

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): _____

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): _____

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): _____

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) _____	☐	☐	

NFPA 72, Fig. 14.6.2.4 (p. 4 of 11)

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) _____	☐	☐	

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	☐	☐	

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) _____	☐	☐	

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) _____	☐	☐	

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	☐	☐		

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: _____

DEVICE TEST RESULTS
(Attach additional sheets if required)

[illegible]