

Fire Alarm Weekly Test Log

Sample weekly call point test log for fire alarm systems — Fire & Life Safety

Site / Building: _____ Panel Ref: _____

Weekly Test Records

Week / Date	Call Point Tested (Zone/Ref)	Panel Responded Correctly	Tested By	Remarks

Notes

A different call point should be tested each week on a rotating basis so that every device is tested at least once a year. Record the result on the fire alarm panel and confirm no faults or disabled zones before signing off.

Sign-off

Role	Name	Signature	Date
Tested by			
FM Supervisor			