Certificate of Maintenance

Fire Detection & Alarm Systems Service Report

Trusted Fire Safety
Services | Supplies | Support

(01202) 84 96 95
safe@thefirepoint.co.uk
Unit 3, Old Manor Farm Buildings
187 Leigh Road
Wimborne
Dorset
BH21 2BT

Company Name & Installation Address:
West Moors Memorial Hall and Social Club
Station Road
West Moors
Ferndown
Dorset
BH22 0HZ

M-3

Contact Name:
Ian Linehan
Contact Number
07884 187832
Contact email
chairman@westmoorshall.org
Service Agreement Number:
01-07/4

0711

Extent of the Installation and limitations of the Inspection and Servicing

BS 5839-1 System Category: M ☐ P1 ☐ P2 ☐ L1 ☐ L2 ☐ L3 ☐ L4 ☐ L5 ☑

Variations from the recommendations of BS5839-1 for periodic inspection:

No known documented variations.

Agreed Limitations, if any, on the inspection and servicing of the system:

Inspection of concealed cable management.

Non Conformities of BS5839-1 found during the course of servicing:

Diagrammatic representation of zone plan absent. however, single zone system.

Remedial works considered necessary:

In the last 12 months, 0 false alarms have occurred, equating to 0 false alarms per 100 automatic fire detectors (not applicable for Cat M)

Fire Risk Assessment must be conducted for you to comply with fire safety law: The Regulatory Reform (Fire Safety Order) 2005.
All of your legal obligations regarding fire safety in non-domestic operations can be found listed online, searching: "RRO 2005"

Certification of Maintenance for the Fire Detection & Alarm System

I/we being the competent person(s) responsible (as indicated by my/our signature(s) below) for the servicing of the fire detection and fire alarm system, particulars of which are set out below, CERTIFY that the said work for which I/we have been responsible, complies to the best of of my/our knowledge and belief with the recommendations of BS5839-1: Accept for the variations and/or non conformities, if any, stated in this certificate.

☐ Quarterly inspection of vented batteries
☑ Periodic inspection and test/inspection and test over a 6 month period

Technician (Print): Chris McKay Technician (Sign):

1). I/We requested the attendance of a Technician from The Firepoint and for the work to be carried out.
2). The work detailed above has been completed to my satisfaction, I am aware of any non-conformities and no further training is required.
3). The system has been left in good working order (unless detailed otherwise).
4). I am authorised to sign on behalf of the Customer.
5). I/We, The Customer will pay any charges for the work done, in accordance with payment terms detailed on the invoice.

Client (Print): Ian Linehan Position: Chairman Client (Sign): Not captured

☐ Call Out
☑ Scheduled Service

Non-Conformities
Site has outstanding work required to comply with BS5839-1. Details listed above.
Signed: Yes
Signed: No

Date: 11 May 2026

USER GUIDANCE:

It is strongly recommended that in addition to this Six Month Service Interval:, Daily checks are conducted to ensure there are no faults indicated on the CIE Panel. Weekly tests are conducted, activating a different manual call point at the same time, logging the event in the system Log Book. False alarms and system faults should also be recorded, including identification of device responsible for activation of false alarm, for future preventive measures.

REGULATORY

The Firepoint is a trading name of 3crossfire Ltd
Registered office: 319 Ashley Road, Parkstone, BH14 0AP Registered in England
Company No: 05677727
VAT Reg No: 8815062 21

Checklist

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Dorset

Contact Name: Ian Linehan
Contact Number: 07884 187832
Contact email: chairman@westmoorshall.org
Service Agreement Number: 01-07/4

Arrival Time:	1300
Departure Time:	1500

Type of Inspection & Service

Frequency of inspection and service visits applicable to this system: ☑ Six monthly ☐ Quarterly ☐ Other:

Device Testing Summary

Percentage of the total amount of detection devices tested during this visit: 100 %

Device types and quantities inspected/tested:

Manual Call Points:	7	Linear Detector:	
Smoke Detectors:	1	Aspirating Detector:	
Heat Detectors:	1	Flame Detector:	
Sounders:	4	Optical Beam:	
VADS:		Video Detector:	
Multi Detectors:		Ancillary Functions:	

ARC Link: Yes ☐ No ☑

Brief description of devices tested during this Inspection & Service visit that will assist the Maintenance Technician on subsequent visit(s) to identify which devices remain outstanding for testing over the 12 month period.

100% service.

System Technology

☐ Addressable ☑ Conventional ☐ Wireless ☐ Linked

Control & Indicating Equipment Manufacturer: Tate
Device Manufacturer: CQR & Apollo
Number of Zones: 1
Number of Loops:

Captured Panel Readings

A/C Readings (1):	235.5 v		Induced (1):	0.022 v		D/C Zone (1):	17.36 v		D/C Charge (1):	27.13 v	
A/C Readings (2):	v		Induced (2):	v		D/C Zone (2):	v		D/C Charge (2):	v	
A/C Readings (3):	v		Induced (3):	v		D/C Zone (3):	v		D/C Charge (3):	v	
Battery 1:	12.46 v	2.1 A/h	Battery 4:	v	A/h	Loop 1:	m/A		Loop 3:	m/A	
Battery 2:	12.52 v	2.1 A/h	Battery 5:	v	A/h	Loop 2:	m/A		Loop 4:	m/A	
Battery 3:	v	A/h	Battery 6:	v	A/h	Battery Installation date:	2x 2.1A/h: 05/26				

Fault & Fire Simulations

☑ Open Circuits Fault applied (zones and sounders.) ☑ Short Circuits Fault applied (zones and sounders). *Not applicable to Loop Circuits, prevention of memory corruption.*
☑ Panel Buzzer and Lamps functioning. ☑ Mains and Battery Power Fail simulated. ☑ System is capable of full alarm state under mains power fail.

Brief details of works performed - Additional information not captured above

Brief details of potential retrospective design variations (subject to agreement from all interested parties)

Materials used

2x 2.1A/h batteries.

	Section 1: Exchange of Information	
1.1	There is an agreement for emergency call out to deal with any fault or damage that occurs to the system. *Note: The agreement should be that on a 24-hour basis, a Technician of the maintenance organisation or associate can normally attend the premises within 8 hours of a call from the user. It is accepted that this might not be possible in very remote areas and certain offshore islands, in which case, this ought to be regarded as a variation from the recommendations of BS 5839, which is recorded in the system Log Book.*	
	Section 2: Manual Call Points	**Inspection/Test Type**
2.1	All manual call points have been checked to ensure they are unobstructed and conspicuous.	Periodic
2.2	All exits that lead to a place of ultimate safety have been checked to ensure that they have the provision of a manual call point.	Periodic
2.3	The switch mechanism of every call point has been tested. *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
2.4	The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional call points to be installed.	Periodic
	Section 3: Automatic Detection	**Inspection/Test Type**
3.1	The building has been checked to ensure that there are no new or relocated partitions, which are erected within 500mm horizontally of any automatic fire detector.	Periodic
3.2	The building has been checked to ensure that there is not any storage, which encroaches within 300mm of ceilings. *Note: Where a storage rack contains high-risk materials or where the height of the rack exceeds 8 metres, the Inspection and Servicing Certificate shall be written to include a recommendation for consideration of use of in-rack detection.*	Periodic
3.3	Each automatic fire detector has been checked to ensure there is a clear space of 500mm being maintained below it and it has been checked to ensure it has the ability to receive the stimulus that it has been designed to detect.	Periodic
3.4	The building has been checked to ensure that there have not been any changes to the occupancy of an area, which results in the existing types of automatic detection being unsuitable for detection of fire or prone to false alarms.	Periodic
3.5	All automatic fire detectors and remote indicators have been examined to ensure that they are not damaged, painted or otherwise adversely affected.	Annual
3.6	All automatic fire detectors have been functionally tested to prove that they are connected to the system, are operable and capable of responding to the phenomena that they are designed to detect. *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
3.7	All analogue values have been confirmed that they are within the range specified by the manufacturer.	Annual
3.8	All multi-sensors have been functionally tested, by a method as recommended by the manufacturer, that confirms that products of combustion in the vicinity of the detector can reach the sensors and that a fire signal can be produced as appropriate. *Note: Where the detector or system design allows each sensor on which a fire detection decision depends (eg. smoke, heat, CO) to be physically tested individually, then each sensor should be physically tested individually. Alternatively, individual sensors may be physically tested together if the detection system design allows simultaneous stimuli and individual sensor responses to be verified either individually or collectively. Where a system includes a time dependent configuration of detection, care needs to be taken to ensure that a sensor is not excluded from being tested as a result of the time dependent mode.*	Annual
3.9	All aspirating fire detection have been inspected and serviced in accordance with the Aspirating Smoke Detection Systems Maintenance Checklist, which has been enclosed with this report *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
3.10	All carbon monoxide fire detectors have been functionally tested using apparatus that generates carbon monoxide or a gas that has a similar effect on the electro-chemical cell as carbon monoxide. ***WARNING: Carbon monoxide is a highly toxic gas and suitable precautions should be taken in its use.*** *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
3.11	All flame detectors have been functionally tested by a method as recommended by the manufacturer that confirms that the detector will respond to a suitable frequency of radiation and produce a fire alarm signal. *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
3.12	All optical beam smoke detectors have been functionally tested by introducing signal attenuation between the transmitter and the receiver, either by use of an optical filter or any other similar method of simulating obstruction by smoke or simulated smoke. *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
3.13	All video fire detectors have been tested in accordance with manufacturers guideline. *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
3.14	Any lighting provided specifically to aid the detection of flame or smoke shall be regarded as an integral part of the video fire detection system. As such, its correct operation has been confirmed by both in the presence of any mains supply to the lighting circuit and the absence of such a supply.	Annual
3.15	The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional automatic fire detection to be installed.	Periodic
	Section 4: Remote Indicators	**Inspection/Test Type**
4.1	All remote indicators have been functionally tested to prove that they are connected to the system and are operational. *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
	Section 5: Cause & Effect	**Inspection/Test Type**
5.1	The cause and effect programme has been confirmed as being correct by activating at least one cause and observing the operational effects. *Note: Where there are different types of devices, eg. manual call points and automatic fire detectors, one cause and its effects shall be tested for each type of device.* *Note: Testing of a single cause is deemed acceptable and satisfies the recommendations of BS5389-1 On a site with multiple cause and effect operations, if the user deems further causal testing is required, it is necessary for the user to have specified this to the maintenance provider. Where no agreement has been specified, testing of one cause will satisfy this recommendation. (It is recommended that the Maintenance Technician seeks clarification on what has been agreed between the maintenance organisation they represent and the user)*	Annual
	Section 6: Audible Alarms	**Inspection/Test Type**
6.1	The operation of audible alarm devices has been checked. *Note: This shall be done by the operation of at least 1 manual call point or fire detector.*	Periodic
6.2	All audible alarms have been checked for correct operation. *Note: This test is intended to ensure that every fire alarm device operates in response to a fire alarm signal. It is not intended that sound pressure level measurements are made.* *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
6.3	The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional audible alarms to be installed.	Periodic
	Section 7: Visual Alarms	**Inspection/Test Type**
7.1	The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional visual alarms to be installed.	Periodic
7.2	All visual alarms have been checked that they are not obstructed from view.	Annual
7.3	All visual alarms have been checked to ensure that their lenses are clean.	Annual
7.4	The operation of the visual alarm has been checked. *Note: This shall be done by the operation of at least one manual call point or fire detector.*	Periodic
7.5	All visual alarm devices have been checked for correct operation. *Note: This test can be carried out over the course of 2 or more service visits during each 12-month period.*	Annual
	Section 8: Radio Linked Systems	**Inspection/Test Type**
8.1	All radio system equipment has been inspected and serviced in accordance with the recommendations of the manufacturer(s).	Periodic
8.2	Radio signal strengths have been checked for adequacy and the results have been recorded.	Annual

	Section 9: Standby Power Supplies	Inspection/Test Type
9.1	All vented batteries and their connections have been examined with electrolyte levels checked and topped up as necessary. *Note: In many large premises and sites, in-house maintenance personnel may be competent to carry out this task.*	Quarterly
9.2	Vented batteries have been examined to ensure that the specific gravity of each cell is correct.	Periodic
9.3	Battery steady state charge voltage measured and recorded on page 2. *Note: This measurement should be carried out whilst the mains power supply is switched on.*	Periodic
9.4	The steady state charge voltage has been checked to ensure it is within the manufacturer's recommendations.	Periodic
9.5	The standby battery has been disconnected, the alarms activated and the power output voltage checked to ensure that it is close to the nominal voltage. *Note: If applying the full alarm is not practical, then a full load may be simulated. Note: It would be reasonable to expect the power supply voltage to achieve at least 95% or the nominal voltage.*	Periodic
9.6	Batteries and their connections have been examined and momentarily load tested with the mains supply switched off to ensure they are in good serviceable condition and are not likely to fail before the next inspection visit. *Note: This does not apply for wireless systems, namely batteries within radio linked devices, eg. manual call points, detectors and fire alarm sounders of a radio linked system.*	Periodic
9.7	All standby batteries have been verified as being suitably sized, using the Standby Power Supply Capacity Verification Record.	Annual
	Section 10: Control & Indicating Equipment (CIE)	Inspection/Test Type
10.1	There is a label that details the name and telephone number of the maintenance organisation that is prominently displayed at the main CIE.	
10.2	At least one detector or manual call point on each circuit has been operated to ensure that the CIE generates a fire alarm. *Note: An entry shall be made in the logbook indicating which initiating device was used for each circuit test.*	Periodic
10.3	All controls and visual indicators of the CIE have been checked to ensure correct operation.	Periodic
10.4	All ancillary functions of the CIE have been tested.	Periodic
10.5	All printers have been tested for correct operation and that the characters are legible.	Periodic
10.6	Printer consumables have been checked that they are of suitable condition and of sufficient quantity to ensure that the printer will operate until the next inspection & service visit.	Periodic
10.7	All unmonitored permanently illuminated filament lamp indicators have been replaced.	Annual
10.8	Further checks and tests as recommended by the manufacturer of the CIE have been carried out.	Periodic
	Section 11: System Integrity & Fault Monitoring	Inspection/Test Type
11.1	A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit to circuits serving fire alarm devices.	Periodic
11.2	A test has been performed to ensure a fault indicator appears on removal of a manual call point, fire detector or an alarm device that is designed to be detachable.	Periodic
11.3	A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit of any wiring between any power supply that is in a separate enclosure and the equipment to which it supplies power.	Periodic
11.4	A test has been performed to ensure a fault indicator appears on introduction of an earth fault.	Periodic
11.5	A test has been performed to ensure a fault indicator appears on removal of any fuse or operation of any other protective device.	Periodic
11.6	A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit on wiring between separate control and/or indicating equipment.	Periodic
11.7	A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit on wiring between main and any repeat control and/or indicating equipment, such as a mimic diagram.	Periodic
11.8	A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit on wiring between main and any separate enclosure of equipment used for the transmission of alarm signal to an ARC.	Periodic
11.9	A test has been performed to ensure a fault indicator appears on introduction of a mains power failure. *Note: The fault indication shall appear within 30 minutes of the occurrence.*	Periodic
11.10	A test has been performed to ensure a fault indicator appears on introduction of a standby power failure. *Note: The fault indication shall appear within 15 minutes of the occurrence.*	Periodic
11.11	A test has been performed to ensure a fault indicator appears on introduction of a battery charger failure. *Note: The fault indication shall appear within 30 minutes of the occurrence.*	Periodic
11.12	A test has been performed to ensure a fault indicator appears on disconnection of 1 battery in instances where batteries are connected in parallel. *Note: The fault indication shall appear within 15 minutes of the occurrence.*	Periodic
11.13	A test has been performed to ensure a fault indicator appears on introduction of a short circuit, open circuit and disconnection of any communication link(s) such as a voice alarm or fire warning system for deaf people. *Note: The fault indication shall appear within 100 seconds of the occurrence.*	Periodic
11.14	All connections to other fire protection systems or safety facilities have been simulated for fault to ensure compliance with BS 7273 or other applicable codes of practice.	Periodic
11.15	All tactile alarm devices provided for people with impaired hearing have been simulated for fault to ensure compliance with BS 5839-1.	Periodic
	Section 12: Remote Signalling	Inspection/Test Type
12.1	The operation of any facility for automatic transmission of all alarm and fault signals to the ARC has been checked, with their signals confirmed.	Periodic
	Section 13: Cable, Wiring & Connections	Inspection/Test Type
13.1	A visual inspection of the readily accessible cable fixings has been made to confirm they are all secure and undamaged.	Annual
	Section 14: Zone Plan	Inspection/Test Type
14.1	It has been confirmed that there is a suitable zone plan, which is correctly orientated in the format of a diagrammatic representation of the building, located and securely fixed adjacent to all CIE and repeat indicating equipment. *Note: Where repeat indicating equipment relates to only part of the premises, the adjacent zone plan need only relate to that part of the building.*	Annual

Section 15: False Alarm Limitation & Analysis		Inspection/Test Type
15.1	Building occupants and any ARC to which fire alarm signals are transmitted have been notified prior to routine testing or maintenance work on the fire alarm system that might result in the occurrence of a fire alarm signal.	Periodic
15.2	False alarms are being properly recorded by the user in the system logbook.	Periodic
15.3	When false alarms have been recorded by the user, the category of false alarm (if known) has been recorded. *Note: When any doubt exists, the cause should be recorded as "UNKNOWN" (eg. it should not be assumed that in the absence of other information, a false alarm needs to have arisen from an equipment fault).*	Periodic
15.4	Quantity of detectors tested on the system recorded on page 2.	Periodic
15.5	Quantity of false alarms in the past 12 months recorded on page 2. *Note: Value to be obtained from the system logbook and recorded as false alarms per 100 detectors.*	Periodic
15.6	The logbook has been referenced and the rate of false alarms has been checked to ensure it does not exceed the permissible value of one false alarm per 25 detectors, per annum.	Periodic
15.7	The logbook has been referenced and the rate of false alarms has been checked to ensure it does not exceed the permissible value of eleven or more false alarms since the previous inspection and service visit.	Periodic
15.8	The logbook has been referenced and the rate of false alarms has been checked to ensure it does not exceed the permissible value of two or more false alarms emanating from a single manual call point or fire detector since the previous service and inspection visit.	Periodic
15.9	The logbook has been checked to ensure that there is not an identified persistent cause of false alarms.	Periodic
15.10	The ARC has been contacted and the rate of false alarm signals has been checked to ensure it does not exceed the permissible value of two or more false alarm signals within the previous twelve months.	Periodic
15.11	In systems that incorporate less than 40 automatic fire detectors, the user has instigated an in-depth investigation by suitable specialists, if in any rolling twelve month period, 3 or more false alarms occur.	Periodic
15.12	In systems that incorporate more than 40 automatic fire detectors, the user has instigated an in-depth investigation by suitable specialists, if in any rolling twelve month period, the average rate of false alarms exceeds 1 false alarm per 20 detectors per annum.	Periodic
15.13	In systems that incorporate more than 40 automatic fire detectors, the user has instigated an in-depth investigation by suitable specialists, if in any rolling twelve month period, the average rate of false alarms are initiated by any single manual call point or automatic fire detector (or detector location).	Periodic
15.14	If the rate of false alarms is deemed as not acceptable, then a preliminary investigation has been carried out and the premises management have been provided with appropriate advice on how to reduce the false alarms or alternatively, the premises management have been advised of any need for further in-depth investigation.	Periodic
15.15	In existing systems in which there is a frequent unwanted operation of manual call points, protective covers have been recommended and/or fitted.	Periodic
15.16	Suitable action has been taken by the user when false alarms occur.	Periodic
Section 16: Variations		Inspection/Test Type
16.1	All variations have been recorded in a Schedule of Variations and listed in the relevant system certificate.	Periodic
16.2	The logbook has the facility to make a record of agreed variations.	Periodic
16.3	Major non-compliances that are agreed variations have been clearly recorded in in the logbook, so they are readily available for future reference by maintenance companies and other interested parties.	Periodic
Section 17: Documentation & Certification		Inspection/Test Type
17.1	Standby Power Verification Records.	Periodic
17.2	Aspirating Detection System Maintenance Checklist.	Periodic
17.3	Duct Detector Maintenance Checklist.	Periodic
17.4	All outstanding defects have been recorded on the Inspection & Servicing Certificate and reported to the Premises Management.	Periodic
17.5	Certificate of Inspection & Servicing in accordance with the recommendations of BS 5839-1 *Note: On or as soon as practicable after completion of the inspection and servicing process, a certificate has been issued certifying compliance with the recommendations of BS 5839-1 in respect of the process, or if variations exist, clearly identifying these variations. Note: The certificate issued can vary in format than shown in Annex G, but as a minimum, the information and statements of compliance within the model ought to be provided.*	Periodic
Section 17: Documentation & Certification (Logbook)		Inspection/Test Type
17.7	The logbook has been checked to ensure that the details of the radio signal strength levels as recorded during the initial system commissioning are present and available for reference.	Periodic
17.8	The logbook has been checked to ensure that there is evidence of weekly testing by means of a different manual call point being tested in rotation, with the identity of the manual call point used, being recorded in the system logbook. *Note: Should it be identified that weekly tests are not being carried out and/or a different manual call point is not being tested in rotation with the identity of the manual call point being recorded within the system logbook, this shall be brought to the attention of the user and recorded on the Inspection & Servicing Certificate.*	Periodic
17.9	The logbook has been checked to ensure all faults which have been recorded have received appropriate attention.	Periodic
17.1	The user is recording all faults or damage in a system logbook and making arrangements for repair to be carried out as soon as possible.	Periodic
17.11	The logbook makes record of brief details of maintenance arrangements.	Periodic
17.12	The logbook makes records of dates and times of all fire alarm signals (regardless of whether the signal is a false or initiated as the result of a test, fire drill or genuine fire). If the fire alarm signal has resulted from the operation of a manual call point or fire detector, the device and its location has been recorded.	Periodic
17.13	The logbook makes record of the name(s) of the member(s)of the premises management to whom responsibility for the Fire Detection & Alarm System is delegated.	Periodic
17.14	The logbook makes record of causes, circumstances surrounding and category of all false alarms.	Periodic
17.15	The logbook makes record of dates, times and types of all tests.	Periodic
17.16	The logbook makes record of dates, times and types of all faults and defects.	Periodic
17.17	The logbook makes record of dates and types of all maintenance (eg. service visit or non-routine attention).	Periodic
17.18	An entry has been made within the system logbook to make record of the inspection & service visit.	Periodic
17.19	An entry has been made within the system logbook to ensure that the details of the manual call point(s) and fire detectors used to carry out the circuit tests have been recorded.	Periodic