Notes on the Major changes in BS 5266-1: 2016

Introduction

The introduction section of the standard explains that UK legislation imposes a duty on persons, including employers and other persons who have control of premises, to carry out risk assessments and to take such precautions as to ensure as far as reasonably practicable the safety of the occupants.

The standard responds to the increasing recognition of the application of emergency lighting to assist the safety of occupants who stay in premises during a mains supply failure. The standard now covers the use of emergency lighting when occupants are not evacuated immediately, this is referred to as emergency safety lighting, as well as conventional emergency escape lighting for evacuation purposes this may require additional luminaires.

The introduction emphasises the importance of the fire risk assessment. The objective of the fire risk assessment is to reduce the hazards in a building as far as possible It is performed by the assessor considering all the risks in premises, these risks should be balanced by appropriate fire protection systems
The nature of the risks will determine the most effective mix of protection systems but as nearly all premises will be used outside daylight hours they will need emergency lighting as part of the protection. The emergency lighting may also be needed to assist the operation of the other safety systems for example by illumination fire alarm call points and control panels. Higher levels may be required by occupants with disabilities.

The new revision of BS 5266-1 now also addresses the risks that occupants face if they stay put in premises while there is a failure of the normal lighting supply, and there is no other risk identified.

It may be decided they can stay for up to 2 hours then to evacuate during the remaining 1-hour capacity in these cases the system must be correctly tested to ensure that the 3-hour design capacity will be available. (this procedure has been in common use for cinemas and theatres for a considerable time)

In some premises evacuation, may be impracticable unless an emergency condition occurs, in these cases it may be decided to conduct the occupants to a relatively safe location. This procedure still needs provision of protection in case an emergency requiring evacuation occurs during the supply failure.

This can be provided by use of switched luminaires retaining 1-hour evacuation capacity or by trained fire wardens who are equipped with safety hand lamps complying to BS EN 60598-2-22 escorting occupants to safety.
In some locations during daylight the risk may be considered to be minimal in which case supervisors with adequate training will need to ensure evacuation takes place before daylight fails, these premises should be checked to ensure that occupants escape routes do not pass through any parts of the central core without natural illumination by windows etc.

The introduction section explains the use and formats of Emergency Safety lighting

depending on the risk and the system the occupants might be allowed to stay in premises in the event of failure of the supply to the normal lighting until;

A) There is only 1-hour duration left in the emergency lighting system
B) The system allows occupants to be directed or escorted to a low risk location
C) If the risk is minimal e.g. if there is adequate daylight in the building.

Format of the standard

Fire safety legislation defines how BS 5266-1 is applied.

- It is no longer a rigid prescriptive requirement
- Now compliance with BS 5266-1 is an essential input for most premises to enabling the Responsible Person to demonstrate to auditing authorities' adequate precautions are installed.
- The assessment should be regularly reviewed (typically every 12 months) so the latest issue of the code of practice BS 5266-1 should be used to consider if premises need upgrading.

This part of BS 5266 is not applicable to dwellings; its provisions, however, are applicable to common access routes within multi-storey dwellings.

1 Revised Scope

The Scope of BS 5266-1 has been extended to cover occupants remaining in premises during a mains supply failure.

It gives recommendations and guidance on the factors that need to be taken into account in the design, installation and wiring of electrical emergency lighting systems, in order to provide the lighting performance needed for safety of people in the building in the event of failure of the supply to the normal lighting.

2 The normative references were updated as required

3 Definitions

The list of definitions has been extended to cover the new recommendations

3.1 Borrowed light. The assistance from borrowed light is clarifies that when it comes from an adjacent emergency light this is acceptable.

However other sources such as street lighting are increasingly being switched off for energy saving so they should not be relied on in a new installation. In an existing installation that relied on another source then it should be re-assessed as part of the regular revisions of the fire risk assessment in case of doubt additional emergency luminaires are recommended.

3.3 Competent person is someone with the relevant current training and experience, with access to the requisite tools, equipment and information so they are capable of carrying out the required tasks.

3.7 Emergency Safety lighting - that part of emergency lighting that provides illumination to protect occupants who remain in premises during a supply failure. This light level and duration would be decided by the Risk Assessor / User depending on the type of occupants and activities that will take place. The role of the competent engineer is to advise on the suitable illumination and luminaire locations to suit this application.

4 Consultation

Consultation between the responsible person, the owner/developer and/or occupier of the premises, the architect, the lighting engineer, the installation contractor, the enforcing Authorities and any others concerned, should be arranged at a very early stage.

It should define the way in which the system is intended to operate, including information as to whether the premises are to be evacuated immediately in the event of failure of the supply to the normal lighting, or whether occupants are likely to stay put in the premises.

In addition, the user may benefit from the safety lighting in a number of ways such as by enabling occupants to continue to fulfil useful functions such as answering phones, serving at a bar etc. It also assists staff to monitor stock against opportunist theft.

Conditions which may affect the system should also be considered to ensure that the system provides the designed level of protection to the users.

5 Illumination for emergency lighting conditions

Illumination levels for the escape from the premises and design conditions remain generally the same but the following clarifications are added

5.2.6 Open areas now it is clarified that open areas which have an inner room should be provided with emergency lighting as this area is an escape route from the inner room. Guidance is given that risk assessors should consider the need for emergency lighting to compensate for the increased risks resulting from high levels of occupancy, underground or

windowless rooms or those with an escape route passing through or those which require switching off other equipment before leaving.
5.2.7 High risk areas These requirements were previously identified in BS EN 1838 they are now expanded in BS 5266-1 they cover the illumination for people of potentially dangerous processes the note clarifies that the requirement is a minimum of 10% of the normal lighting but based on the assessment higher levels may be needed.
5.2.8.1 Points of emphasis to align with BS EN 1838 this section now also includes illumination of escape equipment for disabled people, refuges and disabled call points. Also to align with BS 7273-4 it includes the manual controls to release electronically locked doors.
5.2.9 Signs should be illuminated to the requirements in ISO 3864-4:2011this should apply for both self-illuminated and remote illuminated signs which all need to be adequately visible in both mains healthy and mains supply failed conditions.

5.3 Emergency safety Lighting. If the premises are not fully evacuated in the event of a failure of the normal lighting supply additional measures to those used to provide emergency escape lighting this may include coverage of rooms that will be occupied during the supply failure or the need for higher light levels as determined by a risk assessment for the activities taking place. Guidance given in the standard for the use to conduct activities can provide a useful guide of suitable levels of illumination (Annex E)

6 The emergency lighting design principles remain the same

7 Power supply and equipment This section has been expanded from just covering batteries to the whole sector of power supply, the appropriate standards for equipment are given. There is also a section now on the use of Generators which have an important place in providing standby systems the section details the particular safety requirements when generators are used as the only source of emergency lighting

8 Wiring system and circuits, 9 Application for typical premises, 10 Emergency design procedures and 11 Certificates and log book have been up dated to include current practices and relevant standards.

12 Routine inspections and tests This new section brings into the main body of the standard essential warnings of the need to take appropriate precautions during tests and subsequent recharge to protect occupants while the emergency lighting is not 100% available. It also clarifies the action that users can consider to keep their premises protected while repairs are being conducted.

13 Service and repair of emergency lighting systems
13.1 Actions that should be taken by the responsible person this section advises users on the action to be taken to check the supply if charge indicators fail and on the replacement of black ended fluorescent lamps.
13.2 Action to be taken by the competent person to repair luminaires advising on likely areas of failure and precautions to check that the correct replacement batteries are used
13.3 Advice is now given on specialist components servicing
13.4 There is a strong recommendation that essential service spares should be kept on site to minimise system down time in the event of a failure.

The annexes cover the following areas
Annex A (informative) Summary of standards covering emergency lighting
Annex B (informative) Developments in emergency lighting application and technology
Annex C (informative) Guidance on the application of emergency lighting systems Annex D (informative) Measuring illuminance of emergency lighting
Annex E (informative) Typical illuminance for specific locations
Annex F (informative) Emergency lighting classifications
Annex G (informative) Guidance on illuminance measurements and calculations Annex H (informative) Model completion certificate
Annex I (informative) Model certificate for completion of small new installations
Annex J (informative) Emergency lighting log book
Annex K (informative) Model certificate for verification of existing installations
Annex L (informative) Additional guidance on the compliance checklist and report for an existing site
Annex M (informative) Model periodic inspection and test certificate

Note because of the importance in providing appropriate documentation of emergency lighting systems. BSI permits the reproduction by individual users of BS 5266-1:2016, Figures H.1, H.2, H.3, H.4, I.1, I.2, K.1, K.2, M.1, M.2 and M.3. This reproduction is only permitted where it is necessary for the user to use the sample certificates given in the figures during each application of the standard.

Additional notes on the Maintenance of emergency lighting systems

When initially installed to BS5266-1:2016 the emergency lighting system should come with a Log Book, installers guarantee, and manufacturers guarantees for individual components but these will eventually expire and a program of periodic maintenance is the only way to ensure that the system remains operating as originally intended.
Older systems which may have been diligently installed and maintained and work correctly may not have a Log Book or indeed any records of the design and equipment selection process and it is also unlikely that a full Risk Assessment history will be available. In this case discussion with the owner of the premises (or his agent) is required to determine the way forward. It is not intended that a system which operates correctly but lacks records be condemned and replaced rather the way forward would be retrospective Risk Assessment and information gathering on component parts and design information (where this is still available) to show correct design. In many cases the use of space/height tables will allow systems to be quickly verified.
At each maintenance visit the first step is to obtain the Log Book (See Annex J) from the owner of the premises (or his agent) to familiarize yourself with the system, its design parameters, any problems, practical or technical, that have occurred since the last visit (or since handover if this is the first maintenance visit), any modifications made to the system or the environment in which it is working (such as stock racks being relocated closer together in a system which has luminaires installed in aisles), and any proposed works which may affect the system so that advice can be given. It may be necessary to discuss Log Book entries with the owner of the premises or his agent to obtain a clear understanding.
Where alterations to the system have been made or components replaced (particularly where failed components are obsolete and have been replaced with current components) Log Book information may not have been updated and this should be done as part of the maintenance visit.

NOTE:- Where alterations have been made to the system, or where damage to the system has been repaired, the owner of the system may have sought the best cost option. Whilst this may maintain full functionality of the system peripheral items like updating the Log Book may not have been included in the price. Alternatively, the owner, knowing a maintenance visit was due, may have deliberately chosen to delay updating to minimise costs.

The next step is to carry out a visual inspection of the system to ensure that, for example: -

(a) there are no damaged luminaires (which may not be picked up where automatic testing is used);
(b) no luminaires have been given a full or partial coat of paint when ceilings were decorated especially where very small, flush mounted LED luminaires are used;
(c) test switches have not been damaged
(d) hanging signs introduced since handover or the last maintenance visit do not restrict distribution of light;
(e) tall items of furniture introduced since handover or the last maintenance visit have not effectively turned, for example, an open plan office into a cellular office.

The object is to determined what has physically changed since the system was designed, what effect it has on performance of the system (if any) and what needs to be done to restore the system to its intended functionality. This may be as simple as relocation hanging signs,

relocation or reorientation of items of furniture, or relocation of test switches away from trucking routes, but in some cases additional luminaires may be required. Where a system has not been regularly maintained or where no Log Book data is available it may be necessary to carry out a survey and issue a Verification of Existing Installation certificate (see Annex K) and prepare a Log Book (see Annex J).

The next step is to carry out electrical and functionality tests in accordance with other parts of this document and the latest edition of BS7671 and issue the appropriate documentation including updating of the Log Book.

Model documents are shown across the next few pages. Hochiki Europe has supplied these as examples, and the responsible person should assess the suitability of these documents before use.

H.1 Model completion certificate

Serial Number:……...

EMERGENCY LIGHTING COMPLETION CERTIFICATE
For New Installations

Occupier/owner.....
.....

Address of premises
.....
……
……

Declaration of Conformity
In consequence of acceptance of the appended declarations, I/we* hereby declare that the emergency lighting system installation, or part thereof, at the above premises conforms, to the best of my/our* knowledge and belief, to the appropriate recommendations given in BS 5266-1:2016, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838:2013 *Lighting applications – Emergency lighting* and BS EN 50172:2004, *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.
* Delete as appropriate.
Signed, on behalf of owner/occupier .....
Name.....

Deviations from standards

Declaration (Design, installation or verification)	**Clause number**	**Details of deviation**

This Certificate is only valid when accompanied by current:
a) Signed declaration(s) of design, installation and verification, as applicable (see overleaf).
b) Photometric design data. This can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to meet worst case requirements.
- Authenticated spacing data such as ICEL 1001 registered tables**.
- Calculations as detailed in Annex G and CIBSE/SLL Guide LG12***.
- Appropriate computer print of results.

c) Test log book.
**Available from Industry Committee for Emergency Lighting, Stafford Park 7 Telford TF3 BQ.
***Available from Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

Note **The general declaration shown in H.1 is to be completed by the responsible person, after the separate design, installation and verification certificates shown in H.2, H.3 and H.4 have been completed by the competent person who carried out the work.**

Figure H.2 – Model completion certificate – Design – Declaration of conformity				
BS 5266-1: 2016	**Recommendations Any failures of conformity should be covered by a deviation System conforms**	**YES**	**NO**	**N/A**
4.2	**D1** Accurate plans available showing escape routes, fire alarm control panel, call points and fire extinguishers			
5.2.9	**D2** Escape route signs in accordance with BS EN ISO 7010 and BS 5499-4 and other safety signs in accordance with BS EN ISO 7010 and BS 5499-10, clearly identifiable and adequately illuminated			
6.7	**D3** The luminaires conform to BS EN 60598-2-22			
5.2.8.1	**D4** Luminaires located at following positions: NOTE Near means within 2 m horizontally. a) At each exit door intended to be used in an emergency b) Near stairs so each tread receives direct light c) Near any other change in level d) externally illuminated escape route signs, escape route direction signs and other safety signs needing to be illuminated under emergency lighting conditions e) At each change of direction f) at intersections of corridors g) Near to each final exit and outside the building to a place of safety h) Near each first aid post i) Near each piece of fire-fighting equipment and call point j) Near escape equipment provided for disabled people k) Near refuges and call points, including include two-way communication systems and disabled toilet alarm call position l) Near manual release controls provided to release electronically locked doors			
6.3	**D5** At least two luminaires illuminating each compartment of the escape route			
5.2.8.3 **5.2.8.4** **5.2.8.5** **5.2.8.6** **5.2.8.7**	**D6** Additional emergency lighting provided where needed to illuminate: a) Lift cars b) Moving stairways and walkways c) Toilet facilities larger than 8 m^2 floor area or without borrowed light, and those for disabled use d) Motor generator, control and plant-rooms e) Covered car parks			
6.7.3	**D7** Design duration adequate for the application			
10.6; **10.7**; Clause **11**	**D8** Operation and maintenance instructions and a suitable log book produced for retention and use by the building occupier			
5.2.5; 5.2.6; 5.2.7 **5.3.2**	**D9** At least the minimum illuminance provided for escape routes, open areas and high risk task areas **D10** At least the minimum illuminance provided for emergency safety lighting			

Deviations from standards (to be entered on Completion Certificate)

Clause number	Details of deviation

Signature of person making design conformity declaration..,,

For and on behalf of .... Date..

H. 3 – Model completion certificate – Installation – Declaration of conformity

Serial Number:……..

Installation – Declaration of conformity

BS 5266-1: 2016 clause reference	Recommendations	System conforms (if NO, record a deviation)		
		YES	NO	N/A
Clause **5**	**IN1** The system installed conforms to the agreed design			
6.1	**IN2** All non-maintained luminaires fed or controlled by the final circuit supply of their local normal mains lighting			
6.4	**IN3** Luminaires mounted at least 2 m above the floor			
6.4	**IN4** Luminaires mounted at a suitable height to avoid being located in smoke reservoirs or other likely area of smoke accumulation			
5.2.9 **5.2.9.1** **5.2.9.2**	**IN5** Safety signs provided as follows: a) Escape route signs in accordance with BS EN ISO 7010 and BS 5499-4, adequately illuminated and identifiable b) Other safety signs in accordance with BS EN ISO 7010 and BS 5499-10, adequately illuminated and identifiable			
8.2	**IN6** The wiring of central power systems has adequate fire protection and is appropriately sized			
8.3.5	**IN7** Output voltage range of the central power system is compatible with the supply voltage range of the luminaries, taking into account supply cable voltage drop			
8.2.12	**IN8** All plugs and sockets protected against unauthorized use			
8.3.3	**IN9** The system has suitable and appropriate testing facilities for the specific site			
Clause **11**	**IN10** The equipment manufacturers' installation and verification procedures satisfactorily completed			
Clause **8**	**IN11** The system conforms to BS 7671			

Deviations from standards
(to be entered on Completion Certificate)

Clause number	Details of deviation

Signature of person making installation conformity declaration.....

For and on behalf of .....
Date.....

H. 4 – Model completion certificate – Verification – Declaration of conformity

Serial Number:……..

Verification – Declaration of conformity

BS 5266-1: 2016	**Recommendations System conforms (if NO, record a deviation)**	YES	NO	N/A
4.2	**V1** Plans available and correct			
8.3.3	**V2** System has a suitable test facility for the application			
5.2.9	**V3** All escape route safety signs and fire-fighting equipment location signs, and other safety signs identified from risk assessment, visible with the normal lighting extinguished			
Clause **5**	**V4** Luminaires correctly positioned and oriented as shown on the plans			
6.7.1 and Annex F	**V5** Luminaires conform to BS EN 60598-2-22			
6.7.1 and Annex F	**V6** Luminaires have an appropriate category of protection against ingress of moisture or foreign bodies for their location as specified in the system design			
Clause **12**	**V7** Luminaires tested and found to operate for their full rated duration			
Clause **12**	**V8** Under test conditions, adequate illumination provided for safe movement on the escape route and the open areas, paths under emergency safety lighting, and operations within high risk task areas NOTE This can be checked by visual inspection and checking that the illumination from the luminaires is not obscured and that minimum design spacings have been met.			
Clause **12**	**V9** After test, the charging indicators operate correctly			
8.2	**V10** Fire protection of central wiring systems satisfactory			
8.2.6	**V11** Emergency circuits correctly segregated from other supplies			
10.6; **10.7**; Clause **11**	**V12** Operation and maintenance instructions together with a suitable log book showing a satisfactory verification test provided for retention and use by the building occupier			

Deviations from standards
(to be entered on Completion Certificate)

Clause number	**Details of deviation**

Signature of person making verification conformity declaration.....

For and on behalf of .....
Date.....

I. 1– Model certificate for completion of small new installations – General declaration

Serial Number:……..

EMERGENCY LIGHTING SMALL* NEW INSTALLATIONS AND EXISTING SITE COMPLIANCE CERTIFICATE

For Small New Installations up to 25 Self-contained luminaires

Occupier/owner.....
.....

Address of premises
.....
.....
.....

Declaration of Conformity

In consequence of acceptance of the appended declarations, I/we* hereby declare that the emergency lighting system installation, or part thereof, at the above premises conforms, to the best of my/our* knowledge and belief, to the appropriate recommendations given in BS 5266-1:2016, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838:2013 *Lighting applications – Emergency lighting* and BS EN 50172:2004, *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.

* Delete as appropriate.

Signed, on behalf of owner/occupier .....

Name.....

Deviations from standards

Declaration (Design, installation or verification)	**Clause number**	**Details of deviation**

This Certificate is only valid when accompanied by current:

a) Signed declaration(s) of design, installation and verification, as applicable (see overleaf).
b) Photometric design data. This can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to meet worst case requirements.

Authenticated spacing data such as ICEL 1001 registered tables**.
Calculations as detailed in Annex G and CIBSE/SLL Guide LG12***.
Appropriate computer print of results.

c) Test log book.

*New works are deemed to be small when involving installations of up to 25 new emergency lighting luminaires

**Available from Industry Committee for Emergency Lighting, Ground Floor, Westminster Tower, 3 Albert Embankment, London, SE1 7SL.

***Available from Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

Note **The general declaration shown in I.1 is to be completed by the responsible person, after the separate design, installation and verification certificate shown in I.2, has been completed by the competent person who carried out the work.**

I.2 – Model certificate for completion of small new installations – Checklist /report

Site Address			Responsible Person		
BS 5266-1: 2016 clause	Engineer Function D-Designer, I-Installer, V-Verifier D,I,V	**Check of categories and documentation**	Inspection Date **YES**	**NO**	**N/A**
4.2	D,V	Are plans of the system available and correct?			
6.7	D,V	Has the system been designed for the correct mode of operation category?			
6.7	D,V	Has the system been designed for the correct emergency duration period?			
Clause **11**	D,V	Is a completion certificate available with photometric design data?			
Clause **11**	D,I,V	Is a test log book available and are the entries up to date?			
		Check of design			
4.1; 5.2.8	D,I,V	Are the correct areas of the premises covered to meet the risk assessment?			
5.2.8	D,I,V	Are all hazards identified by the risk assessment covered?			
5.2.8	D,I,V	Are there luminaires sited at the “points of emphasis”?			
5.2.2	D,I,V	Is the spacing between luminaires compliant with authenticated spacing or design data?			
5.2.9	D,I,V	Are the emergency exit signs and escape route direction signs correct and the locations of other safety signs to be illuminated under emergency conditions identified?			
6.1	D,I,V	Do all non-maintained luminaires operate on local final circuit failure?			
6.3	D,V	Is there illumination from at least two luminaires in each compartment?			
6.4	I,V	Are luminaires at least 2 m above floor and avoiding smoke reservoirs?			
5.8.2.5; **5.8.2.6**	D,V	Are additional luminaires located to cover toilets, lifts, plant rooms, etc.?			
		Check of the quality of the system components and installation			
6.7	D,I,V	Do the luminaires conform to BS EN 60598-2-22?			
6.7	D,I,V	Do any converted luminaires conform to BS EN 60598-2-22?			
6.7	D,I,V	Do luminaires have a suitable degree of protection for their location?			
Clause **8**	I,V	Does the installation conform to the good practice defined in BS 7671?			
8.2.12	D,I,V	Are any plugs or sockets protected against unauthorized use?			
		Test facilities			
8.3.3	D,V,I	Are the test facilities suitable to test function and duration?			
8.3.3	D,I,V	Are the test facilities safe to operate and do not isolate a required service?			
8.3.3	D,I,V	Are the test facilities clearly marked with their function?			
8.3.3	D,I,V	If an automatic test system is installed, does it conform to BS EN 62034?			
10.7	D,V	Are the user’s staff trained and able to operate the test facilities and record the test results correctly?			
		Final acceptance to be conducted at completion			
Clause **12**	D,I,V	Does the system operate correctly when tested?			
10.7	D,I,V	Has adequate documentation been provided to the user?			
10.7	D,I,V	Is the user aware of action they should take in the event of a test failure?			
Action recommended or deviation to be reported:					
Name of competent person making the declaration of conformity (please print) …….. Signature of the competent person …… For and on behalf of……..……Date……					

K.1 – Model certificate for completion of existing installations – General declaration

Serial Number:……..

EMERGENCY LIGHTING EXISTING SITE COMPLIANCE CERTIFICATE
For Verification of Existing Installations

Occupier/owner.....
.....
Address of premises
.....
.....
.....

Declaration of Conformity

In consequence of acceptance of the appended declarations, I/we* hereby declare that the emergency lighting system installation, or part thereof, at the above premises conforms, to the best of my/our* knowledge and belief, to the appropriate recommendations given in BS 5266-1:2016, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838:2013 *Lighting applications – Emergency lighting* and BS EN 50172:2004, *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.

* Delete as appropriate.

Signed, on behalf of owner/occupier .....
Name.....

Deviations from standards

Declaration (Design, installation or verification)	**Clause number**	**Details of deviation**

This Certificate is only valid when accompanied by current:

d) Signed declaration(s) of design, installation and verification, as applicable (see overleaf).
e) Photometric design data. This can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to meet worst case requirements.

Authenticated spacing data such as ICEL 1001 registered tables**.
Calculations as detailed in Annex G and CIBSE/SLL Guide LG12***.
Appropriate computer print of results.
Site test light readings
f) Test log book.

*New works are deemed to be small when involving installations of up to 25 new emergency lighting luminaires

**Available from Industry Committee for Emergency Lighting, Ground Floor, Westminster Tower, 3 Albert Embankment, London, SE1 7SL.

***Available from Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

Note **The general declaration shown in K.1 is to be completed by the responsible person, after the separate design, installation and verification certificate shown in K.2, has been completed by the competent person who carried out the work.**

K.2 – Model certificate for verification of existing installations – Checklist and report					
Site Address			Responsible Person		
BS 5266-1: 2016 clause ref.	Engineer Function D-Designer, I-Installer, V-Verifier		Inspection Date		
	D,I, V	**Check of categories and documentation**	**YES**	**NO**	**N/A**
4.2	D,V	Are plans of the system available and correct?			
6.7	D,V	Has the system been designed for the correct mode of operation category?			
6.7	D,V	Has the system been designed for the correct emergency duration period?			
Clause **11**	D,V	Is a completion certificate available with photometric design data?			
Clause **11**	D,I, V	Is a test log book available and are the entries up to date?			
		Check of design			
4.1; 5.2.8	D,I, V	Are the correct areas of the premises covered to meet the risk assessment?			
5.2.8	D,I, V	Are all hazards identified by the risk assessment covered?			
5.2.8	D,I, V	Are there luminaires sited at the “points of emphasis”?			
5.2.2	D,I, V	Is the spacing between luminaires compliant with authenticated spacing or design data?			
10.3; **10.7**	D,I, V	If authenticated spacing data is not available for existing installations, are estimates attached and acceptable?			
5.2.9	D,I, V	Are the emergency exit signs and escape route direction signs correct and the locations of other safety signs to be illuminated under emergency conditions identified?			
6.1	D,I, V	Do all non-maintained luminaires operate on local final circuit failure?			
6.3	D,V	Is there illumination from at least two luminaires in each compartment?			
6.4	I,V	Are luminaires at least 2 m above floor and avoiding smoke reservoirs?			
5.8.2.5;,**6**	D,V	Are additional luminaires located to cover toilets, lifts, plant rooms, etc.?			
		Check of the quality of the system components and installation			
6.7	D,I, V	Do the luminaires conform to BS EN 60598-2-22?			
6.7	D,I, V	Do any converted luminaires conform to BS EN 60598-2-22?			
6.7	D,I, V	Do luminaires have a suitable degree of protection for their location?			
Clause **8**	I,V	Does the installation conform to the good practice defined in BS 7671?			
8.2.1	D,I, V	For centrally powered systems, is the wiring fire-resistant?			
8.2.12	D,I, V	Are any plugs or sockets protected against unauthorized use?			
7.2	D,I,	If a central power supply unit is used, does it conform to			

	V	BS EN 50171?			
8.3.3	D,V, I	Are the test facilities suitable to test function and duration?			
8.3.3	D,I, V	Are the test facilities safe to operate and do not isolate a required service?			
8.3.3	D,I, V	Are the test facilities clearly marked with their function?			
8.3.3	D,I, V	If an automatic test system is installed, does it conform to BS EN 62034?			
10.7	D,V	Are the user's staff trained and able to operate the test facilities and record the test results correctly?			
		Final acceptance to be conducted at completion			
Clause 12	D,I, V	Does the system operate correctly when tested?			
10.7	D,I, V	Has adequate documentation been provided to the user?			
10.7	D,I, V	Is the user aware of action they should take in the event of a test failure?			
10.7	D,I, V	Are any deviations fully documented and are they still acceptable?			
Action recommended or deviation to be reported:					

Results of the inspection ……..... ……....	Signed…… ……

M.1 – Model emergency lighting inspection and test certificate

Emergency Lighting Inspection and Test Certificate For systems designed to BS 5266-1 and BS EN 50172/BS 5266-8			
WARNING **Full duration tests involve discharging the batteries, so the emergency lighting system will not be fully functional until the batteries have had time to recharge. For this reason, always carry out testing at times of minimal risk, or only test alternate luminaires at any one time.**			
System manufacturer Contact phone number			
System installer Contact phone number			
Competent engineer responsible for verification and annual tests			Phone number
Site address			
Responsible person			
Date the system was commissioned			
Details of system mode of operation	Non-maintained		
	Non-maintained luminaires, maintained signs		
	Maintained		
	Other		
Duration of system	..... Hours	Is automatic test system fitted?	Y/N
Details of additions or modifications to the system or the premises since original installation			
Addition or modification			**Date**

Action to be taken on finding a failure

- The supplier of the system or a competent engineer should be contacted to rectify the fault.
- A risk assessment of the failure should be conducted; this should evaluate the people who will be at increased risk and the level of that risk. Based on this data and, if necessary, advice from the Fire Authority, the appropriate action should be taken.
- Action may be:
  - To warn occupants to be extra vigilant until the system is rectified
  - To initiate extra safety patrols
  - To issue torches as a temporary measure
  - In a high-risk situation, to limit use of all or part of the building

NOTE Test programs for identifying early failures can reduce the chances of failure of two adjacent luminaires at the same time.

M.2 Model emergency lighting inspection and test record

Emergency Lighting Inspection and Test Record **Site:**		**Sheet number:**		
Test types:	C = Commissioning and verification test			
	M = Monthly test (see BS EN 50172:2004/BS 5266-8:2004, **7.2.3**)			
	A = Annual test (see BS EN 50172:2004/BS 5266-8:2004, **7.2.4**)			
Date of test	**Test type**	**Result – Test Passed No action needed**	**Result – Test Failed see M3**	
			Need for repair of system notified	**Need for safeguarding of premises notified**
		Sign below *	Sign below*	Sign below*
	C			
	M – 1st month			
	M – 2nd month			
	M – 3rd month			
	M – 4th month			
	M – 5th month			
	M – 6th month			
	M – 7th month			
	M – 8th month			
	M – 9th month			
	M – 10th mnth			
	M – 11th mnth			
	A – 1st year			
	M – 1st month			
	M – 2nd month			
	M – 3rd month			
	M – 4th month			
	M – 5th month			
	M – 6th month			
	M – 7th month			
	M – 8th month			
	M – 9th month			
	M – 10th mnth			
	M – 11th mnth			
	A – 2nd year			
	M – 1st month			
	M – 2nd month			
	M – 3rd month			
	M – 4th month			
	M – 5th month			
	M – 6th month			
	M – 7th month			
	M – 8th month			
	M – 9th month			
	M – 10th mnth			
	M – 11th mnth			
	A – 3rd year			

M.3 – Model emergency lighting fault action record

Emergency Lighting Fault Action Record		**Sheet number:**	
Contact references	**Contact name**	**Phone number**	
Equipment supplier:			**For replacement parts**
Maintenance engineer:			**Competent engineer**
Responsible person:			**Site control**

Date of failure	**Action taken to safeguard the premises** (Details and signature)	**Action taken to rectify the system** (Details and signature)	**Date system repaired**