Do not attempt to use this equipment until you have fully read and understood the full user manual which can be found on our website

User Responsibilities

Introduction
The responsible person (Premises management) is required under BS5839 to undertake certain tasks with respect to the testing and maintenance of the fire alarm system. The responsible person should also ensure that written procedures are in place for the actions to be taken by the occupants in a fire condition, and that staff required to operate the system have received adequate training. In a small building the fire procedures can be quite simple, but when larger premises are involved the fire procedures can become more complex and may involve the appointment of fire wardens, reporting procedures, various assembly points, etc.

The responsible person is also required to liaise with the building maintenance personnel to ensure that their work does not impair or otherwise affect the operation of the fire alarm system, and to ensure that a clear space is maintained in the vicinity of detectors, and call points remain unobstructed and conspicuous.

Routine Testing
The responsible person should also ensure that the following routine testing is carried out. If there is a link to a remote monitoring centre it will be necessary to advise the centre prior to a test, or use the control panel facilities to isolate the link. On larger systems it may be necessary to isolate building services interfaces to avoid disruption to the occupants. In any case the panel should provide audible and visual indication that parts of the system are disabled.

Daily
Check that the panel indicates normal operation and that any fault is recorded. Also check that the recorded faults have been dealt with.

Weekly
At least one detector or call point should be operated to test the ability of the control equipment to receive a signal and sound the alarm.
In practice it is far easier for the user to activate a manual call point, rather than a detector which requires special equipment. A different device should be tested each time if possible, such that each zone on the system is tested at least once in a 13 week period.
The results should be recorded in the log book.

Quarterly
'The *responsible person should ensure that every three months the following check is carried out by a competent* person'
In other words the system should be checked by a fire alarm service organisation. This may be the system installer or an approved maintenance company, and is normally arranged via a maintenance agreement which specifies the number of visits and the level of service. The agreement should also cover non-maintenance visits, e.g. call outs to attend faults, etc.
The standard specifies a number of maintenance tasks which include a visual inspection of the installation to ensure that there are no alterations or obstructions which could affect the operation of the system, and functional checks to confirm the operation of the system.
Any defects should be recorded in the log book and reported to the responsible person. A certificate of testing should also be completed and given to the responsible person.

Annual

The requirements of the annual test are similar to the quarterly test except that each device on the system should be tested. Different service organisations may undertake device testing on the same visit, ie. One major service and three minor service visits per year, or they may test a percentage of the devices on each visit so that they are all tested within the 12 month period.

Action by the user after a fire

Advise the servicing company and arrange for the system to be tested by them. A certificate of testing should be issued to confirm the system operation following the inspection and any remedial work that is necessary.

Action by the user after any false alarm

The user can assist the servicing company in the identification of false alarms by observing the following:

☐ Always make a note of all illuminated indicators and messages displayed at the control panel.

☐ Try and identify the activated device, i.e. Do not reset the system until the area of the incident has been inspected.

☐ Record any other incidents occurring at the same time which could affect the system, e.g. power supply failure, building works, etc.

The service organisation will be more likely to trace the false alarm if the above information is available.

Action by the user following a fault

When a fault is reported by the control panel, the user should note all illuminated LEDs and messages displayed, and the circumstances at the time the fault occurred, and report to the servicing company.

The service company will be able to advise if the system is still able to respond to a fire alarm or whether extra vigilance should be observed until the fault is rectified. Faults should not be left unreported.

What to do if …

The fire alarm sounds:

CARRY OUT THE PRESCRIBED FIRE EVACUATION PROCEDURE
WHEN IT IS SAFE TO DO SO silence the alarms and reset the system, having first established the cause of the alarm

1. Turn the key or enter code _____

2. The top right side of the display will change from NORM to USER

3. You now have access to the 4 red buttons

4. WHEN IT IS SAFE TO DO SO silence the alarms

5. After the cause of the alarm has been removed and WHEN IT IS SAFE TO DO SO reset the system
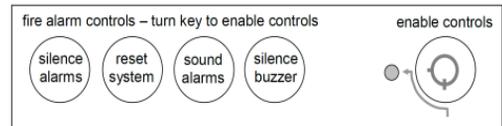
The buzzer sounds;

If the Buzzer sounds without the alarm sounders operating it is likely to be a fault or other abnormal condition

1. Follow steps 1 and 2 as above
2. You now have access to the 4 red buttons to SILENCE BUZZER
3. Make a note of all illuminated LEDs and displayed messages, record the time that the condition occurred (if known), and other events within the building, eg., power failure, contractors working, ect., (Refer to troubleshooting). Call the service company with as much information as possible

Routine service LED on

26-1707-01

. Weekly test needs completing
. Engineer service is due

Installation Details

This section should be completed by the commissioning engineer at handover

Name of Responsible Person:

Name and Address of Installation:

Ref. No. (if applicable):   Date of Handover:

Name and Address of Installer:

Tel:

Equipment:

Control Panel: Serial No.:

No. of Zones used: Mains Supply:

Access Level

(User) code:

(Supervisor) code:

Test Certificate number :

In an emergency call: Normal Hours: Out of Hours:

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Total No. of Devices:								
No. of Detectors:								
No. of Call Points:								
No. of Sounders:								
No. of I/O Interfaces:								

Technical Data

For specifications of the MAGDUO, please see the MAGDUO Manual.

Technical Support

Due to the complexity and inherent importance of a life risk type system, training on this equipment is essential, and commissioning should only be carried out by competent persons.

ESP's policy is one of continual improvement and the right to change a specification at any time without notice is reserved. Whilst every care has been taken to ensure that the contents of this document are correct at time of publication, ESP shall be under no liability whatsoever in respect of such contents. E&OE.

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