SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

# Fire Detection and Alarm System Testing Checklist

**Regulation: 29 CFR 1910.38(d)**

| FACILITY | AREA OR EQUIPMENT ID | DATE | SHIFT |
|---|---|---|---|
| | | | |
| INSPECTED BY (PRINT) | | SIGNATURE | |
| | | | |

## 1. Procedure checks

*Tick each step as it is done, in this order.*

| DONE | CHECK | NOTES |
|---|---|---|
| ☐ | Put the monitoring account on test before touching any device | |
| ☐ | Announce the test to every occupied area before the first horn | |
| ☐ | Test one device at a time and confirm the panel shows it | |
| ☐ | Walk the loud areas: the alarm must be heard or seen everywhere | |
| ☐ | Restore every device and the panel to normal before you leave | |
| ☐ | Take the account off test and read back the signals received | |
| ☐ | Log every device, result, and fix the same day | |
| ☐ | Yellow trouble or supervisory light: work order today, not Monday | |

## 2. Compliance checks

*Tick each item that is in place. The citation after an item is the paragraph that requires it.*

| DONE | CHECK | NOTES |
|---|---|---|
| ☐ | The facility has and maintains an employee alarm system that uses a distinctive signal for each purpose and complies with 29 CFR 1910.165, as the emergency action plan requires **29 CFR 1910.38(d)** | |
| ☐ | The alarm can be perceived above ambient noise or light levels in every affected area, is distinctive and recognizable as the evacuation signal, and every employee has had the preferred means of reporting an emergency explained **29 CFR 1910.165(b)** | |
| ☐ | Alarm devices are approved, the system is restored to normal operating condition promptly after each test or alarm, and spare devices and components subject to wear or destruction are on hand for prompt restoration **29 CFR 1910.165(c)** | |
| ☐ | Non-supervised alarm systems are tested every two months with a different actuation device each test; supervised systems provide positive notification of deficiencies to assigned personnel and are tested at least annually **29 CFR 1910.165(d)** | |

| | | |
|---|---|---|
| ☐ | The alarm system is maintained in operating condition except during repairs, power supplies are maintained, a back-up means of alarm is in effect during any outage, and servicing and testing are done by trained persons **29 CFR 1910.165(d)** | |
| ☐ | Manual pull stations are conspicuous, unobstructed, and readily accessible, not blocked by racking, staged pallets, or parked equipment **29 CFR 1910.165(e)** | |
| ☐ | Fire detection systems are kept operable, tested and adjusted as needed, serviced and sensitivity-adjusted only by a trained person, and detectors needing cleaning are cleaned at regular periodic intervals **29 CFR 1910.164(c)** | |
| ☐ | Detectors are protected from corrosion and weather where exposed, protected from mechanical or physical impact, and supported independently of their wires or tubing **29 CFR 1910.164(d)** | |
| ☐ | Detection systems and components are restored to normal promptly after each test or alarm, with spare detection components available on premises or from a local supplier **29 CFR 1910.164(b)** | |
| ☐ | The monitoring company is placed on test before every test and taken off test after, with received signals read back and reconciled against the devices tested | |
| ☐ | Every test, alarm, trouble, and supervisory signal is logged with device, date, result, and corrective action, and the log and contractor reports are producible on request | |

**WARNINGS**

Never activate any alarm device without the monitoring account on test: the fire department will roll

Never run an unannounced audible test: it teaches the building to ignore the real alarm

Never silence an alarm without finding out what set it off, and never paint, bag, or block a detector or pull station

**SUPERVISOR REVIEW**

| REVIEWED BY (SUPERVISOR) | SIGNATURE | DATE |
|---|---|---|
| | | |