

FIRE PROTECTION · ROUTINE SERVICE

Fire Detection & Alarm System — Monthly

Monthly routine service record aligned to AS 1851-2012 — Fire detection and alarm systems

SITE / BUILDING	ADDRESS	CONTRACT NO.	SERVICE MONTH
TECHNICIAN	ACCREDITATION / LICENCE NO.	DATE OF SERVICE	REPORT NO.
PANEL TYPE / MANUFACTURER	FIP LOCATION	MONITORING PROVIDER / ASE	

P Pass / compliant

F Fail / defect raised

N/A Not applicable / not fitted

Notify the monitoring centre before and after testing. Tick the applicable box and note defects in Comments.

1 Fire Indicator Panel (FIP) & general status

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#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	FIP accessible, secure and undamaged; enclosure closed	☐	☐	☐	
2	Panel in normal / quiescent state — no untoward alarm, fault, isolate or disable indications	☐	☐	☐	
3	Display legible; lamp / indicator test operates all LEDs and local buzzer	☐	☐	☐	
4	System date and time correct (where applicable)	☐	☐	☐	
5	Sub-indicator / mimic panels (where fitted) clear and consistent with FIP	☐	☐	☐	

2 Power supplies & batteries

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#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Primary (mains) supply healthy; mains-on indicator illuminated	☐	☐	☐	
2	Standby batteries present, secured; terminals clean and free from corrosion / leakage	☐	☐	☐	
3	Charger indicator normal; no battery / charger fault indicated	☐	☐	☐	
4	No earth-fault indication present	☐	☐	☐	

3 Monitoring / Alarm Signalling Equipment (ASE)

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#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	ASE securely mounted; not indicating alarm, fault, loss of connection or isolation	☐	☐	☐	
2	Connection to monitoring station verified normal	☐	☐	☐	
3	Alarm signal transmission to monitoring centre confirmed received (per schedule)	☐	☐	☐	

4 Detection & alarm device test (sampled / rotated)

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#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Operate a manual call point (rotated) — alarm condition confirmed at FIP	☐	☐	☐	
2	Operate a detector (rotated sample) — alarm condition confirmed at FIP	☐	☐	☐	
3	Alarm correctly reported to ASE / monitoring centre	☐	☐	☐	
4	Audible alarm devices / sounders operate at required level	☐	☐	☐	
5	Visual alarm devices (where fitted) operate	☐	☐	☐	

5 Ancillary & interface functions (per cause & effect)

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#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Occupant warning / EWIS interface initiates on alarm	☐	☐	☐	
2	Air-handling / mechanical shutdown operates on alarm	☐	☐	☐	
3	Magnetic door holders release; fire / smoke doors and dampers operate (where interfaced)	☐	☐	☐	
4	Lift homing operates (where interfaced)	☐	☐	☐	
5	Interface signals from sprinkler / other systems received and displayed correctly	☐	☐	☐	

6 Faults, isolations, records & restoration

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#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Any faults investigated and recorded; defects reported to the owner	☐	☐	☐	
2	Isolations / disablements logged and reinstated where appropriate	☐	☐	☐	
3	Logbook / service records on site and up to date; baseline data available	☐	☐	☐	
4	Block plan present, legible and current	☐	☐	☐	
5	All functions restored and system confirmed returned to normal at completion	☐	☐	☐	

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

ACCREDITATION / LICENCE NO.

DATE COMPLETED

Guidance only. This checklist is a practical guide to monthly routine service of fire detection and alarm systems under **AS 1851-2012, Section 6**. Applicable items, sampling rates, test methods and frequencies vary with the system, its baseline data and the building's **fire safety schedule**. Always notify the monitoring centre before and after testing, service to the manufacturer's requirements and the current edition of the Standard, and confirm the system is fully restored to normal on completion. This document does not replace a baseline data review or a competent, accredited assessment.