

Fire Alarm Service Requirements – User Responsibilities

The following are a summary of your User Responsibilities as taken from the current Irish Standards (IS 3218 2009)

Daily Inspection (Responsible Person)

- Ensure the Green Power On indicator is lit
- Inspect for any Fault Indicator lit on the panel or internal sounder sounding
- Inform the designated responsible person of any faults and log the event in the Fire Alarm Log Book.
- In buildings not in continuous or daily occupation, it may not be practical to carry out a daily check. In such circumstances the checks should be carried out on each occasion that the building is used.

Weekly Test (Responsible person)

- Ensure all indicator lamps are operational and check that the internal sounder operates
- Operate a Manual Call Point or Detector to test the system.
- Check sounders are operational in all areas of the building.
- Reset the system
- A different Manual Call Point or Detector should be used for each test.
- Check that all Call Points & Detectors are not obstructed in any way.
- Enter test & results of the test in the Fire Alarm Log Book.

Quarterly Test (Service Providers Responsibility)

The responsible person should ensure that every three months the following checks are carried out by a competent person /Service Company.

- Check all previous log book entries and clarify that any remedial actions required have been taken.
- Check the battery and its connections. (Batteries shall be replaced every 4 years to ensure correct operations)
- Test 25% of the Fire Alarm System to ensure correct operation, rotating areas at each visit.
- Remove Mains Supply and check that the batteries are capable of supplying the alarm sounders.
- Particular attention should be made to areas where alterations to the system or structure have been carried out since last inspection.
- Any defects shall be recorded in the log book and reported to the responsible person, and actions should be taken to correct it on the instructions of the responsible person.