

FIRE SAFETY SERVICES

FREE PREMISES RECORD

Fire Safety Logbook

A coordinated record for routine checks, testing, training, drills, defects, incidents and remedial action.

Jurisdiction	England
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IMPORTANT

This template is a recording framework, not a compliance certificate. It does not inspect the premises, supply competence or replace premises-specific professional advice. The responsible person remains responsible for ensuring the assessment is suitable and sufficient and that necessary precautions are implemented.

Free to use for managing your own premises. Do not remove the source, version or limitation notices when sharing a completed copy.

How to use this logbook

Use this logbook to show what was checked, by whom, the result and what happened when something was wrong. It should connect routine activity to a controlled defect and action process rather than becoming a collection of unexplained signatures.

A RECORD DOES NOT PROVE ADEQUACY

An entry does not establish that a test was performed correctly, that a system is suitably designed or that a defect was repaired. Follow the fire risk assessment, fire strategy, manufacturer instructions, applicable standards and competent service advice.

Logbook rules

- ☐ Use permanent, traceable entries; identify the person completing each check.
- ☐ Do not alter a result to make the record appear complete.
- ☐ Transfer every defect or impairment into the defect tracker with an owner and target.
- ☐ Attach or reference certificates, reports, photographs and contractor records.
- ☐ Keep shared responsible persons informed where systems or defects affect them.
- ☐ Back up digital records and retain superseded pages where they form part of the history.

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01 PREMISES AND RESPONSIBILITY

Premises name	
Full address and postcode	
Responsible person(s)	
Logbook owner	
Fire alarm contact	
Maintenance contacts	
Out-of-hours contact	
Assembly point(s)	
Current FRA reference/date	
Emergency-plan reference	

System and check schedule

System/area	Routine check	Competent service	Responsible role	Record location

02 FIRE ALARM WEEKLY TESTS

Use a different manual call point in rotation where appropriate. Record faults and unwanted outcomes.

Date/time	Call point / zone	Alarm and indicators	Monitoring notified	Result / defect ref	Initials

03 FIRE ALARM FAULTS, ISOLATIONS AND SERVICING

Record impairments, temporary controls, restoration and the competent-person report reference.

Opened	Fault / isolation	Areas affected	Interim control	Restored	Report / action ref

04 EMERGENCY-LIGHTING ROUTINE CHECKS

Record the defined function check, visible failures and resulting defect reference.

Date	Areas / test method	Result	Failures	Action ref	Initials

05 EMERGENCY-LIGHTING DURATION AND SERVICE TESTS

Retain the service report and record any recharge, restoration or occupancy controls.

Date	Test duration / scope	Result	Failed assets	Restored	Report / action ref

06 ESCAPE ROUTES, FINAL EXITS AND FIRE DOORS

Routine checks do not replace competent inspection where required.

Date	Area / door IDs	Routes/exits clear	Door condition / operation	Defect ref	Initials

07 EXTINGUISHERS AND OTHER FIRE-SAFETY SYSTEMS

Include visual checks and reference competent service records for equipment and specialist systems.

Date	Equipment / system	Location / asset	Check / service	Result / defect	Record ref

08 STAFF INDUCTION, INFORMATION AND TRAINING

Record the subject and competence appropriate to the person's role, not attendance alone.

Date	Name / team	Training subject	Method / provider	Assessment / outcome	Next review

09 FIRE DRILLS AND EVACUATION EXERCISES

Record who participated, what was observed and how learning became action.

Date/time	Scenario / areas	Participants	Outcome / time	Learning / action ref	Lead

Additional drill observations

10 FALSE ALARMS, FIRES AND NEAR MISSES

Investigate causes, protect evidence where necessary and update arrangements when learning affects risk.

Date/time	Event / location	Cause / investigation	Immediate response	People informed	Action / FRA review

11 DEFECTS, IMPAIRMENTS AND REMEDIAL ACTIONS

Do not close an item without evidence that the required outcome was achieved.

Ref	Opened / location	Defect / risk	Interim control	Owner / target	Status / evidence

12 CONTRACTORS, PERMITS AND HIGH-RISK WORK

Record fire-safety controls for hot work, isolations, temporary arrangements and reinstatement.

Date	Contractor / work	Permit / controls	Systems affected	Reinstated / checked	Contact / record

13 CERTIFICATES, REPORTS AND DOCUMENT REGISTER

Use stable references and retain the underlying document in an accessible controlled location.

Received	Document / system	Provider	Period covered	Expiry / next due	Storage / reference

14 RESPONSIBLE-PERSON PERIODIC REVIEW

Review period	
Reviewer	
FRA remains current	☐ Yes ☐ No ☐ Review/revision required
Emergency plan remains current	☐ Yes ☐ No
Immediate/high actions controlled	☐ Yes ☐ No
Interim precautions verified	☐ Yes ☐ No ☐ None
Maintenance/service evidence current	☐ Yes ☐ No
Training and drills current	☐ Yes ☐ No
Shared responsible persons informed	☐ Yes ☐ No ☐ Not applicable

Trends, recurring faults and significant concerns

Decisions, actions and FRA review triggers

Review approval

Next management review	
Name/signature	
Date	

Sources: GOV.UK fire-safety equipment, drills and training; Home Office guide for persons with duties under fire-safety legislation. Frequencies and records must reflect the actual systems, fire strategy, FRA, competent advice and current standards.