

FIRE PROTECTION · ROUTINE SERVICE

Sprinkler System — Yearly

Annual routine service record aligned to AS 1851-2012 — Automatic fire sprinkler systems

SITE / BUILDING	ADDRESS	CONTRACT NO.	SERVICE YEAR
TECHNICIAN	ACCREDITATION / LICENCE NO.	DATE OF SERVICE	REPORT NO.
SYSTEM TYPE (WET / DRY / PRE-ACTION)		NO. OF VALVE SETS / ZONES	APPROX. NO. OF HEADS

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 2

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Baseline data / fire safety schedule reviewed against the installation	☐	☐	☐	
2	Block plan, valve list, gauge schedule and interface diagram current	☐	☐	☐	
3	Previous service records and outstanding defects reviewed	☐	☐	☐	
4	Occupancy / hydraulic design unchanged, or any change assessed	☐	☐	☐	

2 Water supplies & flow test

AS 1851-2012 · Section 2

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Each water supply proving test performed; pressures and flows recorded	☐	☐	☐	
2	Town main / tank supply verified available and within design	☐	☐	☐	
3	Stop valves operated through full travel; confirmed open and secured	☐	☐	☐	
4	Backflow prevention device serviced / verified (where applicable)	☐	☐	☐	

3 Alarm valves & function

AS 1851-2012 · Section 2

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Each alarm / installation valve set inspected as required	☐	☐	☐	
2	Alarm function test — time to gong and ASE signal verified	☐	☐	☐	
3	Pressure switches and gauges tested / verified against schedule	☐	☐	☐	
4	Monitored / anti-tamper valve signals confirmed at the FIP	☐	☐	☐	

4 Pumps & power (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)	☐	☐	☐	

5 Sprinkler heads & pipework

AS 1851-2012 · Section 2

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Representative sample of heads inspected — corrosion, loading, paint, obstruction	☐	☐	☐	
2	Spare sprinkler stock and matching spanners correct	☐	☐	☐	
3	Pipework, hangers and bracing inspected; no leaks or corrosion	☐	☐	☐	
4	Environmental / freeze protection adequate (where applicable)	☐	☐	☐	

6 Records & restoration

AS 1851-2012 · Section 2

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Defects and non-conformances recorded and reported to the owner	☐	☐	☐	
2	System restored to normal; alarms reset; valves secured	☐	☐	☐	
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 automatic sprinkler systems under **AS 1851-2012, Section 2**. Annual service includes performance and water-supply proving tests that must be carried out by a competent, accredited person; record all measured values. Applicable items vary with system type, 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.