

# MONTHLY FIRE ALARM SYSTEM TEST RECORD

SITE NAME/ADDRESS: \_\_\_\_\_



WHILE ON THE EMERGENCY POWER SUPPLY, INSPECT AND TEST THE FOLLOWING:

DATE	INSPECT	FIRE ALARM SYSTEM						SIGNAL RECEIVING CENTRE	VOICE COMMUNICATION				PERSON CONDUCTING TEST	DEPT. OR COMPANY CONDUCTING TEST
YEAR	SYSTEM TROUBLE SIGNAL INDICATOR IS "OFF" POWER INDICATION LAMP IS "ON"	LOCATION OF ALARM INITIATING DEVICES	INSPECTION OF ONE INITIATING FIELD DEVICE	ALERT/ALARM SIGNAL CONFIRMED - ROTATIONAL	ANNUNCIATOR: TESTED DEVICE ANNUNCIATES	AUDIBLE AND VISUAL TROUBLE SIGNAL	CONFIRMATION OF ALARM TRANS	LOCATION OF EMERGENCY TELEPHONE	TEST (ROTATIONAL): ONE EMERGENCY TELEPHONE FOR TWO-WAY COMMUNICATION AND INDICATION	LOCATION OF VOICE PAGE ZONE	TEST (ROTATIONAL): VOICE PAGING TO ONE ZONE	PERSON CONDUCTING TEST (SIGNATURE)	DEPARTMENT OR COMPANY CONDUCTING TEST	
JAN														
FEB														
MAR														
APR														
MAY														
JUN														
JUL														
AUG														
SEP														
OCT														
NOV														
DEC														

- NOTES: 1. FIRE CODE REGULATIONS REQUIRE THAT THESE RECORDS BE RETAINED A MINIMUM OF TWO (2) YEARS.  
 2. THESE TESTS ARE TO BE CONDUCTED IN ACCORDANCE WITH CAN/ULC-S536-13.  
 3. THE MONTHLY TEST IS NOT REQUIRED DURING THE MONTH THAT THE ANNUAL TEST IS COMPLETED.

**LEGEND:**  
 ✓ - SATISFACTORY                      N/A - NOT APPLICABLE  
 X - UNSATISFACTORY                  N/T - NOT TESTED