

FIRE PROTECTION · ROUTINE SERVICE

Fire Detection & Alarm System — Yearly

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

SITE / BUILDING	ADDRESS	CONTRACT NO.	SERVICE YEAR
TECHNICIAN	ACCREDITATION / LICENCE NO.	DATE OF SERVICE	REPORT NO.
PANEL TYPE / MANUFACTURER	APPROX. NO. OF DETECTORS	MONITORING PROVIDER / ASE	

P Pass / compliant F Fail / defect raised N/A Not applicable / not fitted

Tick the applicable box for each item and record test values / defects in Comments.

1 Annual review & documentation

AS 1851-2012 · Section 6

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Baseline data / cause-and-effect matrix reviewed against the installation	☐	☐	☐	
2	Block plan, zone list and as-installed documentation current	☐	☐	☐	
3	Previous service records and outstanding defects reviewed	☐	☐	☐	

2 Full device test (per schedule)

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Every detector tested / verified for response (per schedule)	☐	☐	☐	
2	Every manual call point operated and confirmed	☐	☐	☐	
3	Detector sensitivity verified within manufacturer limits (where applicable)	☐	☐	☐	
4	Audible / visual alarm devices tested for coverage and level	☐	☐	☐	

3 Panel, power & batteries

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	FIP / sub-panels full functional test; faults and isolates clear	☐	☐	☐	
2	Standby battery capacity / duration verified	☐	☐	☐	
3	Power supplies and charger verified; earth-fault monitoring tested	☐	☐	☐	

4 Interfaces & ancillary (full cause & effect)

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	All interface functions tested per cause-and-effect (AHU, dampers, doors, lifts, EWIS)	☐	☐	☐	
2	ASE / monitoring path tested end-to-end and confirmed received	☐	☐	☐	

5 Records & restoration

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	All devices and interfaces restored; system returned to normal	☐	☐	☐	
2	Defects and non-conformances recorded and reported to the owner	☐	☐	☐	
3	Annual service certificate / durable label completed; logbook updated	☐	☐	☐	

✓ Defects, Notes & Sign-off

Outstanding defects / non-conformances raised this service:

TECHNICIAN NAME & SIGNATURE

ACCREDITATION / LICENCE NO.

DATE COMPLETED

Guidance only. This checklist is a practical guide to the yearly (annual) routine service of fire detection and alarm systems under **AS 1851-2012, Section 6**. Annual service includes full device and cause-and-effect testing — notify the monitoring centre before and after, and coordinate any interface testing (AHU, lifts, doors) with affected parties. Applicable items vary with the system, baseline data and the building's **fire safety schedule**. Always service to the manufacturer's requirements and the current edition of the Standard and confirm full restoration to normal on completion. This document does not replace a baseline data review or a competent, accredited assessment.