

RES Systems Ltd, 14 Cremyll Road, Reading, Berkshire, RG1 8NQ

# Fire Safety

# Log book

Version 1.7:2026

Business Name:
Premises Address:

This Fire Safety Log Book contains record pages to allow for the recording of events and activities associated with a premises fire safety systems and equipment.

**The Log Book should be kept up to date and made available for inspection by the Fire Authority.**



Certificate Number #000208



ISO9001



Fire Protection Association



## Our Services

### FIRE



- FIRE DETECTION & ALARM SYSTEMS
- EMERGENCY LIGHTING
- AOV SMOKE CONTROL AND VENTILATION SYSTEMS
- EMERGENCY VOICE COMMUNICATION SYSTEMS
- CALL ASSIST SYSTEMS
- FIRE EXTINGUISHING SYSTEMS
- FIRE EXTINGUISHERS
- FIRE DOORS
- FIRE STOPPING
- DRY RISERS
- FIRE HYDRANTS
- FIRE SAFETY SIGNAGE
- FIRE SAFETY TRAINING
- FIRE PLANS

### SECURITY



- METAL DOORS
- ACCESS CONTROL SYSTEMS
- CCTV
- INTRUDER ALARMS
- KEY HOLDING & RESPONSE
- REMOTE MONITORING

**0800 731 0727**

**[sales@resfire.co.uk](mailto:sales@resfire.co.uk)**



Certificate Number 000208  
1509001



## Your Premises Information

<b>Property / Business Name</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>Town</b>	
<b>Post Code</b>	
<b>Responsible Person</b>	
<b>Competent Person</b> <b>Contact Name 1</b>	
<b>Competent Person</b> <b>Contact Name 2</b>	

**IN AN EMERGENCY DIAL 999**

### Useful Telephone Contacts

Contact	Company	Number
<b>Fire Protection Engineers</b>	<i>RES Systems Ltd</i>	<b>0800 731 0727</b>
<b>Fire Alarm Service Engineer</b>		
<b>Fire Extinguisher Engineer</b>		
<b>Emergency Lighting Engineer</b>		
<b>Signage maintenance</b>		
<b>Fire and Rescue Service HQ</b>		
<b>Local Fire Officer</b>		
<b>Local authorities</b>		
<b>Building maintenance</b>		

Information about fire protection or other related matters can be found on your Fire & Rescue Service's website or go to: [www.fire.gov.uk](http://www.fire.gov.uk) for information and guidance available published by Communities and Local Government or on our web site which has direct links to information you may find useful.



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Certificate Number 000208



# 1. An introduction to your Fire Safety Log Book

This Fire Safety Log book has been prepared to assist the 'Responsible Person' in coordinating and maintaining a fire safety record keeping system.

There is no statutory requirement to maintain a Fire Safety Log Book, but Article 17 of the **Regulatory Reform (Fire Safety) Order 2005** requires the 'Responsible Person' for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

Additionally, Article 21 states that where there are employees, they should be provided with adequate safety training. The RR(FS)O 2005 also requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

**The most effective way of demonstrating compliance with these particular Articles is to keep records, and a Fire Safety Log Book is one way of doing it.**

Whilst this log book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

The log book should be kept up to date\* and readily available for inspection by the Fire and Rescue Service when required. It is best practice to keep it with any records relating to your current Fire Risk Assessment and subsequent review documents.\*\*

**It is strongly recommended that where necessary, maintenance contracts are taken out with competent persons / companies who are third party accredited / registered with BAFE or other relevant organisations and are routinely audited by third party certification bodies.**

\*It is recommended that this log book be kept in a **Fire Document Folder** with additional pages being added in loose-leaf format, with new record keeping pages being photocopied or downloaded from our web site when required.

\*\*Information on the Regulatory Reform (Fire Safety) Order 2005 and how to carry out a Fire Risk Assessment or review an existing document can be found by visiting our website.

We recommend that the premises Fire Document Folder is kept in a wall mounted Fire Document Cabinet close to the fire alarm panel or in the main entrance area so the records held are easily available for inspection by Enforcing Authorities or updating by visiting service engineers.

## Disclaimer

Although great care has been taken in the compilation and preparation of this publication to ensure accuracy, RES cannot in any circumstances accept responsibility for errors, omissions or advice given or for any losses arising from reliance upon information contained in this publication. It is intended for general use therefore other fire protection systems may exist within your premises, which may require regular maintenance but are not included within the sections of this log book.

**You should consult the systems manufacturer or service provider for your systems specific details and enter them on additional log sheets which are available to download by visiting [www.resfire.co.uk](http://www.resfire.co.uk)**



## 2.a Recommendations for Regular Inspections and Tests

Intervals	Inspections and Tests	Record in Log Book	By Whom
Daily	<ul style="list-style-type: none"> <li>• Escape routes are clear</li> <li>• Fire alarm panel showing normal</li> <li>• Emergency light charging indicators visible</li> <li>• Fire fighting equipment and Fire safety signage</li> <li>• Sprinkler systems (see BS EN 12845: 2015)</li> </ul>	No unless there is an issue	User
Nightly	<ul style="list-style-type: none"> <li>• Automatic fire doors are shut closed</li> <li>• Electrical equipment not in use is switched off</li> <li>• Waste bins are emptied</li> </ul>	No unless there is an issue	User
Weekly	<ul style="list-style-type: none"> <li>• As above</li> <li>• Fire alarm test by activating a manual call point</li> <li>• External escape routes clear</li> <li>• Fire extinguishing systems (visual inspection to BS)</li> <li>• Actuation of smoke control system (simulated)</li> <li>• Operation of fire fighting lift</li> <li>• Fire hydrant inspection</li> </ul>	Yes	User
Monthly	<ul style="list-style-type: none"> <li>• Automatic fire doors close when alarm sounds</li> <li>• Emergency lighting 5 minute 'flash' test</li> <li>• Visual inspection of fire blankets and hose reels</li> <li>• Final exit doors open correctly</li> <li>• Visual inspection of fire safety signage</li> </ul>	Yes	User
Quarterly	<ul style="list-style-type: none"> <li>• Night staff fire drill</li> <li>• Full actuation of smoke control systems</li> <li>• Fire doors – <a href="#">See Regulation 10</a></li> </ul>	Yes	User
	<ul style="list-style-type: none"> <li>• Automatic fire suppression systems</li> </ul>	Yes	Service Provider
School Term	<ul style="list-style-type: none"> <li>• New staff fire safety induction</li> <li>• Full school fire drill</li> </ul>	Yes	User
6-Monthly	<ul style="list-style-type: none"> <li>• Day staff fire drill</li> <li>• Fire doors</li> <li>• Sprinkler systems (see BS EN 12845: 2015)</li> </ul>	Yes	User
	<ul style="list-style-type: none"> <li>• Fire detection and alarm system</li> <li>• Wet / Dry risers and fire hydrants</li> </ul>	Yes	Service Provider
Annually	<ul style="list-style-type: none"> <li>• Fire risk assessment review</li> <li>• Staff fire safety training</li> <li>• Fire document folder and log book records</li> <li>• Fire doors – See Regulation 10</li> </ul>	Yes	User
	<ul style="list-style-type: none"> <li>• Fire detection and alarm system</li> <li>• Emergency lighting full duration test</li> <li>• Dry risers and fire hydrants wet test</li> <li>• Portable fire protection equipment</li> <li>• Fire blankets and hose reels</li> <li>• Automatic fire suppression systems</li> <li>• Sprinkler systems</li> <li>• Smoke control systems</li> <li>• Fire fighting lifts</li> </ul>	Yes	Service Provider

Intervals between Service Provider inspections and tests should not be exceeded.

**Responsible Persons for all multi-occupied residential buildings in England from 23 January 2023 should refer to the legal requirements set out in [The Fire Safety\(England\) Regulations 2022](#).**

A Fire Safety Check List is available to download on the RES web site.



## 2.b Year Planner for Regular Checks, Inspections and Tests

The intervals between User regular inspections and tests should be determined by the premises Fire Risk Assessment and recorded on the year planner below for ease of reference for the competent persons completing the inspections and tests. Also the year planner will act as a reminder for scheduled six monthly and annual service provider visits.

	Weekly checks	Monthly checks	6m / 12m Service visits		Weekly checks	Monthly checks	6m /12m Service visits
Week				Week			
1				27			
2				28			
3				29			
4				30			
5				31			
6				32			
7				33			
8				34			
9				35			
10				36			
11				37			
12				38			
13				39			
14				40			
15				41			
16				42			
17				43			
18				44			
19				45			
20				46			
21				47			
22				48			
23				49			
24				50			
25				51			
26				52			

E.g:

Alarm test	Fire doors escape routes				Fire alarm service
Exts and signs		Fire drill		Emergency light test	



## 2.c Notes



### 3.a Fire Alarm System – Regular Tests



### 3.a Fire Alarm System – Regular Tests



### 3.a Fire Alarm System – Regular Tests



### 3a. Fire Alarm System – Regular Tests



### 3.b Fire Alarm System – Service and Maintenance



### 3.b Fire Alarm System – Service and Maintenance



### 3.c Fire Alarm System – False Alarms

Category: 1 :Unwanted Alarm. 2 :Accidental Damage. 3 : Malicious Alarm. 4 : Good Intent. 5 : Unknown



### 3.c Fire Alarm System – False Alarms

Category: 1 :Unwanted Alarm. 2 :Accidental Damage. 3 : Malicious Alarm. 4 : Good Intent. 5 : Unknown



#### 4.a Emergency Lighting – Regular Tests



#### 4.a Emergency Lighting – Regular Tests



#### 4.b Emergency Lighting – Service and Maintenance



#### 4.b Emergency Lighting – Service and Maintenance



## **5.a Fire Fighting Equipment and Fire Safety Signage – Regular Inspections**



## 5.a Fire Fighting Equipment and Fire Safety Signage – Regular Inspections



## 5.b Fire Fighting Equipment – Service and Maintenance



## 5.b Fire Fighting Equipment – Service and Maintenance



## 6. Fire Doors and Escape Routes – Inspections and Maintenance



## 6. Fire Doors and Escape Routes – Inspections and Maintenance



## 7.a Sprinkler Systems – Regular Tests and Inspections

Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on sprinkler systems.



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Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on sprinkler systems.



## 7.b Sprinkler Systems - Service and Maintenance



## 7.b Sprinkler Systems - Service and Maintenance



## 8.a Smoke Ventilation / Control Systems – Regular Tests & Inspections

Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on smoke ventilation / control systems.



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Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on smoke ventilation / control systems.



## 8.b Smoke Ventilation / Control Systems - Service and Maintenance



## 9. Dry Riser Systems - Service and Maintenance



## 10.a Miscellaneous Equipment – Regular Inspections

Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular inspections on wet / dry riser systems, fire hydrants, kitchen fire suppression systems, extinguishing systems (Co2, water mist etc), fire fighting lifts or other fire fighting equipment your premises has.

## Equipment being Inspected:



## 10.b Miscellaneous Equipment - Service and Maintenance

## **Equipment being Serviced and Maintained:**



## 11. Fire Instructions and Staff Training

IT – Induction Training,      IH – In House fire safety training,      ED – Extinguisher Demonstration,  
FAT – Fire Awareness Training,    FWT – Fire Warden Training,      Other – to be specified



## 11. Fire Instructions and Staff Training

IT – Induction Training,      IH – In House fire safety training,      ED – Extinguisher Demonstration,  
FAT – Fire Awareness Training,    FWT – Fire Warden Training,      Other – to be specified



## 12. Fire Drills

Debriefs on the effectiveness of fire drills should be carried out and recorded on a separate fire drill questionnaire so that any evacuation procedures can be changed if necessary. A Fire Drill Questionnaire is available to download at <https://resfire.co.uk/free-downloads/>



## 12. Fire Drills

Debriefs on the effectiveness of fire drills should be carried out and recorded on a separate fire drill questionnaire so that any evacuation procedures can be changed if necessary. A Fire Drill Questionnaire is available to download at <https://resfire.co.uk/free-downloads/>



## 13. Fire Risk Assessment and Reviews



## 14. Fire and Rescue Service and Other Enforcing Authority Visits



## 15. Fire plans

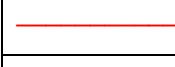
You should create fire plans for your premises, detailing all:

- fire alarm devices
- emergency lights
- fire fighting equipment
- fire doors and fire compartments
- systems provided on site for the Fire and Rescue Service
- hazards on site

The plans are then available for regular checks and maintenance visits as well as Enforcing Authorities.

Fire Plans should be reviewed on a regular basis so any changes are taken into account and documented.

Examples of symbols and abbreviations used for the creation of fire plans are shown below:

	Fire fighting equipment		Fire alarm system
	Water extinguisher		Main fire alarm panel
	Carbon Dioxide extinguisher		Fire alarm call point
	Foam extinguisher		Sounder or bell
	Dry powder extinguisher		Sounder strobe
	Wet chemical extinguisher		Smoke detector
	Fire Blanket		Heat detector
	Hose reel	R	Rate of rise detector
	Dry riser outlet	IP	Indicator panel
	Smoke vent	O	Sounder base
	Fire hydrant	DH	Auto door holder
	Sprinkler stop valve		
Means of escape		General	
	Fire resisting wall		Refuge
	Fire resisting door		Gas shut off valve
	Emergency light		Electric shut off
			Flammable bin / cupboard



## 15. Fire plans



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## 15. Fire plans



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