FIRE ALARM AND EMERGENCY COMMUNICATION SYSTEM INSPECTION AND TESTING FORM

To be completed by the system inspector or tester at the time of the inspection or test.
It shall be permitted to modify this form as needed to provide a more complete and/or clear record.
Insert N/A in all unused lines.
Attach additional sheets, data, or calculations as necessary to provide a complete record.

Date of this inspection or test: _____ Time of inspection or test: _____

1. PROPERTY INFORMATION

Name of property: _____

Address: _____

Description of property: _____

Occupancy type: _____

Name of property representative: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Authority having jurisdiction over this property: _____

Phone: _____ Fax: _____ E-mail: _____

2. INSTALLATION, SERVICE, AND TESTING CONTRACTOR INFORMATION

Service and/or testing organization for this equipment: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Service technician or tester: _____

Qualifications of technician or tester: _____

A contract for test and inspection in accordance with NFPA standards is in effect as of: _____

The contract expires: _____ Contract number: _____ Frequency of tests and inspections: _____

Monitoring organization for this equipment: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Entity to which alarms are retransmitted: _____ Phone: _____

3. TYPE OF SYSTEM OR SERVICE

☐ Fire alarm system (nonvoice)

☐ Fire alarm with in-building fire emergency voice alarm communication system (EVACS)

☐ Mass notification system (MNS)

☐ Combination system, with the following components:

☐ Fire alarm ☐ EVACS ☐ MNS ☐ Two-way, in-building, emergency communication system

☐ Other (specify): _____

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3. TYPE OF SYSTEM OR SERVICE *(continued)*

NFPA 72 edition: _____ Additional description of system(s): _____

3.1 Control Unit

Manufacturer: _____ Model number: _____

3.2 Mass Notification System ☐ This system does not incorporate an MNS.

3.2.1 System Type:

☐ In-building MNS—combination

☐ In-building MNS—stand-alone ☐ Wide-area MNS ☐ Distributed recipient MNS

☐ Other (specify): _____

3.2.2 System Features:

☐ Combination fire alarm/MNS ☐ MNS ACU only ☐ Wide-area MNS to regional national alerting interface

☐ Local operating console (LOC) ☐ Direct recipient MNS (DRMNS) ☐ Wide-area MNS to DRMNS interface

☐ Wide-area MNS to high-power speaker array (HPSA) interface ☐ In-building MNS to wide-area MNS interface

☐ Other (specify): _____

3.3 System Documentation

☐ An owner's manual, a copy of the manufacturer's instructions, a written sequence of operation, and a copy of the record record drawings are stored on site. Location: _____

3.4 System Software ☐ This system does not have alterable site-specific software.

Software revision number: _____ Software last updated on: _____

☐ A copy of the site-specific software is stored on site. Location: _____

4. SYSTEM POWER

4.1 Control Unit

4.1.1 Primary Power

Input voltage of control panel: _____ Control panel amps: _____

4.1.2 Engine-Driven Generator ☐ This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.1.3 Uninterruptible Power System ☐ This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

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4. SYSTEM POWER *(continued)*

4.1.4 Batteries

Location: _____ Type: _____ Nominal voltage: _____ Amp/hour rating: _____

Calculated capacity of batteries to drive the system:

In standby mode (hours): _____ In alarm mode (minutes): _____

☐ Batteries are marked with date of manufacture.

4.2 In-Building Fire Emergency Voice Alarm Communication System or Mass Notification System

☐ This system does not have an EVACS or MNS.

4.2.1 Primary Power

Input voltage of EVACS or MNS panel: _____ EVACS or MNS panel amps: _____

4.2.2 Engine-Driven Generator

☐ This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.2.3 Uninterruptible Power System

☐ This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

4.2.4 Batteries

Location: _____ Type: _____ Nominal voltage: _____ Amp/hour rating: _____

Calculated capacity of batteries to drive the system:

In standby mode (hours): _____ In alarm mode (minutes): _____

☐ Batteries are marked with date of manufacture.

4.3 Notification Appliance Power Extender Panels

☐ This system does not have power extender panels.

4.3.1 Primary Power

Input voltage of power extender panel(s): _____ Power extender panel amps: _____

4.3.2 Engine-Driven Generator

☐ This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.3.3 Uninterruptible Power System

☐ This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

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4. SYSTEM POWER *(continued)*

4.3.4 Batteries

Location: _____ Type: _____ Nominal voltage: _____ Amp/hour rating: _____

Calculated capacity of batteries to drive the system:

In standby mode (hours): _____ In alarm mode (minutes): _____

☐ Batteries are marked with date of manufacture.

5. ANNUNCIATORS

☐ This system does not have annunciators.

5.1 Location and Description of Annunciators

Annunciator 1: _____

Annunciator 2: _____

Annunciator 3: _____

6. NOTIFICATIONS MADE PRIOR TO TESTING

Monitoring organization	Contact:	_____	Time:	_____
Building management	Contact:	_____	Time:	_____
Building occupants	Contact:	_____	Time:	_____
Authority having jurisdiction	Contact:	_____	Time:	_____
Other, if required	Contact:	_____	Time:	_____

7. TESTING RESULTS

7.1 Control Unit and Related Equipment

Description	Visual Inspection	Functional Test	Comments
Control unit	☐	☐	
Lamps/LEDs/LCDs	☐	☐	
Fuses	☐	☐	
Trouble signals	☐	☐	
Disconnect switches	☐	☐	
Ground-fault monitoring	☐	☐	
Supervision	☐	☐	
Local annunciator	☐	☐	
Remote annunciators	☐	☐	
Power extender panels	☐	☐	
Isolation modules	☐	☐	
Other (specify) _____	☐	☐	

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7. TESTING RESULTS *(continued)*

7.2 Control Unit Power Supplies

Description	Visual Inspection	Functional Test	Comments
120-volt power	☐	☐	
Generator or UPS	☐	☐	
Battery condition	☐	☐	
Load voltage	☐	☐	
Discharge test	☐	☐	
Charger test	☐	☐	
Other (specify) _____	☐	☐	

7.3 In-Building Fire Emergency Voice Alarm Communications Equipment

Description	Visual Inspection	Functional Test	Comments
Control unit	☐	☐	
Lamps/LEDs/LCDs	☐	☐	
Fuses	☐	☐	
Primary power supply	☐	☐	
Secondary power supply	☐	☐	
Trouble signals	☐	☐	
Disconnect switches	☐	☐	
Ground-fault monitoring	☐	☐	
Panel supervision	☐	☐	
System performance	☐	☐	
Sound pressure levels Occupied ☐ Yes ☐ No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	☐	☐	
System intelligibility ☐ CSI ☐ STI (attach report with locations, values, and weather conditions)	☐	☐	
Other (specify) _____	☐	☐	

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7. TESTING RESULTS *(continued)*

7.4 Notification Appliance Power Extender Panels

Description	Visual Inspection	Functional Test	Comments
Lamps/LEDs/LCDs	☐	☐	
Fuses	☐	☐	
Primary power supply	☐	☐	
Secondary power supply	☐	☐	
Trouble signals	☐	☐	
Ground-fault monitoring	☐	☐	
Panel supervision	☐	☐	
Other (specify)	☐	☐	

7.5 Mass Notification Equipment

Description	Visual Inspection	Functional Test	Comments
Functional test	☐	☐	
Reset/power down test	☐	☐	
Fuses	☐	☐	
Primary power supply	☐	☐	
UPS power test	☐	☐	
Trouble signals	☐	☐	
Disconnect switches	☐	☐	
Ground-fault monitoring	☐	☐	
CCU security mechanism	☐	☐	
Prerecorded message content	☐	☐	
Prerecorded message activation	☐	☐	
Software backup performed	☐	☐	
Test backup software	☐	☐	
Fire alarm to MNS interface	☐	☐	
MNS to fire alarm interface	☐	☐	
In-building MNS to wide-area MNS	☐	☐	

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7. TESTING RESULTS *(continued)*

7.5 Mass Notification Equipment *(continued)*

Description	Visual Inspection	Functional Test	Comments
MNS to direct recipient MNS	☐	☐	
Sound pressure levels Occupied ☐ Yes ☐ No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	☐	☐	
System intelligibility ☐ CSI ☐ STI (attach report with locations, values, and weather conditions)	☐	☐	
Other (specify)	☐	☐	

7.6 Two-Way Communications Equipment

Description	Visual Inspection	Functional Test	Comments
Phone handsets	☐	☐	
Phone jacks	☐	☐	
Off-hook indicator	☐	☐	
Call-in signal	☐	☐	
System performance	☐	☐	
System audibility	☐	☐	
System intelligibility	☐	☐	
Radio communications enhancement system	☐	☐	
Area of refuge communication system	☐	☐	
Elevator emergency communications system	☐	☐	
Other (specify)	☐	☐	

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7. TESTING RESULTS *(continued)*

7.7 Combination Systems

Description	Visual Inspection	Functional Test	Comments
Fire extinguishing monitoring devices/system	☐	☐	
Carbon monoxide detector/system	☐	☐	
Combination fire/security system	☐	☐	
Other (specify)	☐	☐	

7.8 Special Hazard Systems

Description (specify)	Visual Inspection	Functional Test	Comments
	☐	☐	
	☐	☐	
	☐	☐	

7.9 Emergency Communications System

☐ Visual

☐ Functional

☐ Simulated operation

☐ Ensure predischarge notification appliances of special hazard systems are not overridden by the MNS. See *NFPA 72*, 24.4.1.7.1.

7.10 Monitored Systems

Description (specify)	Visual Inspection	Functional Test	Comments
Engine-driven generator	☐	☐	
Fire pump	☐	☐	
Special suppression systems	☐	☐	
Other (specify)	☐	☐	

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7. TESTING RESULTS *(continued)*

7.11 Auxiliary Functions

Description	Visual Inspection	Functional Test	Comments
Door-releasing devices	☐	☐	
Fan shutdown	☐	☐	
Smoke management/smoke control	☐	☐	
Smoke damper operation	☐	☐	
Smoke shutter release	☐	☐	
Door unlocking	☐	☐	
Elevator recall	☐	☐	
Elevator shunt trip	☐	☐	
MNS override of FA signals	☐	☐	
Other (specify)	☐	☐	

7.12 Alarm Initiating Device

☐ Device test results sheet attached listing all devices tested and the results of the testing

7.13 Supervisory Alarm Initiating Device

☐ Device test results sheet attached listing all devices tested and the results of the testing

7.14 Alarm Notification Appliances

☐ Appliance test results sheet attached listing all appliances tested and the results of the testing

7.15 Supervisory Station Monitoring

Description	Yes	No	Time	Comments
Alarm signal	☐	☐		
Alarm restoration	☐	☐		
Trouble signal	☐	☐		
Trouble restoration	☐	☐		
Supervisory signal	☐	☐		
Supervisory restoration	☐	☐		

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8. NOTIFICATIONS THAT TESTING IS COMPLETE

Monitoring organization	Contact:	_____	Time:	_____
Building management	Contact:	_____	Time:	_____
Building occupants	Contact:	_____	Time:	_____
Authority having jurisdiction	Contact:	_____	Time:	_____
Other, if required	Contact:	_____	Time:	_____

9. SYSTEM RESTORED TO NORMAL OPERATION

Date: _____ Time: _____

10. CERTIFICATION

10.1 Inspector Certification:

This system, as specified herein, has been inspected and tested according to all NFPA standards cited herein.

Signed: _____ Printed name: _____ Date: _____

Organization: _____ Title: _____ Phone: _____

10.2 Acceptance by Owner or Owner's Representative:

The undersigned has a service contract for this system in effect as of the date shown below.

Signed: _____ Printed name: _____ Date: _____

Organization: _____ Title: _____ Phone: _____

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DEVICE TEST RESULTS

(Attach additional sheets if required)

Device Type	Address	Location	Test Results

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