Fire Alarm Service Report

Periodic inspection and service of a fire detection and alarm system: panel, batteries, detectors, call points and sounders.

System

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
Panel make / model	
System category *	
Number of zones	
Visit type *	☐ 6-monthly service ☐ Annual service ☐ Remedial ☐ Callout

Control equipment

Item	Pass	Fail	N/A
Log book reviewed *	☐	☐	☐
Panel indications and fault log checked *	☐	☐	☐
Batteries load tested *	☐	☐	☐
Charger output correct *	☐	☐	☐
Fault indications tested *	☐	☐	☐
Remote signalling / ARC tested *	☐	☐	☐
Zone chart displayed *	☐	☐	☐

Battery voltage (V)	
Battery date code	

Field devices

Zone / device location *	Device type *	Result *	Notes

Result

Percentage of devices tested this visit	
System left in normal operation? *	☐ Yes ☐ No
Variations from BS 5839-1	
Defects and recommendations	
Additional comments	
Engineer name *	
Engineer signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	
Customer signature	

* Required