



Reference - British Standard 5266: Part 8, 2004 (BS EN 50172: 2004) - Emergency Lighting Systems

1.0. INTRODUCTION

- 1.1. The 'owner' or 'person who has control' over the premises is responsible for a number of actions and tests in respect to the building's emergency lighting system, to ensure compliance in securing the Means of Escape under the Regulatory Reform (Fire Safety) Order 2005.
- 1.2. The monthly duties are detailed here, are in addition to the routine maintenance to be carried out by a professional electrical contractor in respect to the building's emergency system annually.

2.0. KEEPING OF RECORDS

- 2.1. An Emergency Lighting Log Book is to be kept up to date, and the following events recorded in it:
 - Dates of each periodic inspection and tests;
 - Dates & brief details of any of each service inspection or test carried out;
 - Dates & brief details of any defects and of remedial action taken;
 - Any alterations to the emergency lighting system;
 - The log book must be made available to any authorised person;

3.0. MONTHLY & ANNUAL INSPECTION AND TESTS BY THE USER

- 3.1. When automatic testing devices are used, the information shall be recorded monthly. For all other systems, the tests shall be carried out as described below and the results recorded. Each self-contained luminaire or illuminated sign should be energised by its battery to simulate failure of the local lighting circuit, for a short period to sufficient only to ensure that, the lamp is working.
- 3.2. **Addressable Systems (Monthly & Annually)** - where automatic testing systems are used, the results of the short or the full duration tests shall be recorded.
- 3.3. **Monthly (Manual)** - short duration tests shall be carried out as follows:

- (a). **Test Key** - a test key will be required, consisting of a small 'fish tailed' key to insert into the test facility normally found adjacent to or forming part of the lighting circuit. Alternatively the local lighting circuit may be isolated if safe and accessible to do so.
 - (b). Switch on in the emergency mode each luminaire and internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated.
- 3.4. **Annually** - as per a monthly test but a full duration test shall be carried out as follows:
- (a). **Test Key** - a test key will be required, consisting of a small 'fish tailed' key to insert into the test facility normally found adjacent to or forming part of the lighting circuit. Alternatively the local lighting circuit may be isolated if safe and accessible to do so.
 - (b). Each luminaire and internally illuminated sign shall be tested as per the monthly check at Para 3.2(1) or its full rated duration in accordance with the manufacturer's information. Generally, this is either 1 or 3 hours.
 - (c). The supply of the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning.

NOTES:

1. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.
2. Extreme care is to be taken to ensure that full mains power is restored to the light unit by ensuring that the Red/Green LED, which identifies an emergency light unit, is illuminated on completion of the test.
3. The LED indicates that the main power is restored and charging the lighting battery packs.
4. If power is not restored, the units battery will drain down its after 3 hours and not be in working order and therefore non-compliant.
5. Lighting units that fail to illuminate clearly or brightly have blackened bulbs or tubes etc or does not maintain luminance for the required length of time, should be repaired as soon as possible.