

Rotate the call point. A system tested from the same point all year is a system where only that point has been proved.

One row per test. The test interval and what the system was designed to achieve come from the standard it was installed to and from your own arrangements — this sheet records what was tested, whether it was heard, and that the panel was left normal.

PREMISES	SYSTEM / PANEL LOCATION	ZONE LIST ATTACHED?
RESPONSIBLE PERSON	PERIOD COVERED	SHEET NUMBER

TEST LOG

Date, time, call point used and zone. Tick the result columns; name any area where the alarm was not heard in the notes below.

CALL POINT ROTATION

Next call point due, so the rotation survives a change of staff.

Call points in the rotation	
Last used	
Next due	

AREAS WHERE THE ALARM COULD NOT BE HEARD

Plant rooms, toilet blocks, noisy areas, and anywhere a door was closed. Name the area and the date.

FAULTS, DISABLEMENTS AND WHAT WAS DONE

Including who it was reported to. A disablement recorded here must have a restoration date against it.

REVIEW

LOG REVIEWED BY	DATE
OUTSTANDING ITEMS PASSED TO	DATE