Off-Licence;
- Radio or Television Studio to which the Public are admitted;
- Restaurant, Café, Canteen;
- Riding School;
- Stadium;
- Swimming Baths;
- Tent or Marquee to which the Public are admitted;
- Theatre.

Every person having control over a place of assembly shall take the following precautions:

- All escape route are kept unobstructed and immediately available for use;
- Doors, gates and other like barriers across escape routes are not secured in such a manner that they cannot be easily and immediately opened by persons in the place of assembly;
- All chains, padlocks and other removable fastenings for securing doors, gates or other like are removed and kept in a place where they may be readily inspected by an authorised person for the purposes of the *Section 22* of the Fire Services Act 1981 and 2003;
- No hanging or drape is placed across or along an escape route in a manner which would impede or obstruct escape;



- No mirrors are placed across or along an escape route or adjacent to an exit in such a way as to confuse the direction of escape.

A person in a place of assembly shall not prevent or obstruct the person having control over the place of assembly from complying with these Regulations.

### **3 General Details of Premises - Assignment of Specific Duties and Training**

### 3.1 Details of Premises

Name \_\_\_\_\_

Location \_\_\_\_\_

Name of nominated  
Manager/Supervisor \_\_\_\_\_ Tel. No. \_\_\_\_\_

Name of Chief Fire Warden \_\_\_\_\_ Tel. No. \_\_\_\_\_

Name of Fire Warden(s) \_\_\_\_\_ Tel. No. \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

Type of premises \_\_\_\_\_

Type of work carried on \_\_\_\_\_

Maximum No. of occupants \_\_\_\_\_

Local Authority \_\_\_\_\_ Tel. No. \_\_\_\_\_

Fire Service \_\_\_\_\_ Tel. No. \_\_\_\_\_

Doctor \_\_\_\_\_ Tel. No. \_\_\_\_\_

Nearest Hospital \_\_\_\_\_ Tel. No. \_\_\_\_\_

Safety Representative \_\_\_\_\_ Tel. No. \_\_\_\_\_

Occupational First Aider \_\_\_\_\_ Tel. No. \_\_\_\_\_

### 3.2 Specific Fire Duties assigned to Particular Staff

Name.....  
Position .....  
Fire Duties .....  
Ph. No. ....

Name.....  
Position .....  
Fire Duties .....  
Ph. No. ....

Name.....  
Position .....  
Fire Duties .....  
Ph. No. ....

Name.....  
Position .....  
Fire Duties .....  
Ph. No. ....

Name.....  
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Name.....  
Position .....  
Fire Duties .....  
Ph. No. ....

Name.....  
Position .....  
Fire Duties .....  
Ph. No. ....

### 3.3 Fire and Evacuation Drill/Record of Events

DATE \_\_\_\_\_

TIME OF ALARM \_\_\_\_\_

NATURE OF EVACUATION

*e.g. Drill, Fire Emergency, bomb Threat etc.*

\_\_\_\_\_

OBSERVATIONS \_\_\_\_\_

DURATION \_\_\_\_\_

-----

DATE \_\_\_\_\_

TIME OF ALARM \_\_\_\_\_

NATURE OF EVACUATION

*e.g. Drill, Fire Emergency, bomb Threat etc.*

\_\_\_\_\_

OBSERVATIONS \_\_\_\_\_

DURATION \_\_\_\_\_

-----

DATE \_\_\_\_\_

TIME OF ALARM \_\_\_\_\_

NATURE OF EVACUATION

*e.g. Drill, Fire Emergency, bomb Threat etc.*

\_\_\_\_\_

OBSERVATIONS \_\_\_\_\_

DURATION \_\_\_\_\_

### 3.4 Fire Safety Training

Fire Safety training should be provided to all staff in relation to fire safety by competent and experience providers. The training should be certified and refresher training should be conducted annually to ensure all staff are competent to perform duties assigned to them. Certificates from the training provider should be attached to the Fire Safety Register

#### Record of Training

Date	<hr/>
Instructor	<hr/>
Nature of Training	<hr/> <hr/>
Training Received By	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Duration	<hr/>

## Record of Training

Date

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Instructor

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Nature of Training

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Training Received By

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Duration

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## Record of Training

Date

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Instructor

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Nature of Training

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Training Received By

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Duration

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## **4 Fire Protection Equipment - Schedule of Inspection/Test & Maintenance**

## **4.1 Introduction**

The following schedules refer to the inspection, testing and maintenance of fire protection equipment as required by various standards and codes of practice. The main objective is to ensure that all equipment will operate correctly in emergency situations and also remedy any defects that may be 'highlighted' at the earliest possible opportunity.

**It is the policy of this organisation to record details of testing and maintenance in a Fire Safety Register.**

## **4.2 Dry Risers (Internal Dry Water Mains)**

**Six monthly check - carried out by competent contractor**

**Annual wet tests carried out by a competent contractor**

- Certificate stating compliance with BS 9990 should be issued by competent contractor.

## **4.3 Emergency Lighting**

### **Weekly checks (carried out by nominated manager/fire warden)**

- Check that any faults recorded in the Fire Safety Register for the previous week have received attention;
- Check that every lamp in a maintained system is lighting or L.E.D.s, where provided in non-maintained system are operated normally;
- Ensure that any defects are remedied without delay and a record entered in the Fire Safety Register.

### **Quarterly checks (carried out by competent contractor)**

The nominated fire manager or the Chief Fire Warden acting on his/her behalf should ensure that the three monthly test procedures as described in IS 3217 are carried out by the installer or supplier of the system or competent contractor.

### **Annual checks (carried out by competent contractor)**

## **4.4 Fire Detection and Alarm Systems**

### **Daily checks (to be carried out by nominated manager/fire warden)**

- Check that the control panel indicates normal operation;
- Check that any fault warning recorded the previous day is receiving attention.

### **Weekly checks (to be carried out by the nominated manager/fire warden)**

- Check that the indicating equipment on the control panel and alarm sounders or bells are functioning by operating one break glass unit on each zone circuit;
- Check that the battery connections, providing back-up to the control panel, are in good condition.

**Note:** Break glass units need not be damaged for test purposes. A test key can be obtained from the supplier of the System.

### **Quarterly**

The nominated fire manager or the Chief Fire Warden acting on his/her behalf should ensure that the three monthly test procedures as described in IS 3218 are carried out by the installer or supplier of the system or competent contractor.

## **4.5 Fire Extinguishers**

**Monthly inspection (to be carried out by a nominated manager/fire warden) and should include the following check list:**

- The extinguisher is in its designated place;
- Access to or visibility of the extinguisher is not obstructed;
- Any seals or indicator tabs are not broken;
- Any pressure indicators are in the operational range (i.e. in the green);
- The extinguisher is not visibility damaged (including its mounting);
- The extinguisher does not have obvious defects such as a clogged nozzle, corrosion, leakage or a damaged hose;
- The maintenance record label is properly attached to the extinguisher and is up to date and the maintenance register is also up to date.

**Annual inspection (to be carried out by competent contractor)**

Full maintenance to be carried out in accordance with IS 291 and IS EN 3.

## **4.6 Fixed Gaseous Extinguishing System**

**Weekly (to be carried out by the nominated manager/fire warden)**

- Check that discharge nozzles are not obstructed;
- Check that the pressure gauges on cylinders are showing the correct pressure.

**Annually**

The nominated manager or his/her deputy acting on his/her behalf should ensure that annual maintenance, as recommended by the supplier, is carried out by the supplier or competent contractor and details recorded in the Fire Safety Register.

## **4.7 Fire Hydrants**

### **Monthly checks (to be carried out by nominated manager/fire warden)**

- Check that there are no obstructions impeding access to hydrants;
- Check that indicator plates or markers are in position;
- Check that all valves are in the open position.

### **Annual maintenance (to be carried out by competent contractor where the hydrants are not public)**

- Maintenance routine specified in BS 9990;
- Compliance certificate should be issued by competent contractor.

## **4.8 Hose Reels**

### **Monthly inspection (to be carried out by nominated manager/fire warden)**

- Check the inlet valve, the automatic on/off valve (if any), glands, tubing and shut-off nozzle are sound and free from leaks;
- Check that the outlet of the nozzle is not choked;
- Check that none of the moving parts are seized;
- If the nozzle is capable of producing a cone spray in addition to a jet spray this should be checked;
- Any booster pumps and associated mechanical or electrical equipment should also be checked for obvious defects.

### **Annual inspection (to be carried out by competent contractor)**

- Test to BS 9990;
- Compliance certificate should be issued by competent contractor.

## **4.9 Sprinkler System**

### **Weekly tests**

These tests should be deputed to a fire warden or other person familiar with the functions of the installation. The nominated person should receive basic training from the installer/supplier.

- Check that water and air pressure gauges are maintained at the correct levels;
- Check that water levels are correct;
- Check the alarm.

### **Quarterly**

Three monthly testing should be carried out by the installer/supplier in accordance with the appropriate standard.

### **Annual Inspection**

Testing should be carried out by the installer/supplier in accordance with the appropriate standard.

## **4.10 Fire Blankets**

### **Monthly checks (to be carried out by nominated manager/fire warden)**

- Fire blanket is correctly located in the designated place and is unobstructed and visible;
- The operating instructions of each fire blanket are clean, legible, and face outwards;
- Each fire blanket container is not obviously damaged and that the hand hold devices are visible and undamaged
- The tamper indicators of each fire blanket, where fitted, are not broken or missing.

### **Annual maintenance (to be carried out by competent contractor)**

- Maintenance routine specified in BS EN 1869;
- Compliance certificate should be issued by competent contractor.



## **5 Inventory of Fire Fighting Equipment**

## **5.1 Introduction**

An inventory of all Fire Fighting equipment should be noted in the Fire Safety Register, Section 5.2 contains an example of such an inventory for a premises including floor plans outlining the location of such equipment, Section 5.3 includes an inventory template which may be used in for completing an inventory of Fire Fighting equipment kept on the premises. Note not all equipment listed on the inventory template will be applicable and will vary depending on the type of premises.

## 5.2 Example: Reception, Main Office, Acme Ltd.

Water Extinguisher	
Foam Extinguisher	
CO <sub>2</sub> Extinguisher	
Hose	
Break Glass Unit/Alarm	
Fire Blankets	

### Fire Alarms

Fire Alarm	No	Type	Area located
<i>See floor plans (1,2,3) on the following pages for location of Break Glass Units/Alarms</i>			
Smoke Detectors			

### Fire Escape Facilities

#### Emergency Lights

The emergency lights system is part of the overall lighting system and each corridor is well served by emergency lights. Each section of main stairs also has emergency lighting.

#### Fire Exits

All Fire Exits should be properly inspected and maintained, lead to a safe area, sign-posted and remain unobstructed.

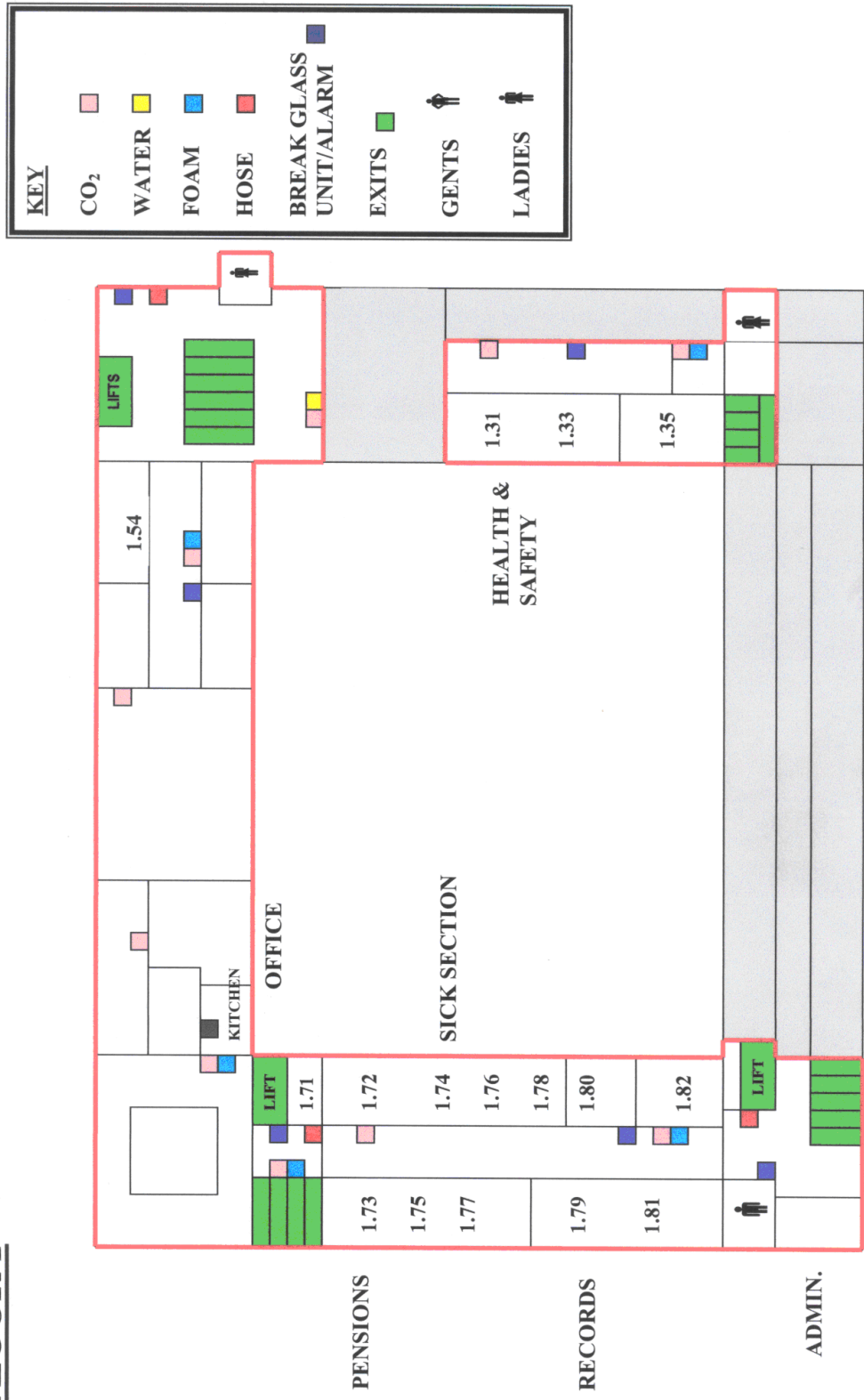
External Escape	Location
<i>See floor plans (1,2,3) on following pages for location of exits</i>	

### Fire Protection Equipment

Fire Hoses/Hydrants	No	Type	Area located
<i>See floor plans (1,2,3) on following pages for location of Fire Hoses</i>			
<i>Fire Hydrant</i>			<i>Outside building</i>
Extinguishers			
<i>See floor outlays (1,2,3) on following pages for location of Extinguishers</i>			
Sprinklers			

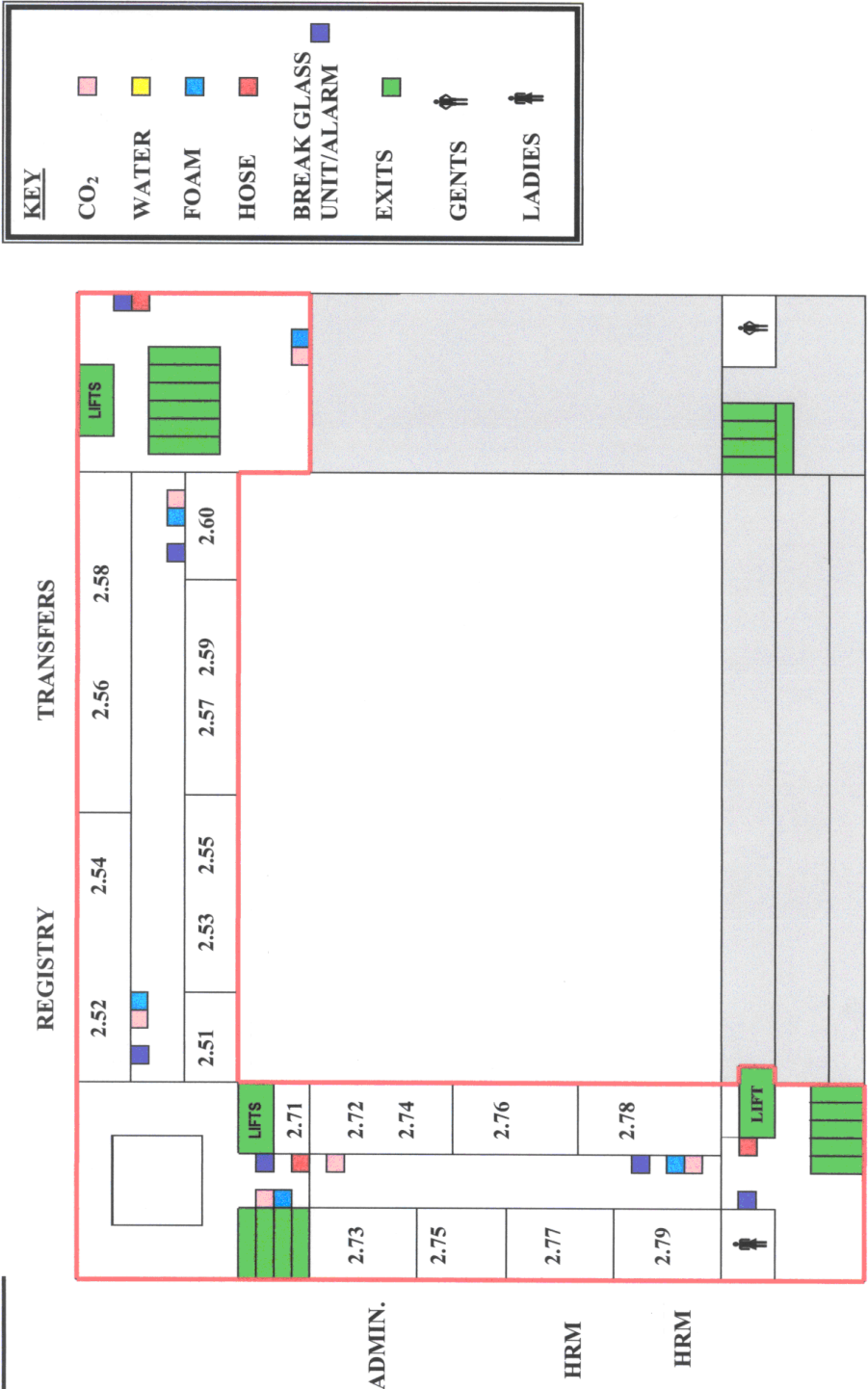
LOCATION OF FIRE EXTINGUISHERS/HOSE REELS/BREAK GLASS  
UNITS/ALARMS EXITS etc. –

FLOOR 1



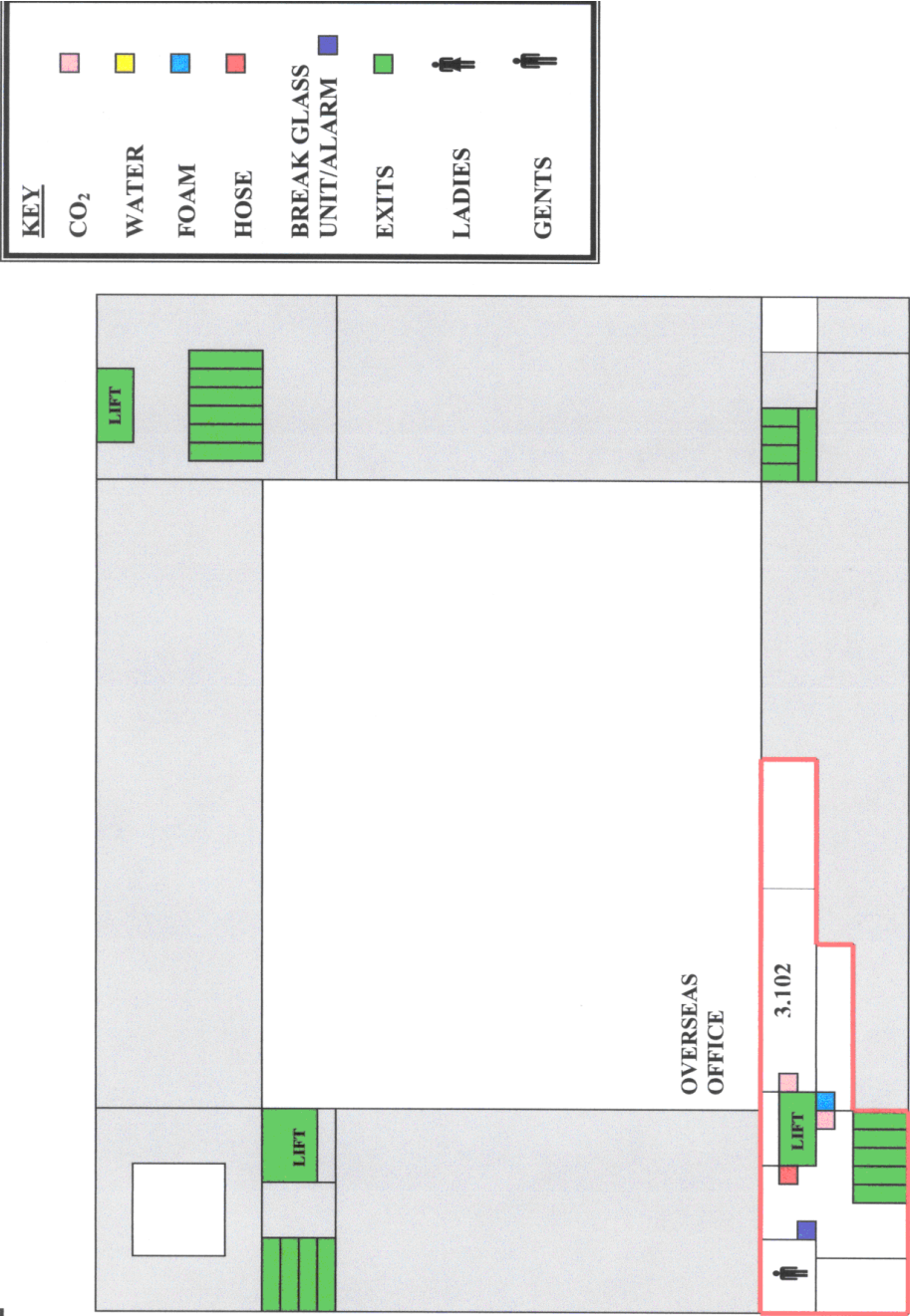
**LOCATION OF FIRE EXTINGUISHERS/HOSE REELS/BREAK GLASS UNITS/ALARMS/EXITS etc. –**

**FLOOR 2**



LOCATION OF FIRE EXTINGUISHERS/HOSE REELS/BREAK GLASS  
UNITS/ALARM/EXITS etc. –

FLOOR 3



## 5.3 Inventory

Water Extinguisher	
Foam Extinguisher	
CO <sub>2</sub> Extinguisher	
Hose	
Break Glass Unit/Alarm	
Fire Blankets	

### Fire Alarms

Fire Alarm	No	Type	Area located
Smoke Detectors			

### Fire Escape Facilities

#### Emergency Lights

The emergency lights system is part of the overall lighting system and where there are corridors or stairs, each corridor is well served by emergency lights. Each section of main stairs also has emergency lighting.

#### Fire Exits

All Fire Exits should be properly inspected and maintained, lead to a safe area, sign-posted and remain unobstructed.

External Escape	Location

## Fire Protection Equipment

Fire Hoses/Hydrants	No	Type	Area located
<i>Fire Hydrant</i>			<i>Outside building</i>
Extinguishers			
Sprinklers			



## **6 Fire Fighting Equipment**

## 6.1 Emergency Lighting System

System Type:	Self-Contained	
	Central Battery	
	General Generator	
Name of Supplier:		
Address:		
Telephone No:		
Emergency No:		

## Weekly Inspections

Carried out by	
Position	
Deputy	
Position	

## Record of Weekly Inspection of Emergency Lighting

[illegible]

## Record of Weekly Inspection of Emergency Lighting

[illegible]

## Record of Weekly Inspection of Emergency Lighting

[illegible]

## Record of Weekly Inspection of Emergency Lighting

[illegible]

## Quarterly Inspections

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

## Record of Quarterly Inspections of Emergency Lighting

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken
1			
2			
3			
4			

## Annual Test and Maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

## Record of Yearly Inspection of Emergency Lighting

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

## Emergency lighting inspection and test records (Service Organisation)

[illegible]

**Note:**

A certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register stating that the system is operational and has been checked and tested in accordance with IS 3217.

## 6.2 Fire Alarm and Detection System

TYPE OF SYSTEM:

MANUAL ☐

AUTOMATIC ☐

BOTH ☐

No. of Sounders:

No. of Smoke Detectors:

No. of Heat Detectors:

No. of Manual Call Points:


Location of Main Control Panel: \_\_\_\_\_

Location of Slave Panels: \_\_\_\_\_

Connected to a 24 Manned Centre: ☐ ☐

Location of Secondary Battery: \_\_\_\_\_

Installed By: \_\_\_\_\_

Commissioned By: \_\_\_\_\_

### Weekly inspections

Carried out by	
Position	
Deputy	
Position	

### Record of weekly inspection of fire alarm and detection systems

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken



## Record of weekly inspection of fire alarm and detection systems

[illegible]

### Record of weekly inspection of fire alarm and detection systems

[illegible]

### Record of weekly inspection of fire alarm and detection systems

[illegible]

## Quarterly inspections

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

## Record of quarterly inspections of fire alarm and detection systems

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken
1			
2			
3			
4			

## Annual test and maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

## Record of yearly Inspection of fire alarm and detection systems

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

### Note:

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that all systems are operational and have been checked and tested in accordance with IS 3218.

## Fire Alarm Record Log

Date	Time	Zone	Event	Action Required	Completion Date	Signature

**Note:**

This log should be used to record all fire alarms, false alarms, failures, inspections, tests, maintenance or any other event affecting the fire alarm system.

## Fire Alarm Record Log

Date	Time	Zone	Event	Action Required	Completion Date	Signature

**Note:**

This log should be used to record all fire alarms, false alarms, failures, inspections, tests, maintenance or any other event affecting the fire alarm system.

## Fire Alarm Record Log

Date	Time	Zone	Event	Action Required	Completion Date	Signature

**Note:**

This log should be used to record all fire alarms, false alarms, failures, inspections, tests, maintenance or any other event affecting the fire alarm system.

## 6.3 Fire Extinguishers

## Monthly inspections

Carried out by	
Position	
Deputy	
Position	

### Record of monthly inspection of fire extinguishers

[illegible]



### Record of monthly inspection of fire extinguishers

[illegible]

### Annual test and maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### Record of yearly inspection of fire extinguishers

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

#### Note:

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that all extinguishers are operational and have been checked and tested in accordance with IS 291 and IS EN 3.

## 6.4 Fixed Gaseous Extinguishing System

Where System is installed:\_\_\_\_\_

System Type:\_\_\_\_\_

System installed by: \_\_\_\_\_

Date commissioned: \_\_\_\_\_

## Monthly inspections

Carried out by	
Position	
Deputy	
Position	

## Record of monthly inspection of fixed gaseous extinguishing system

[illegible]

### Record of monthly inspection of fixed gaseous extinguishing system

[illegible]

### Annual test and maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### Record of yearly inspection of fixed gaseous extinguishing system

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

#### Note:

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that all systems are operational and have been checked and tested in accordance with BS EN 15004 or equivalent.

## 6.5 Fire Hydrants

Total number of fire hydrants:

Hydrant No.	Location

### Monthly inspections

Carried out by	
Position	
Deputy	
Position	

### Record of monthly inspection of fire hydrants

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken



### Annual test and maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### Record of yearly inspection of fire hydrants

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

**Note:**

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that all hydrants are operational and have been checked and tested in accordance with BS 9990.



## 6.6 Hose Reels

## Monthly inspections

Carried out by	
Position	
Deputy	
Position	

### Record of monthly inspection of hose reels

[illegible]



### Annual test and maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### Record of yearly inspection of hose reels

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

#### **Note:**

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that all hose reels are operational and have been checked and tested in accordance with IS EN 671-3.

## 6.7 Risers

### LOCATION OF INLETS

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Total number of dry riser outlets	
Total number of wet riser outlets	

### LOCATION OF OUTLETS

Outlet No.	Location

### 6 monthly and annual test and maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### Record of inspection of dry/wet risers

DATE	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

#### Note:

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that all risers are operational and have been checked and tested in accordance with BS 9990.

## 6.8 Sprinkler Installations

## Weekly inspections

Carried out by	
Position	
Deputy	
Position	

## Record of weekly inspection of sprinkler installations

[illegible]





## Quarterly inspections

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

## Record of quarterly inspections of sprinkler installations

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken
1			
2			
3			
4			

## 6 monthly and annual test and maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### Note:

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that the sprinkler system is operational and have been checked and tested in accordance with IS EN 12845.

## Record of inspection of sprinkler installations

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken



### **3 year test and maintenance**

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### **15 year test and maintenance**

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### **Record of inspection of sprinkler installations**

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

## 6.9 Fire Blankets

## Monthly inspections

Carried out by	
Position	
Deputy	
Position	

### Record of Monthly inspection of fire blankets

[illegible]

### Annual maintenance

Name of Contractor	
Address	
Tel. No.	
Emergency No.	

### Note:

An annual certificate of test is to be provided by the Service Organisation and attached to this Fire Safety Register, stating that the fire blanket(s) have been checked and maintained in accordance with BS EN 1869.

### Record of fire blankets inspection (Service Organisation)

Date	No. of appliances Inspected	Inspected by	Details of Faults & Action Taken

## **7 Means of Escape**

## 7.1 Escape Routes

Daily inspection should include checking that all doors forming part of the means of escape are easily and immediately available and that all means of escape routes are free from obstruction at all times.

[illegible]



[illegible]





## 7.2 Fire Doors and Fire Escape Doors

Fire Doors and Fire Escape Doors should be checked on a weekly basis and monthly for the following:

- All fire escape doors can open immediately and easily in the direction of escape;
- All push bars and pads on fire escape doors are in good working order, and have the appropriate signage;
- All hold-open devices on the fire doors operate correctly;
- All self-closing devices on fire doors operate correctly;
- All fire seals on fire doors are in good order;
- All fire doors are labelled appropriately.

Date	Inspected by	Faults Found	Action Taken





## **8 Furniture and Fittings**

## 8.1 Introduction

Inventory, suppliers, specifications and test specifications should be included in this section for bedding, upholstered furniture, curtains, drapes, blinds and floor covering.

## 8.2 Inspection of Upholstered Furniture

Upholstered Furniture, particularly in the designated smoking area should be inspected regularly and any item which has its infill material exposed should be immediately repaired or removed.

Date	Inspected by	Faults Found	Action Taken





## **9 Building Services**



## 9.1 Electrical

Electrical Installations within a premise should be certified in accordance with Electro-Technical Council of Ireland (ETCI) 'National Rules for Electrical Installations', and any works undertaken should be by a competent contractor and the completed ETCI form(s) attached to this Fire Safety Register.

## Record of Inspection

[illegible]

## 9.2 Gas

Gas Installations within a premise should be certified in accordance with IS 813 and IS 820, any works undertaken should be by a competent contractor registered with 'The Register of Gas Installers of Ireland' and the completed maintenance form(s) should be attached to this Fire Safety Register.

## Record of Inspection

[illegible]

## 9.3 Space Heating

Central heating systems powered by solid fuel or oil appliances should be installed and maintained to an appropriate standard, completed maintenance form(s) should be attached to this Fire Safety Register.

## Record of Inspection

[illegible]

## 9.4 Ventilation Systems

Where provided, ventilation systems and air-conditioning systems should comply with an appropriate standard such as BS 5720 or BS 5588-9.

## Record of Inspection

[illegible]

# **10 Pre-Fire Planning / Familiarisation Visits**

## 10.1 Record of Visit

Fire Service personnel may periodically visit the premises as part of a familiarisation routine / pre- fire planning inspection of the premises. The fact that a fire service visit has taken place for this purpose should not be interpreted as an endorsement of the fire safety measures and procedures in the premises, which are the responsibility of the person having control over the premises under Section 18 (2) of the Fire Services Act 1981 and 2003.

Date	Member of Fire Service (Print Name)	Signature	Comments

