

BI-WEEKLY INSPECTION REPORT**Annexure-D**

Month:		Year :		Facility Name :		
S.No	Check Points	First Week	Second Week	Third Week	Fourth Week	Fifth Week
1.	Clean the control panel. Verify whether any fault indication lamp is on. If it is on with or without an alarm, investigate and rectify the fault					
2.	Check the power supply of all the panel installed.					
3.	Check the healthiness of battery. log battery voltage					
4.	Check battery terminal and replace old petroleum gel with fresh gel to prevent corrosion if required.					
5.	Check that the system operates under mains failure condition by switching of the mains supply to the FACP panel and testing any zone for fault / fire condition from the panel. Confirm that the audio-visual alarm comes up in the FACP panel. Restore mains supply after the test.					
6.	Clean and operate a call point & two detectors to test the system. Each week choose a different detectors/device so that all detectors are tested. log the Detector /Device No tested every week.					
7.	Check whether signals of fire and fault condition are transmitted from main control panel to fire station.					
8.	Check whether all panel lamps are working by the "panel lamp test button" in each panel.					
9.	Check the hooters/sounders/speakers.					
10.	Date of Inspection:					
11.	Name & Signature with date: AMC personnel					
12.	Signature with date : Incharge Fire service, VSSC					
13.	SPECIFIC OBSERVATIONS					

Note:

1. All the details to be entered during the weekly inspection of particular system and wherever values are monitored same shall be recorded.
2. The checklist is essential for clearing the weekly inspection payment bill and same need to be enclosed along with bill.
3. Any fault or specific observation noted during the weekly inspection shall be immediately informed to focal point, CSD.