

### FIRE ALARM AND EMERGENCY COMMUNICATION SYSTEM INSPECTION AND TESTING FORM

*To be completed by the system inspector or tester at the time of the inspection or test.  
It shall be permitted to modify this form as needed to provide a more complete and/or clear record.  
Insert N/A in all unused lines.*

*Attach additional sheets, data, or calculations as necessary to provide a complete record.*

Date of this inspection or test: \_\_\_\_\_ Time of inspection or test: \_\_\_\_\_

#### 1. PROPERTY INFORMATION

Name of property: \_\_\_\_\_

Address: \_\_\_\_\_

Description of property: \_\_\_\_\_

Occupancy type: \_\_\_\_\_

Name of property representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authority having jurisdiction over this property: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### 2. INSTALLATION, SERVICE, AND TESTING CONTRACTOR INFORMATION

Service and/or testing organization for this equipment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Service technician or tester: \_\_\_\_\_

Qualifications of technician or tester: \_\_\_\_\_

A contract for test and inspection in accordance with NFPA standards is in effect as of: \_\_\_\_\_

The contract expires: \_\_\_\_\_ Contract number: \_\_\_\_\_ Frequency of tests and inspections: \_\_\_\_\_

Monitoring organization for this equipment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Entity to which alarms are retransmitted: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 3. TYPE OF SYSTEM OR SERVICE

- Fire alarm system (nonvoice)
- Fire alarm with in-building fire emergency voice alarm communication system (EVACS)
- Mass notification system (MNS)
- Combination system, with the following components:
  - Fire alarm
  - EVACS
  - MNS
  - Two-way, in-building, emergency communication system
- Other (specify): \_\_\_\_\_

FIGURE 14.6.2.4 Example of an Inspection and Testing Form.

**3. TYPE OF SYSTEM OR SERVICE (continued)**

NFPA 72 edition: \_\_\_\_\_ Additional description of system(s): \_\_\_\_\_

**3.1 Control Unit**

Manufacturer: \_\_\_\_\_ Model number: \_\_\_\_\_

**3.2 Mass Notification System**

This system does not incorporate an MNS.

**3.2.1 System Type:**

In-building MNS — combination

In-building MNS — stand-alone     Wide-area MNS     Distributed recipient MNS

Other (specify): \_\_\_\_\_

**3.2.2 System Features:**

Combination fire alarm/MNS     MNS ACU only     Wide-area MNS to regional national alerting interface

Local operating console (LOC)     Direct recipient MNS (DRMNS)     Wide-area MNS to DRMNS interface

Wide-area MNS to high-power speaker array (HPSA) interface     In-building MNS to wide-area MNS interface

Other (specify): \_\_\_\_\_

**3.3 System Documentation**

An owner's manual, a copy of the manufacturer's instructions, a written sequence of operation, and a copy of the record drawings are stored on site. Location: \_\_\_\_\_

**3.4 System Software**

This system does not have alterable site-specific software.

Software revision number: \_\_\_\_\_ Software last updated on: \_\_\_\_\_

A copy of the site-specific software is stored on site. Location: \_\_\_\_\_

**4. SYSTEM POWER**

**4.1 Control Unit**

**4.1.1 Primary Power**

Input voltage of control panel: \_\_\_\_\_ Control panel amps: \_\_\_\_\_

**4.1.2 Engine-Driven Generator**

This system does not have a generator.

Location of generator: \_\_\_\_\_

Location of fuel storage: \_\_\_\_\_ Type of fuel: \_\_\_\_\_

**4.1.3 Uninterruptible Power System**

This system does not have a UPS.

Equipment powered by a UPS system: \_\_\_\_\_

Location of UPS system: \_\_\_\_\_

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

FIGURE 14.6.2.4 Continued

**4. SYSTEM POWER (continued)**

**4.1.4 Batteries**

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Nominal voltage: \_\_\_\_\_ Amp/hour rating: \_\_\_\_\_

Calculated capacity of batteries to drive the system:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

Batteries are marked with date of manufacture.

**4.2 In-Building Fire Emergency Voice Alarm Communication System or Mass Notification System**

This system does not have an EVACS or MNS.

**4.2.1 Primary Power**

Input voltage of EVACS or MNS panel: \_\_\_\_\_ EVACS or MNS panel amps: \_\_\_\_\_

**4.2.2 Engine-Driven Generator**

This system does not have a generator.

Location of generator: \_\_\_\_\_

Location of fuel storage: \_\_\_\_\_ Type of fuel: \_\_\_\_\_

**4.2.3 Uninterruptible Power System**

This system does not have a UPS.

Equipment powered by a UPS system: \_\_\_\_\_

Location of UPS system: \_\_\_\_\_

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

**4.2.4 Batteries**

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Nominal voltage: \_\_\_\_\_ Amp/hour rating: \_\_\_\_\_

Calculated capacity of batteries to drive the system:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

Batteries are marked with date of manufacture.

**4.3 Notification Appliance Power Extender Panels**

This system does not have power extender panels.

**4.3.1 Primary Power**

Input voltage of power extender panel(s): \_\_\_\_\_ Power extender panel amps: \_\_\_\_\_

**4.3.2 Engine-Driven Generator**

This system does not have a generator.

Location of generator: \_\_\_\_\_

Location of fuel storage: \_\_\_\_\_ Type of fuel: \_\_\_\_\_

**4.3.3 Uninterruptible Power System**

This system does not have a UPS.

Equipment powered by a UPS system: \_\_\_\_\_

Location of UPS system: \_\_\_\_\_

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

FIGURE 14.6.2.4 *Continued*

**4. SYSTEM POWER (continued)**

**4.3.4 Batteries**

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Nominal voltage: \_\_\_\_\_ Amp/hour rating: \_\_\_\_\_

Calculated capacity of batteries to drive the system: \_\_\_\_\_

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

Batteries are marked with date of manufacture.

**5. ANNUNCIATORS**

This system does not have annunciators.

**5.1 Location and Description of Annunciators**

Annunciator 1: \_\_\_\_\_

Annunciator 2: \_\_\_\_\_

Annunciator 3: \_\_\_\_\_

**6. NOTIFICATIONS MADE PRIOR TO TESTING**

Monitoring organization Contact: \_\_\_\_\_ Time: \_\_\_\_\_

Building management Contact: \_\_\_\_\_ Time: \_\_\_\_\_

Building occupants Contact: \_\_\_\_\_ Time: \_\_\_\_\_

Authority having jurisdiction Contact: \_\_\_\_\_ Time: \_\_\_\_\_

Other, if required Contact: \_\_\_\_\_ Time: \_\_\_\_\_

**7. TESTING RESULTS**

**7.1 Control Unit and Related Equipment**

Description	Visual Inspection	Functional Test	Comments
Control unit	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps/LEDs/LCDs	<input type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnect switches	<input type="checkbox"/>	<input type="checkbox"/>	
Ground-fault monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Supervision	<input type="checkbox"/>	<input type="checkbox"/>	
Local annunciator	<input type="checkbox"/>	<input type="checkbox"/>	
Remote annunciators	<input type="checkbox"/>	<input type="checkbox"/>	
Power extender panels	<input type="checkbox"/>	<input type="checkbox"/>	
Isolation modules	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

FIGURE 14.6.2.4 Continued

**7. TESTING RESULTS (continued)**

**7.2 Control Unit Power Supplies**

Description	Visual Inspection	Functional Test	Comments
120-volt power	<input type="checkbox"/>	<input type="checkbox"/>	
Generator or UPS	<input type="checkbox"/>	<input type="checkbox"/>	
Battery condition	<input type="checkbox"/>	<input type="checkbox"/>	
Load voltage	<input type="checkbox"/>	<input type="checkbox"/>	
Discharge test	<input type="checkbox"/>	<input type="checkbox"/>	
Charger test	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

**7.3 In-Building Fire Emergency Voice Alarm Communications Equipment**

Description	Visual Inspection	Functional Test	Comments
Control unit	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps/LEDs/LCDs	<input type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Primary power supply	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary power supply	<input type="checkbox"/>	<input type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnect switches	<input type="checkbox"/>	<input type="checkbox"/>	
Ground-fault monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Panel supervision	<input type="checkbox"/>	<input type="checkbox"/>	
System performance	<input type="checkbox"/>	<input type="checkbox"/>	
Sound pressure levels Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	
System intelligibility <input type="checkbox"/> CSI <input type="checkbox"/> STI (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

FIGURE 14.6.2.4 Continued

**7. TESTING RESULTS (continued)**

**7.4 Notification Appliance Power Extender Panels**

Description	Visual Inspection	Functional Test	Comments
Lamps/LEDs/LCDs	<input type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Primary power supply	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary power supply	<input type="checkbox"/>	<input type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input type="checkbox"/>	
Ground-fault monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Panel supervision	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

**7.5 Mass Notification Equipment**

Description	Visual Inspection	Functional Test	Comments
Functional test	<input type="checkbox"/>	<input type="checkbox"/>	
Reset/power down test	<input type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Primary power supply	<input type="checkbox"/>	<input type="checkbox"/>	
UPS power test	<input type="checkbox"/>	<input type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnect switches	<input type="checkbox"/>	<input type="checkbox"/>	
Ground-fault monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
CCU security mechanism	<input type="checkbox"/>	<input type="checkbox"/>	
Prerecorded message content	<input type="checkbox"/>	<input type="checkbox"/>	
Prerecorded message activation	<input type="checkbox"/>	<input type="checkbox"/>	
Software backup performed	<input type="checkbox"/>	<input type="checkbox"/>	
Test backup software	<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarm to MNS interface	<input type="checkbox"/>	<input type="checkbox"/>	
MNS to fire alarm interface	<input type="checkbox"/>	<input type="checkbox"/>	
In-building MNS to wide-area MNS	<input type="checkbox"/>	<input type="checkbox"/>	

FIGURE 14.6.2.4 Continued

**7. TESTING RESULTS (continued)**

**7.5 Mass Notification Equipment (continued)**

Description	Visual Inspection	Functional Test	Comments
MNS to direct recipient MNS	<input type="checkbox"/>	<input type="checkbox"/>	
Sound pressure levels Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	
System intelligibility <input type="checkbox"/> CSI <input type="checkbox"/> STI (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

**7.6 Two-Way Communications Equipment**

Description	Visual Inspection	Functional Test	Comments
Phone handsets	<input type="checkbox"/>	<input type="checkbox"/>	
Phone jacks	<input type="checkbox"/>	<input type="checkbox"/>	
Off-hook indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Call-in signal	<input type="checkbox"/>	<input type="checkbox"/>	
System performance	<input type="checkbox"/>	<input type="checkbox"/>	
System audibility	<input type="checkbox"/>	<input type="checkbox"/>	
System intelligibility	<input type="checkbox"/>	<input type="checkbox"/>	
Radio communications enhancement system	<input type="checkbox"/>	<input type="checkbox"/>	
Area of refuge communication system	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator emergency communications system	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

FIGURE 14.6.2.4 Continued



**7. TESTING RESULTS (continued)**

**7.7 Combination Systems**

Description	Visual Inspection	Functional Test	Comments
Fire extinguishing monitoring devices/system	<input type="checkbox"/>	<input type="checkbox"/>	
Carbon monoxide detector/system	<input type="checkbox"/>	<input type="checkbox"/>	
Combination fire/security system	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

**7.8 Special Hazard Systems**

Description (specify)	Visual Inspection	Functional Test	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

**7.9 Emergency Communications System**

- Visual
- Functional
- Simulated operation
- Ensure pre-discharge notification appliances of special hazard systems are not overridden by the MNS.  
See *NFPA 72*, 24.4.1.7.1.

**7.10 Monitored Systems**

Description (specify)	Visual Inspection	Functional Test	Comments
Engine-driven generator	<input type="checkbox"/>	<input type="checkbox"/>	
Fire pump	<input type="checkbox"/>	<input type="checkbox"/>	
Special suppression systems	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

FIGURE 14.6.2.4 *Continued*

**7. TESTING RESULTS (continued)**

**7.11 Auxiliary Functions**

Description	Visual Inspection	Functional Test	Comments
Door-releasing devices	<input type="checkbox"/>	<input type="checkbox"/>	
Fan shutdown	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke management/ Smoke control	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke damper operation	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke shutter release	<input type="checkbox"/>	<input type="checkbox"/>	
Door unlocking	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator recall	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator shunt trip	<input type="checkbox"/>	<input type="checkbox"/>	
MNS override of FA signals	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

**7.12 Alarm Initiating Device**

Device test results sheet attached listing all devices tested and the results of the testing

**7.13 Supervisory Alarm Initiating Device**

Device test results sheet attached listing all devices tested and the results of the testing

**7.14 Alarm Notification Appliances**

Appliance test results sheet attached listing all appliances tested and the results of the testing

**7.15 Supervisory Station Monitoring**

Description	Yes	No	Time	Comments
Alarm signal	<input type="checkbox"/>	<input type="checkbox"/>		
Alarm restoration	<input type="checkbox"/>	<input type="checkbox"/>		
Trouble signal	<input type="checkbox"/>	<input type="checkbox"/>		
Trouble restoration	<input type="checkbox"/>	<input type="checkbox"/>		
Supervisory signal	<input type="checkbox"/>	<input type="checkbox"/>		
Supervisory restoration	<input type="checkbox"/>	<input type="checkbox"/>		

FIGURE 14.6.2.4 Continued

**8. NOTIFICATIONS THAT TESTING IS COMPLETE**

Monitoring organization	Contact: _____	Time: _____
Building management	Contact: _____	Time: _____
Building occupants	Contact: _____	Time: _____
Authority having jurisdiction	Contact: _____	Time: _____
Other, if required	Contact: _____	Time: _____

**9. SYSTEM RESTORED TO NORMAL OPERATION**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**10. CERTIFICATION**

**10.1 Inspector Certification:**

This system, as specified herein, has been inspected and tested according to all NFPA standards cited herein.

Signed: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**10.2 Acceptance by Owner or Owner's Representative:**

The undersigned has a service contract for this system in effect as of the date shown below.

Signed: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

FIGURE 14.6.2.4 *Continued*

