

Emergency Lighting Inspection and Test Certificate

For systems designed to BS 5266-1 and BS EN 50172/BS 5266-8

WARNING — Full duration tests involve discharging the batteries, so the emergency lighting system will not be fully functional until the batteries have had time to recharge. For this reason, always carry out testing at times of minimal risk, or only test alternate luminaires at any one time.

System manufacturer		Contact phone number	
System installer		Contact phone number	
Competent person responsible for verification and annual tests		Phone number	
Name _____		Signature _____	
Site address		Responsible person	
Date the system was commissioned		Details of system	[] Non-maintained mode of operation [] Non-maintained luminaires, maintained signs [] Maintained [] Other _____
Duration of system	_____ Hours	Is automatic test system fitted?	Y / N

Details of additions or modifications to the system or the premises since original installation

Addition or modification	Date

Action to be taken on finding a failure

- The supplier of the system or a competent person should be contacted to rectify the fault.
- A risk assessment of the failure should be conducted; this should evaluate the people who will be at increased risk and the level of that risk. Based on this data and, if necessary, advice from the Fire Authority, the appropriate action should be taken.
- Action may be: to warn occupants to be extra vigilant until the system is rectified; to initiate extra safety patrols; to issue torches as a temporary measure; in a high risk situation, to limit use of all or part of the building.

Test programmes for identifying early failures can reduce the chances of failure of two adjacent luminaires at the same time.

Emergency Lighting Inspection and Test Record

Test types:
C = Commissioning and verification test
M = Monthly test

Sheet number		Site		
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Date of test	Test type	Result — Test passed No action needed Name	Result — Test failed Need for repair of system notified Name	Result — Test failed Need for safeguarding of premises notified Name
Year of test: _____				
	C			
	M — 1 month			
	M — 2 month			
	M — 3 month			
	M — 4 month			
	M — 5 month			
	M — 6 month			
	M — 7 month			
	M — 8 month			
	M — 9 month			
	M — 10 month			
	M — 11 month			
	M — 12 month			
Year of test: _____				
	M — 1 month			
	M — 2 month			
	M — 3 month			
	M — 4 month			
	M — 5 month			
	M — 6 month			
	M — 7 month			
	M — 8 month			
	M — 9 month			
	M — 10 month			
	M — 11 month			
	M — 12 month			

Inspection and Test Record – continued

Date of test	Test type	Result — Test passed No action needed Name	Result — Test failed Need for repair of system notified Name	Result — Test failed Need for safeguarding of premises notified Name
Year of test: _____				
	M — 1 month			
	M — 2 month			
	M — 3 month			
	M — 4 month			
	M — 5 month			
	M — 6 month			
	M — 7 month			
	M — 8 month			
	M — 9 month			
	M — 10 month			
	M — 11 month			
	M — 12 month			
Year of test: _____				
	M — 1 month			
	M — 2 month			
	M — 3 month			
	M — 4 month			
	M — 5 month			
	M — 6 month			
	M — 7 month			
	M — 8 month			
	M — 9 month			
	M — 10 month			
	M — 11 month			
	M — 12 month			
Year of test: _____				
	M — 1 month			
	M — 2 month			
	M — 3 month			
	M — 4 month			
	M — 5 month			
	M — 6 month			
	M — 7 month			
	M — 8 month			
	M — 9 month			
	M — 10 month			
	M — 11 month			
	M — 12 month			

Five years of tests fit on this form (two years on the first sheet, three here). For installations in service beyond five years, print additional sheets and continue the sequence.

Emergency Lighting Fault Action Record

Contact references	Contact name	Phone number
Equipment supplier: For replacement parts		
Maintenance engineer: Competent person		
Responsible person: Site control		

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