

KNE Fire Alarm Compliance Checklist

Weekly Checks (Responsible Person)

- A different manual call point tested each week
- Alarm sounds confirmed to activate correctly
- Fire alarm panel shows no faults
- Any faults recorded in the logbook
- Faults reported to your fire alarm contractor
- Zone indicators operate correctly
- Staff aware of test schedule

Monthly Checks (Responsible Person)

- Check all call points are accessible and not obstructed
- Visual inspection of detectors and sounders for damage
- Check panel batteries for signs of corrosion or swelling
- Ensure all fire doors close correctly (linked systems)
- Inspect any interface devices (AOV, access control, plant shutdown)

Quarterly / Six-Monthly Checks (Competent Person -KNE)

- Full system test of all manual call points
- Test of all automatic detectors (smoke, heat, ASD, beam)
- Sound pressure level checks - Battery load testing
- Check all panel functions (silence, reset, evacuate, test mode)
- Review event logs and fault history
- Check cause & effect programming
- Inspect wiring, terminations, and device condition
- Confirm correct zone chart is displayed and accurate

Annual System Checks (Competent Person-KNE)

- Ensure every detector, call point, sounder, and interface has been tested
- Check the control panel, batteries, and power supplies
- Complete a full cause & effect service (what activates what)
- Inspection of all cables, terminations, and devices
- Confirm the system meets BS 5839-1

Documentation Required for Compliance

- Up-to-date fire alarm logbook
- Current zone chart displayed at panel
- As-fitted drawings
- Commissioning certificate
- Design certificate
- Installation certificate
- Maintenance certificates
- False alarm management records
- Records of building changes affecting fire strategy

Common Non-Compliance Issues

- Missing or outdated zone chart
- Detectors painted over or obstructed
- Faults left unaddressed
- No logbook or incomplete entries
- Out-of-date batteries
- Interfaces not tested
- Building changes not reflected in system design

Responsible Person Duties (Legal Requirement)

- Ensure weekly tests are carried out
- Keep logbook up to date
- Arrange periodic servicing by a competent contractor
- Act on faults and recommendations
- Ensure staff know what to do during tests and alarms

When to Call KNE Fire Protection

- Any fault on the panel
- Repeated false alarms
- Detector or sounder damage
- After building works or layout changes
- If the system hasn't been serviced in the last 6-12 months