

# FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION AND SERVICING CERTIFICATE

*Based on the recommendations given in BS 5839-1 'Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises'*

## PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Trading Title (where applicable): Burns Fire & Electrical Services	Reference Number (RN): N/A	Occupier: HMO
Name:	Name: Tungsten Management group lettings	Address: 126, Rock Avenue, Kent, Gillingham, Kent
Address: 217 Northumberland Avenue, Welling, Kent	Address: Unit 15, Runwell Farm Estate, Runwell Hall Farmhouse Hoe Lane, Rettendon Common, Chelmsford, Essex	
Postcode: DA16 2QF      Tel No: 07952288068	Postcode: CM3 8DQ      Tel No: N/A	Postcode: ME7 5PR      Tel No: N/A

## PART 2 : DETAILS OF THE EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION COVERED BY THIS CERTIFICATE

Description and extent of the system covered by this certificate: Grade A L1 conventional system across HMO, Fike 2 zone system	(See additional page No.N/A....)	Agreed limitations, if any, on the inspection and servicing: None	(See additional page No.N/A....)
..... ..... .....			

## PART 3 : CERTIFICATION OF INSPECTION AND SERVICING *(tick brackets and insert text, as appropriate)*

I/we being the competent person(s) responsible (as indicated by my/our signatures) for the inspection and servicing of the fire detection and fire alarm system, particulars of which are set out in PART 2, CERTIFY that the said work for which I/we have been responsible complies to the best of my/our knowledge and belief with the recommendations of Clause 43 of BS 5839-1: 2025, amended to... N/A... (date) (tick applicable bracket(s)) -


quarterly inspection of vented batteries (see PART 8): (. N/A..)      periodic inspection and test (see PART 9): (. N/A..)      inspection and test over a 12 month period (see PART 10): (. N/A..)      except for the variations, if any, stated in this certificate.

Variations from the recommendations of Clause 43 of BS 5839-1 for periodic or annual inspection and test (as applicable): (See additional page No.N/A....)

N/A

I/We further declare that in my/our judgement, the said system was overall in **SATISFACTORY** or ~~UNSATISFACTORY~~ (delete as appropriate) condition (see PART 5) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see PART 6).

The extent of liability of the signatory(s) is limited to the system described in PART 2.

Name (capitals): MARTIN BURNS      Signature:       Position: QS      Date: 19/02/2026

Original (to the person ordering the work)

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## PART 4 : RECOMMENDATIONS FOR REMEDIAL WORK *(tick bracket and insert text, as appropriate)*

Referring to the attached schedules of items inspected, and subject to any limitations listed in PART 2:

There are no items adversely affecting operational performance of the fire detection and fire alarm system () , OR

The following remedial work/action is considered necessary:

Item No

- (.....) (.....)
- (.....) (.....)
- (.....) (.....)
- (.....) (.....)
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- (.....) (.....)

Additional pages? (.No.....) State page numbers: (N/A.....)

## PART 5 : SUMMARY OF INSPECTION AND SERVICING *(all fields to be completed, tick brackets and insert text, as appropriate)*

General condition of the fire detection and fire alarm system:

(See additional page No. N/A.....)

In good condition, no signs of deterioration

Outstanding defects reported to premises management:

()

During the past 12 months, (0.....) false alarms have occurred.

(Date(s) of the inspection and servicing:

Relevant details of the work carried out and faults identified have been entered in the system logbook (see Clause 48):

()

This number of false alarms equates to (0.....) false alarms per 100 automatic fire detectors per annum (for Category M systems enter N/A 'Not Applicable').

18/02/2026

## PART 6 : NEXT INSPECTION AND SERVICING

Based upon risk assessment, taking into account the type of system and the environment, I RECOMMEND that the fire detection and fire alarm system, details of which are given on page 1 of this certificate, is inspected and serviced after a period not exceeding: 6..... ~~weeks~~ / months\* *(delete as appropriate)* \*Enter a period not exceeding 6 months

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## PART 7 : RELATED REFERENCE DOCUMENTS

Design Specification:	(Ref No <i>N/A</i> .....)	Fire Alarm Design Certificate:	(Ref No <i>N/A</i> .....)	Previous Inspection and Servicing Certificate:	(Ref No <i>N/A</i> .....)
'As-fitted' Drawing:	(Ref No <i>N/A</i> .....)	Fire Alarm Installation Certificate:	(Ref No <i>N/A</i> .....)	Logbook:	(Ref No <i>.001</i> .....)
Cause-and-effect matrix :	(Ref No <i>N/A</i> .....)	Fire Alarm Commissioning Certificate:	(Ref No <i>N/A</i> .....)	Purchase Specification:	(Ref No <i>N/A</i> .....)
Electrical Installation Certificate:	(Ref No <i>N/A</i> .....)	Operating and Maintenance Instructions:	(Ref No <i>.001</i> .....)		

## PART 8 : QUARTERLY INSPECTION OF VENTED BATTERIES

DECLARATION <i>(All fields below must be completed)</i>		A '✓' INDICATES YES	A 'X' INDICATES NO	'N/A' INDICATES NOT APPLICABLE	OR 'LIM' INDICATES A LIMITATION
Item	Description	✓/X/NA/LIM			Comments
1	All vented batteries and their connections examined by a person competent in battery installation and maintenance technology. Electrolyte levels checked and topped up as necessary:	N/A	N/A		

## PART 9 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM

*(The period between successive inspection and service visits should be determined by risk assessment but the period should not exceed six months)*

2	System logbook examined. Any faults recorded have received appropriate attention	✓	N/A		
3	All manual call points remain unobstructed and conspicuous	✓	N/A		
4	All exits, including any new exits that lead to a place of ultimate safety, have an adjacent manual call point	✓	N/A		
5	No new or relocated partitions have been erected within 500 mm horizontally of any automatic fire detector. [see Clause 21.2.8]	N/A	N/A		
6	No storage encroaches within 300 mm of ceilings, such as to obviate compliance with [see Clause 21.2.10]	✓	N/A		
7	A clear space of 500 mm is maintained below each automatic fire detector [see Clause 21.2.18], and that the ability of the detector to receive the stimulus that it has been designed to detect has not been impeded by other means	✓	N/A		
8	No changes to the use or occupancy of an area that makes the existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms	✓	N/A		
9	Any additional fire detection and fire alarm equipment required by building alteration has been installed	✓	N/A		
10	All false alarm records checked in accordance with Clause 31.1. (state in 'Comments' column if further investigation is required (Clause 31.2))	✓	N/A		
11	Action taken in respect of false alarms recorded conforms to the recommendations of 31.2	✓	N/A		
12	Measured battery steady state charge voltage is within the manufacturer's recommendations (when measured with no load on the power supply other than the quiescent or standing load)	✓	N/A		Battery charge voltage = 28.2 V
13	Batteries load tested with the mains disconnected (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio-linked system), to confirm that they are in good serviceable condition and not likely to fail before the next service visit	✓	N/A		
14	Specific gravity of any vented batteries is correct	N/A	N/A		
15	The fire alarm functions of the CIE checked by the operation of at least one detector or manual call point on each circuit. (An entry should be made in the logbook indicating which initiating devices have been used for these tests.)	✓	N/A		

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### PART 9 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM – *Continued*

DECLARATION <i>(All fields below must be completed)</i>		A '✓' INDICATES YES	A 'X' INDICATES NO	'N/A' INDICATES NOT APPLICABLE	OR 'LIM' INDICATES A LIMITATION
Item	Description	✓/X/NA/LIM			Comments
16	The fire alarm devices (sounders, visual devices) operate correctly	✓		N/A	
17	All controls and visual indicators at the CIE operate correctly	✓		N/A	
18	Any facilities for automatic transmission of fire and fault signals to an ARC operate correctly. (if dual path signalling then both path need to be checked)			N/A	N/A
19	All ancillary functions of the CIE operate correctly	✓		N/A	
20	All fault indicators and monitoring of their circuits operate correctly (Where practicable, by simulation of fault conditions)	✓		N/A	
21	All printers checked to confirm that they operate correctly and that characters are legible			N/A	N/A
22	All printer consumables are sufficient in quantity or condition such that the printer can be expected to operate until the time of the next service visit			N/A	N/A
23	Radio systems of all types serviced in accordance with the recommendations of the manufacturer			N/A	N/A
24	Any further checks and tests recommended by the manufacturer of the CIE and other components of the system carried out	✓		N/A	
25	On completion of the work, any outstanding defects should be reported to the premises management. The system logbook [see Clause 48] should be completed	✓		N/A	

### PART 10 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM OVER A TWELVE MONTH PERIOD *(to be carried out in addition to the inspection and test described in PART 9)*

26	Every manual call point tested, either by removal of a frangible element, insertion of a test key or operation of the device as it would be operated in the event of fire	✓		N/A	
27	All automatic fire detectors and remote detectors examined, as far as practicable, to confirm that they have not been damaged or painted	✓		N/A	
28	Every detector functionally tested (including heat detectors, point smoke detectors, optical beam detectors, aspirating fire detectors, carbon monoxide fire detectors, flame detectors and multi-sensor detectors) to demonstrate that the detectors are connected to the system, are operational and are capable of responding to the phenomena they are designed to detect	✓		N/A	
29	Where fitted, detector remote indicators checked for correct operation			N/A	N/A
30	For fire detection systems that enable analogue values to be determined at the CIE, each analogue value checked and is within the range specified by the manufacturer	✓		N/A	
31	All fire alarm devices checked for correct operation	✓		N/A	
32	All visual fire alarm devices not obstructed from view and that lenses are clean	✓		N/A	
33	All unmonitored, permanently illuminated filament lamp indicators at CIE replaced	✓		N/A	
34	Radio signal strengths in radio-linked systems to which Clause 26 applies checked for adequacy, and the results recorded			N/A	N/A
35	All readily accessible cable fixings are secure and undamaged	✓		N/A	
36	The cause and effect programme confirmed as being correct by activating at least one cause and observing the operation of effects	✓		N/A	

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### PART 10 : TASKS TO BE INCLUDED IN A PERIODIC INSPECTION AND TEST OF THE SYSTEM OVER A TWELVE MONTH PERIOD – *Continued*

DECLARATION <i>(All fields below must be completed)</i>				
	A '✓' INDICATES YES	A 'X' INDICATES NO	'N/A' INDICATES NOT APPLICABLE	OR 'LIM' INDICATES A LIMITATION
Item	Description	✓/X/NA/LIM	Comments	
37	The standby power supply capacity checked to establish it remains suitable for continued service	✓	N/A	
38	All further annual checks and tests recommended by the manufacturer of the CIE and other components of the system carried out (where such further checks are performed details should be provided on an additional sheet)	✓	N/A	
39	A suitable zone plan or similar diagrammatic representation of the premises provided on or adjacent to all CIE and repeat indicating equipment	✓	N/A	
40	Verify that the zone indication reported on the CIE matches that zone identification on the zone plan or similar diagrammatic representation	✓	N/A	

### PART 11 : ADDITIONAL CHECKS FOR A SPECIAL INSPECTION ON APPOINTMENT OF A NEW SERVICING ORGANISATION

41	Existing records (see Clause 38), where available, studied, and sufficient information obtained and documented for effective future servicing of the system	✓	N/A	
42	Adequate number of call points to conform to Clause 19	✓	N/A	
43	All call points operation being identical (unless there is a reason for differentiation)	✓	N/A	
44	Adequate provision of fire detection for the Category of system that the system was designed to meet	✓	N/A	
45	No heat detection installed in bedrooms	✓	N/A	
46	Sound pressure levels conform to the recommendations of Clause 15	✓	N/A	
47	Standby power supplies conform to Clause 24.3	✓	N/A	
48	All cabling with fire resistance conforms to Clause 25.3	✓	N/A	
49	All circuits monitored in compliance of Clause 11.1	✓	N/A	
50	System integrity meets the recommendations of Clauses 11.2.1, 11.2.9 and 11.2.13	✓	N/A	
51	Requirements of <i>BS 7671</i> for electrical safety meet Clause 28	✓	N/A	
52	False alarms at a level that conforms to Section 3	✓	N/A	
53	No changes in the use, layout and construction of the protected premises that may impact on the effectiveness of the system	✓	N/A	
54	Zone plan or other suitable diagrammatic representation of the premises [see Clause 22.2.5] present and correct	✓	N/A	
55	Zone indication at the CIE [see Clause 22.2]	✓	N/A	
56	Facility present to transmit fire alarm signals automatically from a residential care home to an ARC	N/A	N/A	
57	Logbook available (if not available a suitable logbook should be provided by the servicing organisation)	✓	N/A	

# NOTES FOR RECIPIENT

## THIS CERTIFICATE IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

This certificate has been issued to confirm that the fire detection and fire alarm system to which it relates has been inspected and serviced in accordance with the recommendations given in *BS 5839-1: Fire detection and fire alarm systems for buildings - Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises*.

It is essential that the fire detection and fire alarm system is subject to periodic inspection and servicing so that:

- unrevealed faults are identified,
- preventative measures can be taken to confirm the continued reliability of the system,
- false alarm problems are identified and suitably addressed, and
- the User(s) and the Premises Management are made aware of any changes to the building that affect the protection afforded by the system.

It is also essential that the routine testing which includes both weekly testing and monthly checks as detailed in Clauses 42.1 and 42.2 respectively of *BS 5839-1: 2025* (as amended) is performed by the Premises Management.

In addition, as indicated in PART 6 (Next Inspection and Servicing), the Premises Management should ensure that, as recommended in *BS 5839-1*, the system is inspected and serviced by a competent person at intervals as described in *BS 5839-1* and that the results are recorded on the Fire Detection and Fire Alarm System Inspection and Servicing Certificate and that appropriate action is taken to correct any recorded defects.

It remains the responsibility of the compiler of the certificate to ensure that the information provided on the certificate is factual, and that the declaration (in PART 3) of the overall condition of the fire detection and fire alarm system (summarised in PART 5) to which the certificate relates is reasonable in all the circumstances.

### The fire detection and fire alarm system

Periodic inspection and servicing needs to be carried out by a competent\* person with specialist knowledge of fire detection and fire alarm systems, including knowledge of the causes of false alarms, sufficient information regarding the system, and adequate access to spares.

Persons offering to design, install, commission, accept, verify, extend, modify, maintain or inspect and service fire detection and fire alarm systems have a duty in law to ensure that all their supervisors and operatives given responsibility for such work are competent\*. This includes having a full understanding of all the technical and operational requirements relating to fire detection and fire alarm systems and, if appropriate, being competent in battery installation and maintenance technology.

This will normally be a fire alarm servicing organisation. Care needs to be taken to ensure that, if, for example, in-house employees are used for this task, they have equivalent competence to the technicians of a fire alarm servicing organisation. Competence of fire alarm servicing organisations can be assured by the use of organisations that are third-party certificated, by a UKAS-certificated certification body, to carry out inspection and servicing of fire detection and fire alarm systems.

\* *BS 5839-1* defines a competent person as a 'person with the skills, knowledge, experience and appropriate behaviours to achieve a defined outcome'

### This fire detection and fire alarm system inspection and servicing certificate

This certificate is intended for use by organisations inspecting and servicing fire detection and fire alarm systems which are not registered with NICEIC, or by NICEIC Approved Contractors working outside the scope of their registration.

This certificate is intended to be issued only for the inspection and servicing of a fire detection and fire alarm system.

This certificate consists of at least five numbered pages and should be read in conjunction with the documents identified in PART 7 'Related Reference Documents' on the certificate. It is part of a suite of documentation identified in PART 7 of the certificate to be provided to you, the Recipient, and it should be passed to the User and/or the Premises Management for the system.

You should have received the certificate marked 'Original' and the organisation responsible for inspecting and servicing the fire detection and alarm system should have retained a copy. This certificate is a valuable document and should be retained for future reference as you may, subsequently, rely on this certificate as evidence of compliance with legislation. If you were the person ordering the work but not the User of the system, you should pass this certificate, or a full copy of it including all the related reference documents immediately to the User and/or the Premises Management.

The 'Original' certificate should be retained in a safe place and shown to persons responsible for inspecting, servicing, extending, modifying or using the fire detection and fire alarm system. If you later vacate the property or building this inspection and servicing certificate will demonstrate to the new Premises Management that the fire detection and fire alarm system was inspected and serviced as recommended by *BS 5839-1*.

### Premises Management

The Premises Management referred to in these Notes for Recipient is defined in *BS 5839-1* as the 'persons having day-to-day control of the premises, the fire detection and fire alarm system(s) and implementation of the fire procedures.'

### The User

The User referred to in these Notes for Recipient is defined in *BS 5839-1* as the 'person or organization having control of the building (or part of the building) in which the fire detection and fire alarm system is installed.'

### Interpreting the certificate

#### Page 1

#### PART 1 : Details of the Contractor, Client and Installation

Information presented in the fields should clearly identify the contractor completing this certificate, client and the location of the fire detection and fire alarm system.

#### PART 2 : Details of the Extent of the Installation and Limitations of the Inspection Covered by this Certificate

Information presented in this field should clearly identify:

- the extent of the fire detection and fire alarm system covered by this certificate, and
- any agreed limitations on the inspection and servicing.

The contractor should have agreed all such aspects with the Premises Management and other interested parties (e.g. licensing authority, insurance company, building society) before carrying out the inspection and servicing. It would be reasonable to assume that comprehensive inspection and servicing of the whole of the fire detection and fire alarm system, without limitations, has been carried out unless otherwise clearly indicated in this part. It should be noted that the greater the limitations applying to an inspection and servicing, the less the value of the fire detection and fire alarm system inspection and servicing certificate.

# NOTES FOR RECIPIENT – CONTINUED

## PART 3 : Certification of Inspection and Servicing

The contractor should have signed and dated the certificate and recorded any variations which should have been agreed by all interested parties and recorded in the box provided. A one-word overall assessment of the installation i.e. 'satisfactory' or 'unsatisfactory' should be made (deleting as appropriate) in this part of the certificate, reiterating the summary given in PART 5 which should summarise the Recommendations for Remedial Work made in PART 4.

## Page 2

### PART 4 : Recommendations for Remedial Work

The contractor should have entered a '✓' to indicate that 'there are no items adversely effecting operational performance of the fire detection and fire alarm system' or proceeded to enter details under 'the following remedial work/action is considered necessary'.

Where a contractor judges that the recommendation(s) provide a serious cause for concern, the client is to be advised immediately, in writing. It should be noted that, where an existing or a potential defect is observed that may put the safety of those using the building at risk, this should, in writing, be brought to the attention of the User and/or Premises Management.

If the space available on the form for recording recommendations is insufficient, additional numbered pages are to be provided as necessary.

### PART 5 : Summary of Inspection and Servicing

This certificate should have been used to report on the inspection and servicing process, the purpose of which is to establish that the system conforms to the recommendations of *BS 5839-1* (except for any variations which should be recorded in PART 3 Certification of Inspection and Servicing).

An accurate description of the general condition of the installation should have been given by the contractor in this PART 5 of the certificate which should summarise the Recommendations for Remedial Work made in PART 4. If the space available on the certificate for the summary of the inspection and servicing is insufficient, additional numbered pages are to be provided as necessary.

### PART 6 : Next Inspection and Servicing

The period between successive inspection and servicing visits should be based on a risk assessment, taking into account the type of system installed, the environment in which it operates and other factors which may affect the long term operation of the system. The recommended period between successive inspection and servicing visits should not exceed six months. If a risk assessment shows a need for more frequent inspection and servicing visits, then all interested parties should agree the appropriate inspection and servicing schedule. If this recommendation is not implemented, it should be considered that the system is no longer compliant with the maintenance recommendations given in Section 6 of *BS 5839-1*.

## Page 3

### PART 7 : Related Reference Documents

All relevant documentation should have been handed over to you the Recipient and it should be passed to the Premises Management for the system. Provision is made for recording the details of the previous Fire Detection and Fire Alarm System Inspection and Servicing Certificate.

A test logbook for the system should be available, should be held in a safe place, should be kept up-to-date by the Premises Management and made available together with the other system documentation for inspection when required.

### Pages 3, 4 & 5

### PARTS 8, 9, 10 & 11

All fields in the PARTS 8, 9, 10 & 11 should have been completed, as appropriate, for the particular fire detection and fire alarm system.

As indicated at the top of each subsequent page:

- A '✓' should have been inserted to indicate that an inspection or test has been carried out and that the result is satisfactory.
- A '✗' should have been inserted to indicate that an inspection or test has been carried out and that the result is unsatisfactory. Where a '✗' has been entered which indicates a non-compliance, a departure from *BS 5839-1* should have been recorded in PART 4 as Recommendations for Remedial Work.
- 'N/A' should have been inserted if an inspection or a test is not applicable. (It is unlikely that all items will apply, and the range of applicable inspections and tests will depend on the particular system covered by the certificate).
- 'LIM' should have been inserted where, exceptionally, an agreed limitation has prevented the inspection or servicing being carried out. Where a limitation on a particular inspection or test has been agreed with the client, it should be recorded in PART 2.

### PART 8 : Quarterly Inspection of Vented Batteries

This part should have been completed by a person competent in battery installation and maintenance technology and should be completed every quarter for fire detection and fire alarm systems employing vented batteries.

### PART 9 : Tasks to be Included in a Periodic Inspection and Test of the System

The contractor should use this section to record the tasks carried out during a periodic inspection and test of the fire detection and fire alarm system.

### PART 10 : Tasks to be included in a Periodic Inspection and Test of the System over a twelve month period

In addition to the work recommended in PART 9, it is recommended that the work detailed in PART 10 is carried out over every 12 month period.

### PART 11 : Additional Checks for a Special Inspection on appointment of a new Servicing Organisation

When a servicing organisation takes over the servicing arrangements for an existing system, a special inspection should be carried out, and existing records (see Clause 44.1 of *BS 5839-1*), where available should be studied to obtain sufficient information to be documented for effective future servicing of the system.

Certificate adapted from *BS 5839-1:2025, as amended*.

Complete British Standards can be obtained from BSI Customer Services, 389 Chiswick High Road, London, W4 4AL