Emergency lighting logbook

Test and maintenance record, in line with BS 5266-1

Premises name _____

Address _____

Responsible person _____

Contact number _____

Logbook start date _____

How to use this logbook

Under the Regulatory Reform (Fire Safety) Order 2005, the responsible person must make sure emergency lighting is maintained and tested, and keep a record. This logbook is that record. Keep it on site and have it ready for a fire safety inspector, insurer or your electrician.

- **Monthly** Function test. Switch off the normal supply to the emergency lights, using the test key switch, for long enough to check every fitting lights and every exit sign is lit. Restore the supply and check the charge indicators come back on. Record it on the monthly test sheet.
- **Annually** Full duration test. Run the fittings on battery for their full rated time, usually three hours, and check they stay lit to the end. Do it when the building is empty, or in stages, as batteries take up to 24 hours to recharge. Usually carried out by an electrician.
- **Any time** Record every fault, repair, new fitting or change to the building on the defects and works sheet, with the date it was put right.

Self test fittings run their own checks, but someone still needs to look at the status indicators every month and record the result here. If a fitting fails, the area it covers may not be safe to occupy until it is repaired or other measures are in place.

1. Emergency lighting register

List every emergency light and exit sign, with a reference number marked on or next to each fitting. Use the references on the test sheets. Type: M for maintained (lit all the time), NM for non-maintained (lit only when the power fails).

Ref	Location	Type (M or NM)	Duration (hours)	Self test (Y/N)	Date installed

2. Monthly function tests

Test each fitting monthly. Note any failures by reference and record the repair on the defects and works sheet.

Date	Fittings tested (refs or "all")	All passed (Y/N)	Failures and action taken	Tested by	Signature

2. Monthly function tests (continued)

Test each fitting monthly. Note any failures by reference and record the repair on the defects and works sheet.

Date	Fittings tested (refs or "all")	All passed (Y/N)	Failures and action taken	Tested by	Signature

3. Annual full duration tests

Run each fitting on battery for its full rated duration. Record the duration achieved and any fittings that failed before the end.

Date	Rated duration (hours)	Fittings that failed (refs)	Action taken	Tested by (name, company)	Signature

Periodic inspection and certificate

BS 5266-1 also recommends a periodic inspection of the whole system by a competent person, with a certificate. Record the date of the latest certificate here.

Date of last periodic inspection _____

Carried out by _____

Next due _____

4. Defects, repairs and works

Record every fault found, every repair, and any new or removed fittings. Include the date each item was put right.

Date found	Ref	Defect or work carried out	Carried out by	Date completed	Signature

LSPOWER & DATA

Need your emergency lighting tested, repaired or upgraded?

Our NICEIC approved electricians carry out annual duration tests, periodic inspections and certificates, repairs, and upgrades to LED and self test fittings, across Kent, London and south Essex.

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