

FIRE PROTECTION · ROUTINE SERVICE

Hydrant System — Yearly

Annual routine service record aligned to AS 1851-2012 — Fire hydrant systems

SITE / BUILDING	ADDRESS	CONTRACT NO.	SERVICE YEAR
TECHNICIAN	ACCREDITATION / LICENCE NO.	DATE OF SERVICE	REPORT NO.
SUPPLY TYPE (TOWN MAIN / TANK + PUMP)	BOOSTER LOCATION	NO. OF HYDRANTS	

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 4

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Baseline data / fire safety schedule reviewed; block plan current	☐	☐	☐	
2	Previous service records and outstanding defects reviewed	☐	☐	☐	

2 Hydrant valves & outlets

AS 1851-2012 · Section 4

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Each hydrant valve operated through full travel; no seizing or leaks	☐	☐	☐	
2	Outlet threads / couplings undamaged; blank caps present and secure	☐	☐	☐	
3	Landing valves and pressure-reducing devices verified (where fitted)	☐	☐	☐	

3 Flow & pressure performance test

AS 1851-2012 · Section 4

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Flow & pressure test at the hydraulically most disadvantaged hydrant(s)	☐	☐	☐	
2	Flows and residual pressures recorded and within design requirements	☐	☐	☐	
3	Pump / boost contribution verified (where fitted)	☐	☐	☐	

4 Booster & water supply

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Booster assembly serviced; couplings, valves and signage verified	☐	☐	☐	
2	Storage tank / supply capacity and level controls verified (where fitted)	☐	☐	☐	
3	Backflow prevention device serviced / verified (where applicable)	☐	☐	☐	

5 Pumpset (where part of system)

AS 1851-2012 · Section 7

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Fire pump annual performance test — duty points verified against curve	☐	☐	☐	
2	Standby power / changeover verified (where fitted)	☐	☐	☐	

6 Records & restoration

AS 1851-2012 · Section 4

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Defects and non-conformances recorded and reported to the owner	☐	☐	☐	
2	System restored to normal; valves secured and labelled	☐	☐	☐	
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 hydrant systems under **AS 1851-2012, Section 4**. Annual service includes flow and pressure / performance proving tests that must be carried out by a competent, accredited person; record all measured values. Applicable items vary with the system, baseline data and the building's **fire safety schedule**. Always service to 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.