

Emergency Lighting Service Requirements Users Responsibilities

As the person responsible for the emergency lighting system within your premises, we would like to inform you on major changes to the Users Responsibilities - for the correct care and maintenance of your emergency lighting system, these requirements can be broken down under the following headings, Daily Responsibilities, Weekly Responsibilities, Quarterly Responsibilities & Yearly Responsibilities

Daily Inspection (Responsible Person)

1. Check that the Green Power indicator is lit.
2. Inspect for any Fault Indicator lit on the panel. Check for faulty bulbs/tubes.
3. Inform the designated responsible person of any fault and log the event with in the Emergency Lighting Log Book.
4. In buildings not in continuous or daily occupation it may not be practicable to carry out the check every day. In such circumstances the checks should be carried out on each occasion that the building is used.

Weekly Test (Responsible Person)

1. Ensure that all Indicator Lamps are working according to the instructions provided with light fittings.
2. Operate "Emergency Test Unit" to test the system for 10-15 minutes..
3. Check that the bulbs/tubes operate. (Reset the test unit).
4. Always ensure to enter all test results into your Log Book.

Quarterly Test (Service Providers Responsibility)

1. The responsible person should ensure that every 3 months the following checks are carried out by a competent certified person/Service Company
2. Check all previous log book entries and clarify that any remedial actions required have been taken.
3. Check the battery and its connections. (Batteries shall be replaced every 4 years to ensure correct operation)
4. Test all of the Emergency Lighting System to ensure correct operation, for the duration of 1 hour.
5. Any defects shall be recorded in the log book and reported to the responsible person, and actions should be taken to correct it on the instructions of the responsible person.

Annual Test (Service Providers Responsibility)

As above ensuring that at the yearly test you are testing for a full 3 hours, thereby ensuring that the full 100% of the system has been checked in the previous 12 months.

For the "full duration test" all repairs to be carried out. All defects and actions taken must be logged into the log book.

The annual certificate can be issued when all is satisfactory.

Please note: These are life safety systems – be aware of your responsibilities!