Fire & Security Log Book

For 24/7 service, call us on:
01277 724 954

Date Issued:

Address of Premises:

Site Monitoring Information:

Alarm Receiving Centre (ARC):

ARC Contract Number:

Control Panel Code Number:

Your Trusted Fire & Security Team

Fire & Security Systems Log Book

KEEP ME SAFE! I'm a legal document

This log book *must* remain on site and be completed by the Responsible Person and your WFP Engineer during maintenance service visits. Turn to page 5 to read about the duties of your site's 'Responsible Person'.

Useful Contact Details:

Emergency Fire & Rescue Service:	999
WFP Fire & Security:	01277 724 954
Alarm Receiving Centre (ARC):	0844 809 9980

Fire Safety Staff:

Name:

Responsibility:

Name:

Responsibility:

Name:

Responsibility:

Name:

Responsibility:

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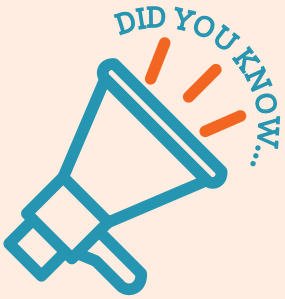
Icons You'll See Throughout Your Log Book...

Steps you should undertake to be safe and legally compliant.

Handy and practical ways to improve your building's safety.



Interesting facts (you probably didn't know) about fire and security.

Your Log Book Explained

This fire and security log book is designed as an aid to help you record legally required data logs. Your log book is designed to last you for one year, including space for your maintenance visits and periodical testing.

UK Fire Safety Law recommends testing your fire safety equipment, and training your staff to stay safe and legal. Accurately recorded information should be kept, ensuring appropriate steps are taken.

Keep your log book safe to log weekly tests or any faults that arise that need to be investigated by your maintenance provider. Your WFP engineer will also use this to log service visits, so make sure to keep it in an accessible location on-site – preferably near the fire alarm panel. It's your responsibility to provide this log to the engineer.

Within each section, you'll see the tasks required for each of your fire and security products and systems. Some of these tasks must be reserved for a competent specialist and maintenance provider, but there are certain duties which need to be carried out by you/designated staff members. We've made it super simple for you to know what your responsibilities are and how often you need to fulfil them.

The advice given in this log book is based upon an interpretation of the British Standards, which is regularly updated, and we endeavour to keep this up-to-date. However, the information within the log book does not substitute a Fire Risk Assessment; this should be carried out and referred to in conjunction with the testing schedule in this log book.

If you have any questions about what you're required to do, call our team on **01277 724 954.**

Our Promise to You...

Helping you to negotiate safety system maintenance is paramount to us. You need a team you can trust 24/7, and we promise to be there for you. Plus, because we care about making your life easier; you can take advantage of a range of benefits and business management tools we provide. Turn to page 47 to see what these are and get in touch if you have any questions.

Back Story...

Back in 2003, following a career in the Royal Navy and then in the fire industry as a fire alarm engineer, I founded WFP. Honest advice, excellent customer service and reliable engineering are the hallmarks of the WFP ethos, and we're proud to be working with customers like you and delivering on that promise.

Your log book is designed to help you keep your maintenance and servicing details up-to-date. I hope you'll find it useful and insightful and if you have any suggestions for making it even better, then feel free to let us know.

Sincerely yours,

Paul

Paul Field
Founder & Managing Director

Duties of the Responsible Person

The Responsible Person (RP) is the building owner or the person in control of the day-to-day operations of the building, and must manage any fire risks on the premises. In order to identify the risks posed within your building, a Fire Risk Assessment must be carried out to evaluate your premises and identify any issues to be addressed for both safety and legal compliance.

It is a legal requirement to have a Fire Risk Assessment carried out at any commercial premises with 5 or more users, including both customers and employees. It is recommended in the Regulatory Reform (Fire Safety) Order that an assessment is carried out annually and immediately following any refurbishments or building extensions. Having an up-to-date Fire Risk Assessment is a vital aspect of your building's fire safety strategy. If it's been too long since your last one, call us to get it booked in on **01277 724 954.**

If you are found to not have a written record of your assessment, or not to have carried out essential works detailed in the assessment, you could incur a fine, or further prosecution.

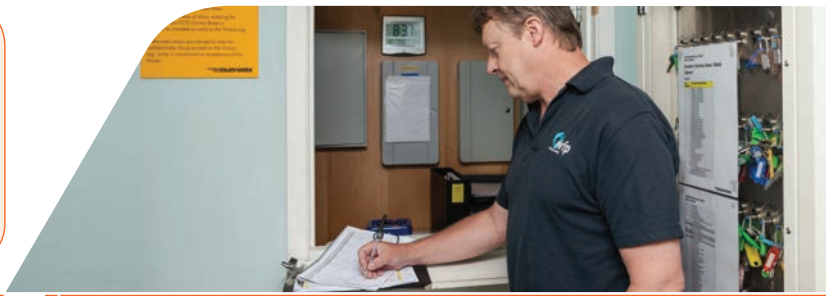
Fire Risk Assessment Carried Out:

Date/Time of Assessment	Carried Out By	Compulsory Changes	Recommended Changes	WFP Notified?

Date	Changes Made

As a maintenance customer, you're entitled to a free survey and design should you need a new alarm installation.

Call **01277 724 954** for details.



Fire Alarm System

Tests & Inspections

All inspections, testing and maintenance MUST be recorded

This log is to be filled out during your weekly tests and each maintenance visit, where your fire alarm system is inspected to ensure it's operating normally. To comply with UK fire safety guidance (specifically BS 5839), there are duties that you, as the Responsible Person*, must carry out, as well as duties that a competent specialist must carry out on your behalf:

Typical Tests by the User/Responsible Person	
Daily	Inspection of the fire alarm panel for faults.
Weekly	Fire alarm test via a manual call point. You must carry out this test and record it here in the table below.

Maintenance Service by a Competent Specialist	
Every 3 or 6 Months	Your maintenance visit to service your fire alarm system. Any remedial works will be specified by our engineer in your maintenance report/certificate. Please note that if specified in your Fire Risk Assessment, you may require a service visit every three months.

Date/Time of Test	User Test Call Points		Automatic Detection Tested (Engineer)		Areas Tested and Action Taken	Sign and PRINT NAME
	Location	Number/ Zone	Call Points	Detection Area		

The definition of the Responsible Person is detailed on page 5.