CAN/ULC S537-04

APPENDIX "A" ("C" INFORMATIVE)

C1. FIRE ALARM SYSTEM VERIFICATION REPORT

(Reference: Clause 3.1.6, 3.1.7, 3.2.2)

Electrical Permit No. **EL-** _____ Date: _____

Address: _____

New FAS ☐ Existing FAS ☐ **(See Note 1)**

System Manufacturer: _____ Model Number: _____

A	System provides single-stage operation.	**Yes** ☐	**No** ☐	
B	System provides two-stage operation.	**Yes** ☐	**No** ☐	
C	The *entire fire alarm system* has been verified in accordance with CAN/ULC-S537-04, *Standard for Verification of Fire Alarm Systems*.	**Yes** ☐	**No** ☐	**N/A** ☐
D	This is a partial verification for a partial occupancy.	**Yes** ☐	**No** ☐	**N/A** ☐
E	Components of the existing *Fire Alarm System* have been modified or replaced with components from a different manufacturer and are compatible with the existing *Fire Alarm System* components. (See Note 2)	**Yes** ☐	**No** ☐	**N/A** ☐
F	This is a partial verification for a *Fire Alarm System* that has been replaced in stages.	**Yes** ☐	**No** ☐	**N/A** ☐
G	This is a verification of a portion of an existing *Fire Alarm System* verified in accordance with Section 6, *System Modifications*.	**Yes** ☐	**No** ☐	**N/A** ☐
H	Installed in accordance with the design and CAN/ULC-S524, *Standard for the Installation of Fire Alarm Systems*.	**Yes** ☐	**No** ☐	**N/A** ☐
I	The *Fire Alarm System* documentation is on site and includes a description of the system.	**Yes** ☐	**No** ☐	**N/A** ☐
J	The *Fire Alarm System* is now fully functional without deficiencies. (See Note 3)	**Yes** ☐	**No** ☐	**N/A** ☐
K	The *Fire Alarm System* is connected to an acceptable central monitoring station via a supervised circuit of a ULC listed transmitter approved for the purpose. If "Yes", the name and location of the central monitoring station is: _____ ULC "Central Station Fire Protective Signalling Service" Certificate Number: _____ which is issued for the above noted central monitoring station address **is** ☐ **is not** ☐ attached.	**Yes** ☐	**No** ☐	**N/A** ☐
L	Comments: _____			
M	A copy of this report will be given to: _____ who is the owner or owner's representative for this *building*.	**Yes** ☐	**No** ☐	

CERTIFICATION

This certifies that the information contained in this *Fire Alarm System Verification Report* (which incorporates the attached _____ pages) is correct and complete. The system and equipment described here-in was tested/inspected in conformance with CAN/ULC-S537-04 by a qualified technician. The equipment was left in an operational condition except as noted above. A copy of this report must be maintained on the premises for examination by the Fire Marshal, Building Inspector, or other *Authority Having Jurisdiction* at their request.

Verified By:	**Contact Information:**	
Technician		
Certification Criteria (or Stamp)	Certificate Number:	

NOTES:

1. Extent of Verification of the existing FAS: _____

2. If "Yes", ULC test report/compatibility listing is attached.

3. The identified deficiencies relate to:

☐ (a) the existing portion of the FAS not covered by the scope of work under the above referenced permit.

☐ (b) the newly installed FAS (or modified/added portion of FAS) under the above referenced permit.

Company Logo Company Contact Information	**Date of Service:**	**Last Service Date:**	
	Audit ☐	**Verification** ☐	**Special Inspection** ☐
	Single Stage ☐	**Two Stage** ☐	**Direct Connection** ☐ yes ☐ no
	Manufacturer:		**Model Number:**
Building Name/Project Number/Legal Description:	**Contact Person:**		**Phone:** **Fax:**
Address:	**Owner/Strata Number:**		**Phone:** **Fax:**
City: / **Postal Code:**	**Monitoring/Central Station:**		**Phone:** **Fax:**

"Yes"- Acceptable "No" - Unacceptable "NA" - Not Applicable

Yes	No	General Summary
☐	☐	The fire alarm system is now fully functional with ☐ without ☐ deficiencies.
☐	☐	Remarks concerning the fire alarm system have been made.
☐	☐	The fire alarm system was installed prior to 1992.
☐	☐	The fire alarm system has been tested in accordance with ULC CAN4-S537-04.
☐	☐	The system is labelled as having been tested in accordance with ULC CAN4-S537-04.
☐	☐	Sequence of operation confirmed and tested.

Yes	No	Documentation
☐	☐	Instructions for resetting the system and silencing the alarm signals.
☐	☐	Instructions for silencing the trouble signal and action to be taken when the trouble signal sounds.
☐	☐	Description of the function of each operating control and indicator on the fire alarm control unit.
☐	☐	Description of the area or fire zone protected by each alarm detection circuit.
☐	☐	Description of alarm signal operation.
☐	☐	Description of ancillary equipment controlled by the fire alarm system.

Yes	No	NA	Off-Site Monitoring Checklist (Detail exceptions in "Comments" area below.)
☐	☐	☐	Monitoring connections are properly supervised.
☐	☐	☐	The communicator is ULC listed for fire alarm monitoring.
☐	☐	☐	The Monitoring/Central Station is ULC listed for fire alarm monitoring.
☐	☐	☐	The Monitoring/Central Station is approved by the Local Jurisdictional Authority.
☐	☐	☐	Check that signals were received at the central monitoring facility.
☐	☐	☐	The installation is ULC certificated. The last inspection date was:

Certificate No.: Expiry Date: Servicing Agency:

Communicator Type: DVACS/Direct ☐ Dual-Line Digital ☐ Radio ☐ Cellular ☐ Single-Line Digital ☐

Signal Types Received: Alarm ☐ Supervisory ☐ Trouble ☐ Tamper ☐ Other:

Note: Ensure that the number of signals received is not limited by event (this feature is often called "Swinger Shutdown" and **must be disabled**). The station may request a limit on the number of signals systems generate during testing. Please note this request in the "Comments" area below and ensure full functionality is restored following completion of testing.

Remarks/Comments

The information on this form (and in the documents attached here-to) attest to the fact that the equipment listed here-in was tested/inspected in conformance with applicable codes, bylaws, standards, and the manufacturer's requirements by a qualified technician. The equipment was left in an operational condition except as noted in the spaces marked "comments". This document has been provided to the building owner (or their authorized representative) who has acknowledged receipt of same below. A copy should be maintained on the premises for examination by the Fire Marshal or Inspector at their request.

Company Name			
Technician	**Date**	**Permit Number**	**Owner or Authorized Agent**

Date:		☐ Audit ☐ Verification
Building Name:		Address:

"✓" = Yes - Tested correctly "X" = No - Did not test correctly (NO answers are detailed in "Comments/Remarks") "NA" = Not applicable

C5.1 Control Unit or Transponder Tests

Location: _____

_____ Power on visual indicator operates?
_____ Common visual trouble signal operates?
_____ Common audible trouble signal operates?
_____ Trouble signal silence switch operates?
_____ Main Power supply failure trouble signal operates?
_____ Ground fault tested on positive and negative trouble signal?
_____ Alert signal operation?
_____ Alarm signal operation?
_____ Automatic transfer from alert signal to alarm signal?
_____ Manual transfer from alert signal to alarm signal?
_____ Automatic transfer from alert to alarm signal "cancel" feature?
_____ Acknowledge switch operation?
_____ Alarm signal silence inhibit?
_____ Alarm signal manual silence operation?
_____ Alarm signal silence visual indication?
_____ Alarm signal silence operates when EVAC system activated?
_____ Alarm signal when silenced will automatically reinstate on subsequent alarm? ☐ In same zone ☐ In other zone/circuit
_____ Alarm signal silence automatic cut-out timer?
_____ Audible, visual, alert, and alarm signals programmed and operate as per manufacturer's design and specification?
_____ Input circuit alarm and supervisory operation including audible and visual indicator?
_____ Input circuit supervision fault causes a trouble indication?
_____ Output circuit alarm indicators operate?
_____ Output circuit supervision fault causes a trouble indication?
_____ Visual indicator test (lamp test)?
_____ Coded signal sequence operate not less than the required number of times and the correct alarm signal thereafter.
_____ Coded signal sequences are not interrupted by subsequent alarms?
_____ Ancillary circuit by-pass will result in a trouble signal?
_____ Input circuit to output circuit operation including ancillary device circuits, for correct program operation as per manufacturer's design and specification (Appendix "C")?
_____ Alarm, trouble, & supervisory relays function correctly?
_____ Relay terminal voltages within manufacturer's specifications?
_____ Fire alarm reset function operates?
_____ Main power to emergency power supply transfer?
_____ Dead-front panel(s) in place & as per manufacturer's spec?
_____ Control unit interconnection to monitoring station?
Is an AC disconnecting switch installed? YES ☐ NO ☐
(ULC CAN4-S524 restricts this, but some AHJ's will accept it)

C5.4 Control Unit or Transponder Condition Inspection

_____ Input circuit designations, correctly identified in relation to connected field devices?
_____ Output circuit designations correctly identified in relation to connected field devices?
_____ Designations for common control functions & indicators?
_____ Cabinet, plug-in components and modules securely in place?
_____ Plug-in cables securely in place?
_____ Clean and free of dust and dirt?
Record date, revision and version of Firmware & Software
Date: _____ Rev: _____ Version: _____

_____ Fuses in accordance with Manufacturer's specification?
_____ Control unit lock?
_____ Termination points from wiring to field devices secure?
_____ Power & field wiring properly terminated to panel ground lug?
_____ Panel adequately grounded?
_____ Dead-front panel(s) in place & as per manufacturer's spec?

Generator Power Supply

_____ Provides power to AC circuit serving the fire alarm?
_____ Trouble condition at the emergency generator shall result in an audible common trouble signal and a visual indication at the required annunciator?

C5.2 Emergency Voice Communication Inspection/Tests

_____ Power on indicator?
_____ Common visual trouble signal?
_____ Common audible trouble signal?
_____ Trouble signal silence switch?
_____ All call voice paging including visual indicator?
_____ Output circuits for selective voice paging and visual indication?
_____ Output circuits for selective voice paging trouble operation Including visual indication operates?
_____ Microphone including press to talk switch?
_____ Operation of EVAC system does not interfere with initial inhibit time of alert and/or alarm signal.
_____ All call voice paging operates on emergency power?
_____ Failure of one amplifier causes system to automatically transfer to backup amplifier.
_____ Circuits for emergency telephone call in operation (including audible and visual indication) tested?
_____ Emergency telephone for operation, including clarity of two way voice communication tested?
_____ Circuits for emergency telephones trouble operation?
_____ Emergency telephone call-in lamp?
_____ Emergency telephone call-in audible signal?
_____ All telephone zone select switches individually tested?
_____ Individual telephone zone select indicators?
_____ Operating instruction clearly visible?
_____ Lockable release mechanism is intact?
_____ Over-ride key accessible?

C5.9 Sequential Display Inspection and Testing

_____ Individual alarm, supervisory and trouble inputs are clearly indicated and separately designated? (Exception: Operation of each individual alarm and supervisory zone indication lights the identical indicators at the other annunciators and sequential displays.) **See Note 18.**
Specify confirmation method: _____

_____ Individual alarm and supervisory input designation labels are properly identified?
_____ Alarm input overrides supervisory and trouble input?
_____ Supervisory input overrides trouble input?
_____ Display can be manually advanced?
_____ First alarm is clearly identified each time it is displayed.
_____ Alarm and supervisory input is retrievable until system reset?

Other Fixed Extinguishment Systems

_____ Verify operation of the output contacts initiates the specified function at the FA control unit.

Date:		☐ Audit ☐ Verification
Building Name:		Address:

"✓" = Yes - Tested correctly "X" = No - Did not test correctly (NO answers are detailed in "Comments/Remarks") "NA" = Not applicable

C5.8 Annunciator Inspection & Tests

Location:

- Power on indicator?
- Displays are easily visible for responding personnel to view?
- Individual alarm and supervisory zone indication?
- Individual alarm and supervisory zone indication labels?
- Common trouble signal?
- Visual indicator test (lamp test feature)?
- Visual indicator colours comply with Table 3?
- Multi-line sequential display operates as per Appendix C5.9?
- Input wiring from control unit is supervised?
- Alarm signal silence visual indicator?
- Switches for ancillary function operate as intended?
- Other ancillary function visual indicators?
- Manual activation of alarm signal and indication (Drill Test)?

C5.6 Power Supply Inspection

Location:

- Conforms to CAN/ULC-S524, Safety Standard for Electrical Installations C22.1 & Canadian Electrical Code Pt. 1 Section 32.
- Fused with manufacturer's marked rating for the system?
- Equipped with the identified disconnect means.
- Adequate to meet the requirements of the system?
- Dead-front panel(s) in place & as per manufacturer's spec?
- Ancillary devices powered from a separate source from FAS?
- Ancillary devices powered from designated FAS power supply?
- Mains circuit breaker properly labelled & painted red?

Breaker Location:

C5.10 Remote Trouble Unit Tests and Inspection

Location:

- Input wiring from control unit is supervised?
- Visual trouble signal?
- Audible trouble signal?
- Audible trouble signal silence?

C5.7 Stand-by Battery Condition Inspection & Testing

Location:

Battery type and size (in AH):

Battery Voltages

AC power on:		DC Volts
AC power off:		DC Volts
AC power off (full alarm):		DC Volts

Battery Currents (Amperage)

AC power on:		DC mA
AC power off:		DC mA
AC power off (full alarm):		DC A

- Correctly sized to provide 24 hours stand-by & 30 ☐ or 120 ☐ minutes alarm operation in accordance with Code?
- Inspected for physical damage?
- Terminals clean and tight?
- Batteries fused? YES ☐ NO ☐ **(See note 19)**
- Correct Electrolyte level?

Record specific gravity (wet cells):

- Electrolyte leaks?
- Adequately ventilated?

Installation date:

- Disconnection causes trouble signal?
- Labeled as "Primary Control Battery" or "Battery #1"?

Battery testing performed:

- (1) Supervisory load for 24 hrs followed by full load operation.
- (2) Silent test using load resistor
- (3) Silent accelerated test

Required battery capacity: AH

C5.8 Annunciator #2 Inspection & Tests

Location:

- Power on indicator?
- Displays are visible in the installed location?
- Individual alarm and supervisory zone indication?
- Individual alarm and supervisory zone indication labels?
- Common trouble signal?
- Visual indicator test (lamp test feature)?
- Visual indicator colours comply with Table 3?
- Multi-line sequential display operates as per Appendix C5.9?
- Input wiring from control unit is supervised?
- Alarm signal silence visual indicator?
- Switches for ancillary function operate as intended?
- Other ancillary function visual indicators?
- Manual activation of alarm signal and indication (Drill Test)?

C5.6 Power Supply #2 Inspection

Location:

- Conforms to CAN/ULC-S524, Safety Standard for Electrical Installations C22.1 & Canadian Electrical Code Pt. 1 Section 32.
- Fused with manufacturer's marked rating for the system?
- Equipped with the identified disconnect means.
- Adequate to meet the requirements of the system?
- Dead-front panel(s) in place & as per manufacturer's spec?
- Ancillary devices powered from a separate source from FAS?
- Ancillary devices powered from designated FAS power supply?
- Mains circuit breaker properly labelled & painted red?

Breaker Location:

C5.10 Remote Trouble Unit #2 Tests and Inspection

Location:

- Input wiring from control unit is supervised?
- Visual trouble signal?
- Audible trouble signal?
- Audible trouble signal silence?

C5.7 Stand-by Battery #2 Condition Inspection & Testing

Location:

Powers: Signal CCT ☐ EVAC ☐ Aux. Functions ☐

Battery type and size (in AH):

Battery Voltages

AC power on:		DC Volts
AC power off:		DC Volts
AC power off (full alarm):		DC Volts

Battery Currents (Amperage)

AC power on:		DC mA
AC power off:		DC mA
AC power off (full alarm):		DC A

- Correctly sized to provide 24 hours stand-by & 30 ☐ or 120 ☐ minutes alarm operation in accordance with Code?
- Inspected for physical damage?
- Terminals clean and tight?
- Batteries fused? YES ☐ NO ☐ **(See note 19)**
- Correct Electrolyte level?

Record specific gravity (wet cells):

- Electrolyte leaks?
- Adequately ventilated?

Installation date:

- Disconnection causes trouble signal?
- Labeled as "Battery #2"?

Battery testing performed:

- (1) Supervisory load for 24 hrs followed by full load operation.
- (2) Silent test using load resistor
- (3) Silent accelerated test

Required battery capacity: AH

Date:		☐ Audit ☐ Verification
Building Name:		Address:

"✓" = Yes - Tested correctly "X" = No - Did not test correctly (NO answers are detailed in "Comments/Remarks") "NA" = Not applicable

C5.8 Annunciator #3 Inspection & Tests

Location:

- Power on indicator?
- Displays are visible in the installed location?
- Individual alarm and supervisory zone indication?
- Individual alarm and supervisory zone indication labels?
- Common trouble signal?
- Visual indicator test (lamp test feature)?
- Visual indicator colours comply with Table 3?
- Multi-line sequential display operates as per Appendix C5.9?
- Input wiring from control unit is supervised?
- Alarm signal silence visual indicator?
- Switches for ancillary function operate as intended?
- Other ancillary function visual indicators?
- Manual activation of alarm signal and indication (Drill Test)?

C5.6 Power Supply #3 Inspection

Location:

- Conforms to CAN/ULC-S524, Safety Standard for Electrical Installations C22.1 & Canadian Electrical Code Pt. 1 Section 32.
- Fused with manufacturer's marked rating for the system?
- Equipped with the identified disconnect means.
- Adequate to meet the requirements of the system?
- Ancillary devices powered from a separate source from FAS?
- Ancillary devices powered from designated FAS power supply?
- Dead-front panel(s) in place & as per manufacturer's spec?
- Mains circuit breaker properly labelled & painted red?

Breaker Location:

C5.10 Remote Trouble Unit #3 Tests and Inspection

Location:

- Input wiring from control unit is supervised?
- Visual trouble signal?
- Audible trouble signal?
- Audible trouble signal silence?

C5.7 Stand-by Battery #3 Condition Inspection & Testing

Location:

Powers: Signal CCT ☐ EVAC ☐ Aux. Functions ☐

Battery type and size (in AH):

Battery Voltages		
AC power on:		DC Volts
AC power off:		DC Volts
AC power off (full alarm):		DC Volts
Battery Currents (Amperage)		
AC power on:		DC mA
AC power off:		DC mA
AC power off (full alarm):		DC A

- Correctly sized to provide 24 hours stand-by & 30 ☐ or 120 ☐ minutes alarm operation in accordance with Code?
- Inspected for physical damage?
- Terminals clean and tight?
- Batteries fused? YES ☐ NO ☐ **(See note 19)**
- Correct Electrolyte level?

Record specific gravity (wet cells):

- Electrolyte leaks?
- Adequately ventilated?

Installation date:

- Disconnection causes trouble signal?
- Labeled as "Battery #3"?

Battery testing performed:

- (1) Supervisory load for 24 hrs followed by full load operation.
- (2) Silent test using load resistor
- (3) Silent accelerated test

Required battery capacity: AH

C5.8 Annunciator #4 Inspection & Tests

Location:

- Power on indicator?
- Displays are visible in the installed location?
- Individual alarm and supervisory zone indication?
- Individual alarm and supervisory zone indication labels?
- Common trouble signal?
- Visual indicator test (lamp test feature)?
- Visual indicator colours comply with Table 3?
- Multi-line sequential display operates as per Appendix C5.9?
- Input wiring from control unit is supervised?
- Alarm signal silence visual indicator?
- Switches for ancillary function operate as intended?
- Other ancillary function visual indicators?
- Manual activation of alarm signal and indication (Drill Test)?

C5.6 Power Supply #4 Inspection

Location:

- Conforms to CAN/ULC-S524, Safety Standard for Electrical Installations C22.1 & Canadian Electrical Code Pt. 1 Section 32.
- Fused with manufacturer's marked rating for the system?
- Equipped with the identified disconnect means.
- Adequate to meet the requirements of the system?
- Ancillary devices powered from a separate source from FAS?
- Ancillary devices powered from designated FAS power supply?
- Dead-front panel(s) in place & as per manufacturer's spec?
- Mains circuit breaker properly labelled & painted red?

Breaker Location:

C5.10 Remote Trouble Unit #4 Tests and Inspection

Location:

- Input wiring from control unit is supervised?
- Visual trouble signal?
- Audible trouble signal?
- Audible trouble signal silence?

C5.7 Stand-by Battery #4 Condition Inspection & Testing

Location:

Powers: Signal CCT ☐ EVAC ☐ Aux. Functions ☐

Battery type and size (in AH):

Battery Voltages		
AC power on:		DC Volts
AC power off:		DC Volts
AC power off (full alarm):		DC Volts
Battery Currents (Amperage)		
AC power on:		DC mA
AC power off:		DC mA
AC power off (full alarm):		DC A

- Correctly sized to provide 24 hours stand-by & 30 ☐ or 120 ☐ minutes alarm operation in accordance with Code?
- Inspected for physical damage?
- Terminals clean and tight?
- Batteries fused? YES ☐ NO ☐ **(See note 19)**
- Correct Electrolyte level?

Record specific gravity (wet cells):

- Electrolyte leaks?
- Adequately ventilated?

Installation date:

- Disconnection causes trouble signal?
- Labeled as "Battery #4"?

Battery testing performed:

- (1) Supervisory load for 24 hrs followed by full load operation.
- (2) Silent test using load resistor
- (3) Silent accelerated test

Required battery capacity: AH

Date:		☐ Audit ☐ Verification
Building Name:		Address:

"✓" = Yes - Tested correctly "X" = No - Did not test correctly (NO answers are detailed in "Comments/Remarks") "NA" = Not applicable

C3 Field Devices & Related Circuits Test & Inspection

_____ Each device is free of damage, foreign substance & mechanically supported independent of wiring?
_____ Each device tested while connected to control unit?
_____ Manual Pull stations tested?
_____ Two stage pull stations tested and functions confirmed?
_____ Heat detectors tested to ULC CAN4-S537 (5.3.1, 5.3.2, 5.3.3)

C3 Smoke Detectors & Powered Devices

_____ Inspected for cleanliness?
_____ Sensitivity tested (record results in the Device Test Record).
_____ Tested for Operation?
_____ Remote indicator units inspected and tested?
_____ Status change confirmation inspection and tested?
_____ Air duct smoke detectors tested to ULC 537 5.4.4?
_____ Beam type smoke detectors for actuation & sensitivity?
_____ Flame detectors inspected and tested?
_____ Combination detectors inspected and tested?
_____ Automatic detectors – other types - inspected & tested for:
_____ a) alarm initiation
_____ b) correct orientation so as to detect the anticipated hazard
_____ c) sensitivity tested (record results in the Device Test Record).
_____ **All tested devices are compatible with the control panel.**
_____ Exceptions **are** identified on the Device Test Record.

C4 Data Communication Link (DCL) Test

_____ Confirm that a trouble signal is generated for "open DCL loop" at the *Common Control Panel* ☐ *Transponder* ☐
_____ Fault Isolation Modules tested for opens/shorts on both device side and "source" side and "fault" and "alarm" conditions are confirmed.
_____ Correct number of field devices per Isolator Module?
_____ Alarm and supervisory trouble conditions are received at the common control unit under a single ground fault on each conductor independently.
_____ DCL operation confirmed between Common Control & Transponders during a "short condition" on other transponders in the loop (where Isolator Modules are used) between:
_____ (1) each pair of Control Units
_____ (2) Control Unit to Transponder
_____ (3) each pair of Transponders

_____ Alarm signal from both sides of a single open fault condition?
_____ Alarm signal received during a *general* ground fault condition?
_____ Is addressable device operation unimpeded by ground fault?

Water Flow Detection devices

_____ a) Tested by appropriate water flow means
b) Time delay: _____ Seconds (not to exceed 60)

Supervisory Devices

_____ Shut-off valves tested and result in trouble signal?
_____ Low pressure supervisory device inspected and tested?
_____ Low water supervisory device inspected and tested?
_____ Low temperature supervisory device tested?
_____ Each power loss (i.e. fire pump and air compressor) tested?

Supervisory Devices (Other Types)

_____ Inspected and tested as per manufacturer requirements?

Signal Appliances

_____ Shall be individually inspected and tested for operation, proper installation, supervision, tampering and/or obstruction.
_____ Intelligibility (clarity) of voice messages confirmed?
_____ Audibility of alert, alarm and voice messages checked?
_____ Visual signal appliances individually inspected & tested?
_____ Combination type appliances individually inspected & tested?

C5.11 Printer Testing

_____ Operation as intended?
_____ Zone of each alarm initiating device is correctly printed?
_____ Rated voltage is present?
_____ Events and acknowledgements are automatically printed?
_____ Time and date is recorded by the printer?
_____ Each event is recorded as they occur?
_____ System records status changes with loss of data?
_____ Paper advances automatically such that print record is visible?
_____ Printer operates under loss of main power supply?
_____ Printer is monitored for "low paper" and "paper out"?

Smoke Alarms

_____ Powered by un-switched "AC"?
_____ Battery operated? Batteries Replaced? YES ☐ NO ☐
_____ Interconnection function tested (multiple station alarms)?
_____ Audibility of alarm sounder checked?
_____ Testing method: Canned Smoke ☐ Test Button ☐
Exceptions are identified on the Device Test Record.

Building Emergency Planning Documentation

_____ Fire emergency instructions posted and clearly visible?
_____ List of tenants requiring assistance reviewed and in place?
The Fire Safety Officer is: _____

_____ Is all required documentation in place & properly secured?
_____ Is required monthly testing being done & documented?
Date of last monthly test: _____

C5.12 Ancillary Device Testing (See Note 20)

_____ Circuit: Corridor Damper(s) (list separately)
_____ Circuit: ☐ Elevator homing ☐ Alternate floor homing
Elevator No. _____ is the designated Fireman's Elevator.
_____ Circuit: Front Door Release
_____ Circuit (other): _____
_____ Circuit (other): _____
_____ Circuit (other): _____

_____ Circuit: Make-up Air Unit(s) (list separately) Shutdown
_____ Circuit: Corridor Door Holders (list separately)
_____ Circuit: Stairwell Pressurization Unit(s) (list separately)
_____ Circuit: Exhaust Fan Unit(s) Operation (list separately)
_____ Circuit (other): _____
_____ Circuit (other): _____
_____ Circuit (other): _____

Date:		☐ Audit ☒ Verification
Building Name:		Address:

"✓" = Yes - Tested correctly "X" = No - Did not test correctly (NO answers are detailed in "Comments/Remarks") "NA" = Not applicable

C5.5 Large Scale Network Systems

_____ Verify control units or transponders serve the same area for both input and output circuits.

_____ Verify control units or transponders with stand-alone capability have signal silence, reset, and trouble silence switches with visual indicators.

_____ Verify degraded mode operation and visual indicators.

_____ Verify stand-alone mode operation and visual indicators.

_____ Confirm that between any nodes the following faults result in a trouble signal at each node and that under these conditions, continued receipt of alarm and supervisory signals are able to be processed.

Ground Fault: ☐ Yes ☐ No

Single Open Circuit Fault: ☐ Yes ☐ No

Wire-to-wire Short Circuit Fault: ☐ Yes ☐ No

Test of degraded mode capability in which a data communication failure is simulated, creating two (2) network segments for confirmation of the following operations:

_____ i. Operate alarm signals in accordance with the system operation sequence;

_____ ii. Maintain synchronization of alert and alarm signals;

_____ iii. Operate local relays in control units or transponders connected to ancillary devices, as required;

iv. Confirm operation of:

Acknowledge Switch: ☐ Yes ☐ No ☐ NA

Reset Function Switch: ☐ Yes ☐ No ☐ NA

Signal Silence Switch: ☐ Yes ☐ No ☐ NA

Trouble Silence Switch ☐ Yes ☐ No ☐ NA

_____ All visual and audible indicators function locally?

C5.3 Required System Response Times

_____ Audible and visual signal appliances operate within ten (10) seconds?

_____ Subsequent input operated within ten (10) seconds?

_____ Remote connection operated within ten (10) seconds?

_____ Releasing device start of sequence operated within ten (10) seconds?

_____ Required annunciation operated within ten (10) seconds?

_____ Subsequent input operated within ten (10) seconds?

_____ Required central alarm and control facility output operated within ten (10) seconds?

_____ Subsequent input operated within ten (10) seconds?

_____ Ancillary circuits operated within ten (10) seconds?

_____ Subsequent input operated within ten (10) seconds?

C3 General Electrical Survey and Condition Inspection

_____ Field device at the electrically furthest point from the power source (in every circuit) receives rated power in accordance with manufacturer's specifications.

_____ Replaceable over-current devices are of the correct rating.

_____ Wire type and gauge in accordance with equipment manufacturer's installation wiring at all system terminations.

_____ Correct circuit polarities.

_____ Open circuit fault on a conventional device circuit causes a trouble signal at the common control.

_____ Class "A" circuits serving conventional field devices were tested for the capability of providing an alarm signal on each side of an open circuit fault condition at a point electrically remote from the common control.

ADDITIONAL NOTES:

4. Smoke detector sensitivity measurement should be recorded in the "Remarks" column of the Individual Device Test Record. Analog smoke detectors may report their obscuration level (sensitivity) to the fire alarm's common control. This information should be retrieved and recorded in the "Remarks" column.
5. Status change, including time delay (where applicable), should be recorded in the "Remarks" column.
6. Duct smoke detector pressure differential should be confirmed and recorded in the "Remarks" column. Detector tubes must be pulled and their alignment confirmed. Record any discrepancies in the "Remarks" column.
7. Time delay setting of water flow switch should be recorded in the "Remarks" column.
8. Sprinkler supervisory switches should cause a "trouble" condition to be annunciated. This should be a latching type trouble (or "supervisory trouble") only restorable by pressing "Reset" on the fire alarm control panel. Exceptions must be noted in "Comments".
9. Upper and lower pressure setting of supervisory devices should be recorded in the "Remarks" column.
10. Low temperature setting should be recorded in the "Remarks" column.
11. Identify the specific ancillary devices in the "Remarks" column.
12. Where possible, identify the date a fire detector is changed. If housing discolouration is noted, attempt to identify the source and note the date of manufacture. Heat detectors whose labels are missing, faded and unreadable, or painted are considered failed and require replacement. This information should be noted in the "Remarks" column.
13. Identify type and function of each addressable device in the "Remarks" column.
14. Charging currents in excess of 100 mA will significantly shorten the service life of Ni-Cad and sealed lead acid batteries.
15. Relays tied to listed fire alarm equipment initiating/supervisory circuits must be properly supervised. Note exceptions in "Comments".
16. The system's documentation should provide information concerning the number of addressable devices that are connected to each isolator. Ensure this number does not exceed the Manufacturer's requirements. Any exceptions should be noted in "Comments".
17. The building owner/manager must maintain the records for the Verification on site for inspection by the local authority.
18. Operation of each annunciator or sequential display must be confirmed visually.
19. Stand-by batteries that are remotely located more than twelve (12) meters from the Fire Alarm Common Control must be fused (or installed in accordance with the manufacturer's recommendations or requirements).
20. The tests reported on this form may not include actual operation of attached ancillary devices. Please see "Remarks/Comments" section on the last page of this report.

Any exceptions to the above are noted in the "Remarks/Comments" area on the last page of this report.

Individual Device Record

Date:		☐ **Audit** ☐ **Verification**	
Building Name:		**Address:**	

Column Legend			
A	Correctly installed	D	Annunciator indication confirmed
B	Unit requires service, repair, missing, or cleaning	E	Circuit number or address
C	Alarm operation confirmed	F	Supervision and ground fault detection
		G	Smoke detector sensitivity

"✓ " Yes - Acceptable "X" No – Unacceptable (Explain NO answers in comments) "Dash" - Not applicable

Location	Device	A	B	C	D	E	F	G	Remarks

Device Testing – Legend, Notes, and Comments

Date:		☐ **Audit**	☐ **Verification**
Building Name:		**Address:**	

Device	Description	Type	Model No.
M	Manual Pull station		
HD	Heat detector, restorable or non restorable, fixed temperature (12)		
RHD	Heat detector, restorable, rate-of-rise thermostat (12)		
S	Ionization type system smoke detector (4)		
PS	Photo-electric type system smoke detector (4)		
DS	Duct smoke detector (4, 5, 6)		
FS	Sprinkler flow switch (7)		
FPS	Sprinkler flow pressure switch (7)		
TS	Sprinkler valve supervisory tamper switch (8)		
LA	Low Air supervisory device (9)		
LT	Low Temperature supervisory device (10)		
EOL(R)	End-of-Line Resistor ("EOLR" indicates "Power Supervision Relay")		
SA	Smoke alarm (single or multi-station type)		
B	Bell		
H	Horn		
V	Visual alarm device (strobe, corridor indicator)		
BZ(S)	Mini Buzzer (a "BZS" indicates "silenceable" type)		
SP	Cone type speaker		
HSP	Horn type speaker		
ET	Emergency Telephone		
AV	Combination Audible/Visual Device (i.e. Horn/Strobe Unit)		
OD	Other Type of Detector		
DM	Damper Motor		
R	Relay		
RPM	Remote Point Module (13)		
SRIM	Single Point Remote Initiating Module		
DRIM	Dual Input Remote Initiating Module		
SCIM	Signal Circuit Isolation Module		
RPIM	Remote Point Isolator Module (16)		
SCRM	Signal Circuit Remote Module		
RRM	Remote Relay Module		
AD	Other Ancillary Device (11)		
HTC(R)	Heat Trace Controller (or relay type)		

Remarks/Comments