

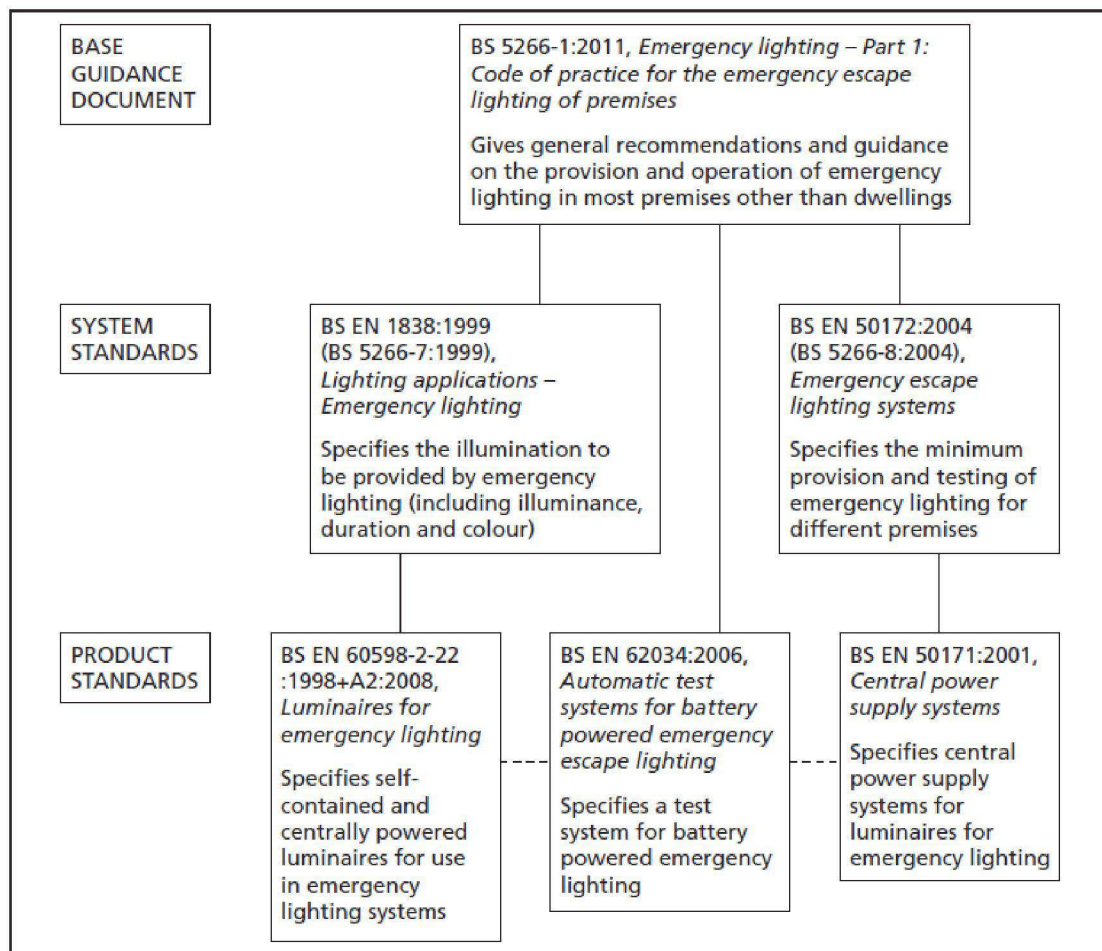
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EMERGENCY CONTACT INFORMATION

ORGANISATION	RESPONSIBLE PERSON	CONTACT NO.

STANDARDS COVERING EMERGENCY LIGHTING



INTRODUCTION

BS5266 Part 1:2011 indicates that periodic testing of emergency lighting should be carried out monthly by simulating a failure of electrical supply, thereby causing the fitting to be energised from its battery.

Such a test should be carried out by way of an interruption of the electrical supply, by operation of a local key switch or other isolation device. Note, When switching off the supply for test purposes the non-illumination of a lamp does not always indicate that a circuit is dead, therefore a test for voltage should also be carried out before touching parts that may be live.

During interruption all fittings should be examined visually to ensure that they are functioning correctly and upon completion of the test the supply should be restored. All indicator lamps or devices should then be further checked to ensure that the normal supply has been restored.

The duration of the simulated failure shall be:

- Monthly: A functional test for less than $\frac{1}{4}$ of the rated duration of the fitting
- 6-monthly: A continuous period of 1 hour for 3-hr systems and 20 minutes for 1-hr systems
- After 3 years & all subsequent annual tests: For the full duration of the fitting

Please note batteries should be replaced once the rated duration can no longer be met.

Visual checks should be carried out on a regular basis, with tests carried out monthly, 6-monthly and yearly in accordance with the Emergency Lighting Test procedure overleaf

REGULAR CHECKS

- Visually inspect charge indicator on all emergency luminaires for healthy condition (normally in either red or green on each emergency luminaire).
- Visually inspect maintained fittings to ensure lamp working.
- Record any failures in the Emergency Lighting Test Log: Faults & Repairs Log
- Take appropriate corrective action and record in log.

[Go to sample log](#) 

MONTHLY TEST

These tests should only be carried out in accordance with Emergency Lighting Test procedure overleaf. All results to be inserted into Site Emergency Lighting Installation Test Log - see page 5

- Check diffusers are clean and lamps do not show signs of blackening on the ends
- Interrupt mains using the test switch. Check all emergency lamps operate correctly
- Restore mains using test switch & check all charge indicators are illuminated

SIX MONTHLY TEST

These tests should only be carried out in accordance with Emergency Lighting Test procedure overleaf. All results to be inserted into Site Emergency Lighting Installation Test Log - see page 5

- Check diffusers are clean and lamps do not show signs of blackening on the ends
- Interrupt mains using the test switch. Check all emergency lamps operate correctly
- Leave lamps operating for 1/3 of the rated duration: 20 minutes for 1-hour systems and 1 hour for 3-hour systems.
- At the end of this period, check each emergency light to ensure that the lamp is still operating correctly.
- Restore mains using the test switch. Check all charge indicators illuminate
- Record completion of test on test schedule.

ANNUAL TEST

This test should be conducted by a qualified (competent) person, usually an electrical contractor, emergency lighting maintenance company or fire alarm company. *All results to be inserted into Site Emergency Lighting Installation Test Log - see page 5 unless NICEIC or similar approved certification provided by qualified person.*

- The test is as the 6-monthly test, but for the full duration of the system, i.e. 1 or 3 hours respectively.
- Checks should additionally be made to ensure that the installation continues to meet electrical requirements / regulations, current at the time of the test and that all required documentation is up to date.

If the test is carried out by an electrical contractor, a certificate of conformity to current regulations may be provided. This should confirm that the electrical installation of the emergency lighting has been inspected and conforms to current regulations.

As buildings without emergency lighting due to full discharge should not be occupied until the batteries have recharged (normally 24 hours), it is suggested that the testing should be staggered to overcome any such problems. This will be agreed by Building Management prior to testing commencing.

RECORDING THE RESULTS

All testing procedures must be recorded in the Schedule of Emergency Lights & Testing record document. This maintains a log of the condition of all luminaires within the emergency lighting system at all times and may be used to help to identify any potential problems that may occur.

[Go to sample log](#) 

Should the result of the checks/ tests detailed above reveal an emergency light that is either not in good condition or that fails these tests, enter the emergency light number, along with details of fault / failure into Emergency Light Fault and Repairs log within the above Schedule of Emergency Lights and Testing record document.

The responsible person must then ensure that appropriate action is taken and the emergency light repaired or replaced by a qualified person.

EMERGENCY LIGHTING TEST PROCEDURE

Go to Emergency Lighting Test Record Log



Select record log for the required floor number

- Use the reference drawing indicated on this record log to locate the selected luminaire.
- Use same drawing to ascertain appropriate test key switch.
- Proceed to selected area.
- Find precise location of required luminaire(s)
- Check operation under normal voltage conditions
- Check operation of LED charging light
- If above are satisfactory, go to appropriate key switch position and disconnect nominal voltage power supply using special key switches provided.
- The selected luminaires should have now switched to their integral battery packs and be operational.
- Leave operational for the duration of test being undertaken (see Page 1 of Testing Regime document)
- Reinstate nominal voltage supply by reactivating the key switch after the desired duration.
- Ensure luminaire has switched back to 'normal' mode and charge light is again operational.
- Insert test date in relevant column on Schedule of Emergency Lights & Testing record.