



## Fire Alarms – Monitoring and Logging of Tests

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<b>Scope</b>	This Standard Operating Procedure applies to all CFA members.
<b>Definitions</b>	<p>The following definitions apply to this Standard Operating Procedure:</p> <ul style="list-style-type: none"> <li>▪ <b>CFA member:</b> A person who is registered by the Authority as a volunteer officer or member of a brigade and/or a person who is employed by CFA.</li> </ul>
<b>Objective</b>	To establish the procedures for logging of fire alarm tests.
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. CFA responsibilities where alarm monitoring terminates             <ol style="list-style-type: none"> <li>1.1 Log name and company of tester, as well as date, time, premise and circuit.</li> </ol> </li> <li>2. Owner/Occupier responsibilities             <ol style="list-style-type: none"> <li>2.1 It is the responsibility of the system owners to comply with the Australian Standards.</li> <li>2.2 The testing of Automatic Fire Detection and Alarm Systems shall be as required in AS 1851.8 – 1987.</li> <li>2.3 AS 1851.8 – 1987 requires systems to be inspected, tested and maintained in accordance with the relevant procedures contained in the standard.</li> <li>2.4 Regular maintenance is classified into three (3) levels of procedure which shall be performed:                 <ol style="list-style-type: none"> <li>2.4.1 Weekly, only where:                     <ol style="list-style-type: none"> <li>2.4.1.1 The connection to the fire control station is not supervised; or</li> <li>2.4.1.2 The Regulatory Authority deems it necessary.</li> </ol> </li> <li>2.4.2 Monthly on all systems.</li> <li>2.4.3 Yearly on all systems.</li> </ol> </li> </ol> </li> </ol>
<b>Safety notes</b>	<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>
<b>Environmental notes</b>	<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>

Related Documents			Other Links and References	Delegations
Policies	Standing Orders	SOPs		
	Fires and Incidents – Management of		Country Fire Authority Act 1958 Country Fire Authority Regulations 2004 AS 1851.8 – 1987	

Date to be Reviewed:	Date to Cease:	Date Endorsed:	Endorsed By:
TBA	N/A	24 Jan 2005	Russell Rees Director of Operations/Chief Officer