

Fire log book

One place to put the evidence. The index is the most useful page in it, because it shows you what is missing.

A fire log book has no prescribed form. This is the conventional structure: a cover, an index of what belongs in the book, and a page per kind of record. A gap against the index is the gap an inspecting officer will find.

PREMISES	ADDRESS	RESPONSIBLE PERSON
MANAGING AGENT, IF ANY	PERIOD COVERED BY THIS BOOK	BOOK NUMBER

INDEX – WHAT BELONGS IN THIS BOOK

Tick what is in it. An untickable line is the point of the page. Not a statement of what these premises must hold.

	HELD	WHERE	N/A
Current fire risk assessment, and its action plan	☐	☐	☐
Fire safety arrangements — who holds what	☐	☐	☐
Fire alarm test log	☐	☐	☐
Fire alarm servicing records and certificates	☐	☐	☐
Emergency lighting test log and servicing records	☐	☐	☐
Portable firefighting equipment inspection and service records	☐	☐	☐
Fire door inspection records	☐	☐	☐
Suppression system check and servicing records	☐	☐	☐
Escape route inspection records	☐	☐	☐
Fire drill records	☐	☐	☐
Training and induction records	☐	☐	☐
PEEPs, where anybody needs one	☐	☐	☐
Warden arrangements and training	☐	☐	☐
Hot work permits, issued and cancelled	☐	☐	☐
Contractor records and certificates	☐	☐	☐
Visits by the fire and rescue service or any other inspector	☐	☐	☐
Findings and remedial actions, open and closed	☐	☐	☐
Plans and schedules — zones, luminaires, doors, extinguishers	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

PREMISES RECORD

Use and occupancy	
Floors, basements and roof access	
Evacuation strategy	
Sleeping accommodation?	
Other responsible persons in the building	
Alarm and detection system type	
Suppression provision	
Nearest fire and rescue service station, if known	

RECORD SUMMARY

A line per entry. The detail lives on the sheets behind this page.

	SATISFACTORY	ACTION RAISED
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	☐	☐

FINDINGS AND REMEDIAL ACTIONS

Finding — raised — owner — target — completed	
Finding — raised — owner — target — completed	
Finding — raised — owner — target — completed	
Finding — raised — owner — target — completed	
Finding — raised — owner — target — completed	
Finding — raised — owner — target — completed	
Finding — raised — owner — target — completed	
Finding — raised — owner — target — completed	

VISITS AND CORRESPONDENCE

The part most likely to be lost with a change of agent, and most valuable the second time somebody calls.

Date — who visited — purpose — outcome — reference	
Date — who visited — purpose — outcome — reference	
Date — who visited — purpose — outcome — reference	
Date — who visited — purpose — outcome — reference	
Date — who visited — purpose — outcome — reference	

CONTRACTORS AND CERTIFICATES

Reference them; do not reproduce them.

Contractor — work — date — certificate reference	
Contractor — work — date — certificate reference	
Contractor — work — date — certificate reference	

Contractor — work — date — certificate reference	
Contractor — work — date — certificate reference	
Contractor — work — date — certificate reference	

BOOK CONTROL

OPENED ON	BY
CLOSED ON	BY
WHERE THIS BOOK IS KEPT	WHERE PREVIOUS BOOKS ARE KEPT