

Fire Alarm Test Log

Weekly, monthly, and annual testing record per BS 5839-1

Company: _____ Date: ____/____/____
Address: _____ Ref: _____

Building Details

Building Name / Address: _____ Responsible Person: _____ System Type: _____

Weekly Test Record

Week	Date	Call Point Tested	Alarm Sounded	Panel Reset	Tester
1			& Yes & No	& Yes & No	
2			& Yes & No	& Yes & No	
3			& Yes & No	& Yes & No	
4			& Yes & No	& Yes & No	
5			& Yes & No	& Yes & No	
6			& Yes & No	& Yes & No	
7			& Yes & No	& Yes & No	
8			& Yes & No	& Yes & No	

Monthly Checks

Month	Date	Check Performed	Result	Action
Jan		Panel indicators, battery, fault log	& Pass & Fail	
Feb		Panel indicators, battery, fault log	& Pass & Fail	
Mar		Panel indicators, battery, fault log	& Pass & Fail	
Apr		Panel indicators, battery, fault log	& Pass & Fail	
May		Panel indicators, battery, fault log	& Pass & Fail	
Jun		Panel indicators, battery, fault log	& Pass & Fail	

Annual Service Record

Year	Date	Engineer	Company	Certificate No.
2024				
2025				
2026				

Fault Log

Date	Fault Description	Action Taken	Resolved	By
			&	
			&	
			&	

BS 5839-1 Testing Requirements

Weekly: Activate one call point (rotate weekly) and verify alarm sounds

Monthly: Check panel indicators, battery condition, and fault log

Quarterly: Test 25% of all detectors (all tested annually)

Annually: Full system test and service by competent fire alarm engineer

All records must be kept for the life of the system.

