

HOW TO TEST A FIRE ALARM

Did you know?

In Commercial Buildings – It is a legal requirement to check & test fire alarms!

What Is the Procedure?

Daily – The Fire Alarm must be checked daily by the user – This doesn't need to be recorded and is a visual inspection to ensure no faults are displayed on the control panel.

Weekly – The Fire Alarm must be tested weekly by the user – This needs to be recorded in the fire-safety log. This routine check requires the user to operate a different call point each week, therefore ensuring the system functions correctly and consequently can be heard throughout the building. The test should be performed at the same time each week to ensure occupants are aware of the test. The test is then recorded in the fire-safety logbook, including any faults which may have occurred with a plan of action to repair the alarm.

Many businesses inherit an existing alarm and are often unaware how to test them. The step-by-step guide below explains how to test a Conventional C-Tec fire alarm panel, many panels operate in similar ways.

To Test Your Fire Alarm Using the Alarm Panel Key

1. Insert the test key into the bottom of the fire alarm point.
2. At the panel, turn the key anti-clockwise.
3. Access LED illuminates.
4. Press red silence key.
5. Push the fire alarm point upwards to reset.
6. Press the green reset key on the panel.
7. Turn the key to the upright position on the panel.

To Test Your Fire Alarm Using the Alarm Panel Code

1. Insert the test key into the bottom of the fire alarm point.
2. Type 2 1 4 3
3. Access LED illuminates.
4. Press red silence key.
5. Push the fire alarm point upwards to reset.
6. Press the green reset key on the panel.
7. Press exit access mode key