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User Responsibilities for Fire Systems

Introduction

The responsible person is required under BS5839 to undertake certain tasks with respect to the testing and maintenance of the Fire Alarm System.

The responsible person is also required to liaise with the building maintenance personnel to ensure that their work does not impair or otherwise effect the operation of the Fire Alarm System, and to ensure that a clear space is maintained in the vicinity of detectors, and that call points (break glass units) remain unobstructed and conspicuous.

Routine Testing

The responsible person should also ensure that the following routine testing is carried out. If there is a link to a remote monitoring centre it will be necessary to advise the centre prior to a test.

On larger systems it may be necessary to isolate building services interfaces to avoid disruption to the occupants. In any case the panel should provide audible and visual indication that parts of the system are isolated. This may take the form of a light on the main control panel.

Daily

Check that the panel indicates normal operation and that any fault is recorded. Also check that the recorded faults have been dealt with.

Weekly

Every week, a different Manual Call Point should be operated to test the ability of the control equipment to receive a signal and sound the alarm. The results should be recorded in a log book.

Biannually (or quarterly)

The system should be checked by a Fire Alarm service organisation. This may be the system installer or an approved maintenance company, and is normally arranged via a maintenance agreement which specifies the number of visits and the level of service.

The agreement should also cover non-maintenance visits, eg. call outs to attend faults etc.

The standard specifies a number of maintenance tasks which include a visual inspection of the installation to ensure that there are no alterations or obstructions which could effect the operation of the system, and functional checks to confirm the operation of the system.

Any defects should be recorded in the log book and reported to a responsible person. A certificate of testing should also be completed and given to the responsible person.

Annually

Each device on the system should be tested for correct operation as before.

Any defects should be recorded in the log book and reported to the responsible person. A certificate of testing should be completed and given to the responsible person.

Action by user following a fire

Advise the servicing company to arrange for the system to be tested by them.

A certificate of testing should be issued to confirm the system operation following the inspection and any remedial work that is necessary.

Action by the user after any false alarm

The user can assist the servicing company in the identification of false alarms by observing the following:

- Always make a note of all illuminated indicators and messages displayed at the control panel
- Try and identify the activated device, ie. Do not reset the panel until the area of the incident has been inspected
- Record any other incidents occurring at the same time which could affect the system, eg. Power supply failure, building works etc.

The service organisation will be more likely to trace the false alarm if the above information is available.

Action by the user following a fault

When a fault is reported by the control panel, the user should note all illuminated LED's and the circumstances at the time the fault occurred, and report to the servicing company.

The service company will be able to advise if the system is still able to respond to a Fire Alarm or whether extra vigilance should be observed until the fault is rectified.

Faults should, under no circumstances be left unreported.

Operation of Juno Net Fire Panel

- 1. Following the activation of the Fire Alarm the Building should be evacuated in accordance with your own Fire Safety Policy**
- 2. The Fire Alarm Panel will display the appropriate Text Description.**
- 3. The Responsible Person as defined in your Fire Safety Policy or a member of the Fire Brigade will identify the source of the problem and rectify. (False Alarm, Real Event)**
- 4. To Silence the Fire Alarm, Please do the following.**
 - Press OK**
 - Press ^^^^^**
 - Press OK**
 - Press Silence Alarms**
- 5. If the Problem Has been Rectified the system can be Re-set**
 - Press System Reset**
- 6. The Fire Alarm Panel Should clear and return to normal operation.**

Note.

The information above is a guide line only and the user should always adhere to their own specific procedure.