



# Fire Alarm Servicing Worksheet

**Keybury Fire & Security**  
Units 4 & 5 Worth Enterprise Park  
Valley Road  
Keighley  
West Yorkshire  
BD21 4LN  
Tel: 01535 661197

Client and Job Details			
<b>Contract</b>	F11103	<b>Job Number</b>	-770940
<b>Client</b>	VIAMED LTD GHYLL HOUSE, 15 STATION ROAD CROSSHILLS KEIGHLEY WEST YORKSHIRE BD20 7DT	<b>Call Type</b>	Routine Maintenance
<b>Contact</b>	Mr Lamb	<b>Appointment Date/Time</b>	02/09/22 13:30
<b>Telephone</b>	634542	<b>Reported Reason For Call</b>	PM CALL 6 MONTH
<b>email</b>	<a href="mailto:helen.lamb@viamed.co.uk">helen.lamb@viamed.co.uk</a>		11 Devices, 1 space
System Details			
<b>System Type</b>	Fire Detection and Alarm Syste	<b>STU</b>	
<b>Panel Type</b>	C-tec <b>Conventional</b>	<b>Software version</b>	
<b>Signal Type</b>	Audible Only Fire Al	<b>Installed</b>	25/02/13
<b>Chip</b>		<b>Category</b>	L4
<b>ARC</b>		<b>System test with ARC</b>	Inform customer alarm on test <b>p</b>
Inspection			
<b>Equipment as per specification</b>	<b>p</b>	<b>Is equipment clean</b>	<b>p</b>
<b>All cables undamaged</b>	<b>p</b>	<b>Is the range un-obstructed</b>	<b>p</b>
<b>Is equipment firmly fixed</b>	<b>p</b>		
Extent of System Covered by this Certificate and any cause and effect			
Full site			
Agreed and operational limitations of the inspection and servicing (include reasons and person agreed with):			
Variations from the recommendations of Clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable):			
Items Adversely Affecting Operational Performance of the Fire Detection and Alarm System			
General Condition of the Fire Alarm System			
<b>Outstanding defects reported to responsible person</b>	<b>p</b>	<b>During the past 12 months: false alarms have occurred.</b>	<b>0</b>
<b>Relevant details of the work carried out and faults identified have been entered in the system log book (see Clause 40.2)</b>	<b>p</b>	<b>This number of false alarms equates to false alarms per 100 automatic fire detectors per annum: (leave blank for category M systems)</b>	<b>0</b>
Battery Inspection			
<b>Batteries Checked</b>	<b>p</b>	<b>T1 - Required Standby (Hours)</b>	<b>24.0</b>
<b>Electrolyte levels checked and topped up as necessary (vented battery systems only)</b>	<b>p</b>	<b>D - Derating Factor</b>	<b>1.75</b>
<b>Battery connections checked</b>	<b>p</b>	<b>Cmin - Minimum Battery Required (Ah)</b>	<b>0.431</b>
<b>I1 - Quiescent Current (A)</b>	<b>0.01</b>	<b>Battery voltage (mains on)</b>	<b>26.7</b>
<b>I2 - Alarm Current (A)</b>	<b>0.12</b>	<b>Battery voltage (mains absent)</b>	<b>26.5</b>
		<b>Battery Size Fitted</b>	<b>2.8</b>



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Premises			
Manual call points suitably sited	<input type="radio"/>	No storage within 300 mm of ceilings	<input type="radio"/>
Manual call points are unobstructed and conspicuous	<input type="radio"/>	Clear space of 500 mm exists below each automatic fire detector	<input type="radio"/>
All exits, including any new exits, have manual call points	<input type="radio"/>	Each automatic fire detector's ability to receive the stimulus it is designed to detect has not been impeded by any other means	<input type="radio"/>
Automatic fire detectors suitable for building use or occupancy	<input type="radio"/>	Building use or occupancy does not make existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms	<input type="radio"/>
Automatic fire detectors suitably sited	<input type="radio"/>	Additional fire detection and alarm equipment provided in any extensions or alterations to the building	<input type="radio"/>
Fire alarm devices (sounders) suitably sited	<input type="radio"/>		
No partitions within 500 mm horizontally of any automatic fire detector	<input type="radio"/>		
Documentation			
System log book examined	<input type="radio"/>	Any faults recorded have been attended to	<input type="radio"/>
False Alarms			
Record of false alarms checked in accordance with Clause 30.2i	<input type="radio"/>	Automatic transmission of alarm signal to receiving centre	<input type="radio"/>
Rate of false alarms during the previous 12 months (Clause 30.2i)	<input type="radio"/>	Automatic transmission of other signals, such as fault signals, to receiving centre	<input type="radio"/>
Action taken in respect to false alarms complies with the recommendations of Clause 30.2j:	<input type="radio"/>	Radio systems serviced in accordance with manufacturers recommendations	<input type="radio"/>
Describe action taken:		For other equipment, manufacturer's checks and tests performed	<input type="radio"/>
		Printers checked for correct operation and that characters are legible	<input type="radio"/>
Fire alarm functions of CIE checked by operation of at least one detector or manual call point in each circuit and entry made in log book indicating which initiating devices used for these tests	<input type="radio"/>	Print consumables available in sufficient quantity to ensure operation until next service	<input type="radio"/>
Operation of fire alarm devices	<input type="radio"/>	Standby battery disconnected and full load alarm simulated	<input type="radio"/>
Controls and visual indicators at CIE checked for correct operation	<input type="radio"/>	Specific gravity of each cell of vented batteries checked	<input type="radio"/>
Ancillary functions of CIE tested	<input type="radio"/>	Mains disconnected and batteries momentarily load tested (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio linked system)	<input type="radio"/>
For CIE, manufacturer's checks and tests performed	<input type="radio"/>		
Fault indicators and their circuits checked by simulation of fault conditions	<input type="radio"/>		
Arrangements in Place for Repair of Faults or Damage (IF BLANK THEN ALL COVER IS PROVIDED BY KEYBURY FIRE & SECURITY)			
Emergency call out arrangement in place where maintenance carried out by a third party	<input type="radio"/>	Records and documentation give information on maintenance arrangements. See clause 40	<input type="radio"/>
Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE	<input type="radio"/>	User records faults or damage in log book	<input type="radio"/>
		User arranges for repairs to be carried out as soon as possible	<input type="radio"/>
Over a 12 Month Period			
Automatic fire detectors unpainted and undamaged	<input type="radio"/>	Radio signal strengths checked for adequacy	<input type="radio"/>
Visual fire alarm devices not obstructed and lenses are clean	<input type="radio"/>	For fire detection systems that enable analogue values to be determined it should be confirmed that each analogue value is within the range specified by the manufacturer	<input type="radio"/>
Readily-accessible cable fixings secure and undamaged	<input type="radio"/>	Standby power supply capacity checked	<input type="radio"/>
Cause and effect programme confirmed as being correct	<input type="radio"/>	Checks recommended by manufacturers of other components of system carried out	<input type="radio"/>
Switch mechanism of every manual call point	<input type="radio"/>	Check to determine whether a suitable zone plan of the premises is provided or adjacent to all CIE and repeat indicating equipment	<input type="radio"/>
Fire alarm devices (sounders) checked for correct operation	<input type="radio"/>	Video fire detection checked to manufacturer's testing and inspection standards both in presence of mains supply to lighting as well as the absence of the same supply	<input type="radio"/>
Automatic fire detectors functionally tested, including heat detectors, point smoke detectors, optical beam smoke detectors, aspirating fire detection systems, carbon monoxide fire detectors, flame detectors and multi-sensor detectors	<input type="radio"/>		
All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced	<input type="radio"/>		
CIE manufacturer's annual checks and tests carried out	<input type="radio"/>		
Close Down			
Historical log up to date	<input type="radio"/>	System free from false alarms	<input type="radio"/>
Causes of false alarms eliminated	<input type="radio"/>	System date/time correct	<input type="radio"/>
Number of zones left on test	0	Removed all tamper/remote links	<input type="radio"/>
Reset the system	<input type="radio"/>	System off test with ARC	<input type="radio"/>



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### Customer Report

#### Engineers findings & actions

6month service of fire alarm system. All points tested ok.

Signal strength suitable? Not A

The extent of liability of the signatory is limited to the system described below. Extent of system covered by this certificate:

Full site

Variations from the recommendations of Clause 45 of BS 5839-1:2013 for periodic or annual inspection and test (as applicable):

The following work/action is considered necessary:

System left working p  
Further Action Required by Customer

Further visit required+when ..

Has the customer agreed to renew their contract? p



### Key

p True y False .. NA

#### Timesheets

Date on Site	Arrival	Departure	Customer Name / Signature	Engineers Name / Signature
02/09/2022	10:13:00	11:16:00		AB:Stacey Wood
				