Sample Forms

HSB Global Standards
Professional Loss Control

HSB Professional Loss Control
P.O. Box 585, Kingston, Tennessee 37763-0585

FIRE PROTECTION EQUIPMENT WEEKLY SELF-INSPECTION REPORT

PLANT	DATE INSPECTED
LOCATION	FILE NUMBER
INSPECTED BY	REVIEWED BY

1. WATER SUPPLY, SECTIONAL AND SPRINKLER SYSTEM CONTROL VALVES

VALVE NUMBER	FUNCTIONAL CONTROL	VALVE OPENED/ LOCKED	MONTHLY VALVE SPRING TEST	COMMENTS	VALVE NUMBER	FUNCTIONAL CONTROL	VALVE OPENED/ LOCKED	MONTHLY VALVE SPRING TEST	COMMENTS

2. FIRE PUMPS

FIRE PUMP NUMBER	TYPE	STARTED AUTOMATICALLY		OPERATED FOR (minutes)	CHURN PRESSURE (psi)	WEEKLY CHECKLIST COMPLETED		COMMENTS
		Yes	No			Yes	No	
		"✓"	"✓"			"✓"	"✓"	

3. WATER SUPPLY TANKS

TANK NUMBER	TANK FULL		HEATER WORKING		COMMENTS
	Yes	No	Yes	No	
	"✓"	"✓"	"✓"	"✓"	

4. PUBLIC WATER

PUBLIC WATER SUPPLY IN SERVICE? (Give pressure)

☐ Yes ☐ No PSI.

FIRE DEPARTMENT CONNECTION ACCESSIBLE, CAPS IN PLACE, COUPLINGS FREE TO ROTATE

COMMENTS

5. SPECIAL EXTINGUSHING SYSTEMS

SYSTEM NUMBER/ HAZARD PROTECTED	TYPE OF SYSTEM	IN SERVICE		NOZZLES UNOBSTRUCTED		MANUAL PULL ACCESSIBLE		DATE LAST SERVICED/ TESTED	COMMENTS
		Yes	No	Yes	No	Yes	No		
		"✓"	"✓"	"✓"	"✓"	"✓"	"✓"		

6. FIRE DOORS

FIRE DOOR NUMBER	LOCATION	FIRE DOOR IN GOOD CONDITION		CLOSING DEVICE OPERABLE		FIRE DOOR BLOCKED OPEN/ OBSTRUCTED		COMMENTS
		Yes	No	Yes	No	Yes	No	
		"✓"	"✓"	"✓"	"✓"	"✓"	"✓"	

HOUSEKEEPING DISCREPANCIES

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FIRE PUMP WEEKLY INSPECTION CHECKLIST

PLANT			DATE INSPECTED
LOCATION			
PUMP NUMBER	TYPE	MAKE OF PUMP	LOCATION OF PUMP
RATED FLOW	RATED PRESSURE	RATED SPEED	INSPECTED BY

SECTION A — ALL PUMP INSTALLATIONS

NO.	DESCRIPTION	YES	NO
1	Is jockey pump controller switch on?	"✓"	"✓"
2	Is jockey pump running normally?		
3	Is fire pump controller in "automatic" position?		
4	Does pump start automatically upon drop in pressure?		
5	Is pump starting pressure proper (psi)?		
6	Is "churn pressure" normal (psi)?		
7	Is circulation relief valve operating at churn pressure?		
8	Are pump bearings and seals running at the proper operating temperatures?		
9	Did local and remote pump running alarms and supervisory (pump in "off" position) signals operate properly?		
10	Is valve to hose header shut, and drained?		
11	Is pump room free of excess combustibles?		
12	Is pump room adequately heated?		

SECTION B — INTERNAL COMBUSTION ENGINE-DRIVEN FIRE PUMP

1	Is weekly program timer operating properly?		
2	Did the engine cooling water system discharge?		
3	Is primary cooling water valve sealed open? Is manual bypass placarded?		
4	Did the pump start on each set of batteries?		
5	Is liquid at proper level in all batteries?		
6	Are battery hydrometer readings within acceptable limits?		
7	Is each battery pilot light on?		
8	Is battery charger functioning properly?		
9	Is fuel tank full?		
10	Is valve on fuel tank discharge sealed open?		
11	Is lubricating oil level correct?		
12	Is engine coolant level correct?		
13	Did low oil pressure alarm test satisfactorily		
14	Did high engine temperature alarm test satisfactorily?		
15	Did interruption of AC power to the controller cause engine to start or initiate a remote supervisory signal?		
16	Is controller locked, and are keys accessible to authorized personnel?		
17	Was pump run for 30 minutes?		
18	Did engine achieve and maintain proper operating temperature?		

SECTION C — ELECTRIC MOTOR-FIRE PUMP

NO.	DESCRIPTION	YES	NO
1	Is power "available" light on??	"✓"	"✓"
2	Was pump run for a minimum of 7 minutes?		
3	Did AC power supervisory alarm test satisfactorily?		
4	Did emergency power source operate correctly?		

SECTION D — STEAM-DRIVEN FIRE PUMP

1	Is proper supply of lubrications on hand, and is lubication system operable?		
2	Is sufficient steam pressure available at pump inlet?		
3	Was the pump run for a minimum of 5 minutes?		

REMARKS

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FIRE PROTECTION EQUIPMENT QUARTERLY SELF-INSPECTION REPORT - Sprinkler Systems

PLANT | DATE INSPECTED

LOCATION | FILE NUMBER

INSPECTED BY | REVIEWED BY

7. SPRINKLER SYSTEMS

SPRINKLER SYSTEM NUMBER	AREA PROTECTED	2" DRAIN TEST		ALARMS WORKING				DRY PIPE VALVES		REMARKS
		Static Pressure	Residual Pressure	Local		Remote		Air Pressure	QOD Open	
				Yes	No	Yes	No			
				"✓"	"✓"	"✓"	"✓"			

ADDITIONAL COMMENTS/RECOMMENDATIONS

(Use reverse side for additional information)

SPRINKLER SYSTEM NUMBER	AREA PROTECTED	2" DRAIN TEST		ALARMS WORKING				DRY PIPE VALVES		REMARKS
		Static Pressure	Residual Pressure	Local		Remote		Air Pressure	QOD Open	
				Yes	No	Yes	No			
				"✓"	"✓"	"✓"	"✓"			

ADDITIONAL COMMENTS/RECOMMENDATIONS

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FIRE PROTECTION EQUIPMENT MONTHLY SELF-INSPECTION REPORT

PLANT	DATE INSPECTED
LOCATION	FILE NUMBER
INSPECTED BY	REVIEWED BY

8. INSIDE HOSE CONNECTIONS/STANDPIPES

NUMBER	LOCATION	HOSE SIZE/ LENGTH	ACCESSIBLE		CONDITION OF EQUIPMENT	REMARKS
			Yes	No		
			"✓"	"✓"		

ADDITIONAL COMMENTS/RECOMMENDATIONS

NOTE: Spray Nozzles and hose should be connected

9. EXTERIOR HYDRANTS AND HOSE HOUSES (Including Monitor Nozzles)

HYDRANT/ MONITOR NOZZLE NUMBER	LOCATION	ACCESSIBLE		HOSE EQUIPMENT	CONDITION OF EQUIPMENT	REMARKS
		Yes	No			
		"✓"	"✓"			

ADDITIONAL COMMENTS/RECOMMENDATIONS

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FIRE PROTECTION EQUIPMENT MONTHLY SELF-INSPECTION REPORT - Fire Extinguishers

PLANT	DATE INSPECTED
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10. FIRE EXTINGUISHERS

NUMBER	LOCATION	TYPE AND SIZE	CHARGED		ACCESSIBLE		DATE LAST SERVICED	REMARKS
			Yes	No	Yes	No		
			"✓"	"✓"	"✓"	"✓"		

(Use reverse side additional extinguishers)

NUMBER	LOCATION	TYPE AND SIZE	CHARGED		ACCESSIBLE		DATE LAST INSPECTED	REMARKS
			Yes	No	Yes	No		
			"✓"	"✓"	"✓"	"✓"		

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DRY PIPE VALVE TEST LOG

INSTRUCTIONS: Read procedures on reverse side. Record all tests on this side. Give detail cause of slow tests, partially satisfactory tests or failures on reverse side.
NOTE: ACCEPTANCE TEST to be made with and without Q.O.D.

ACCOUNT NAME		POLICY NUMBER	DATE
LOCATION ADDRESS		LOCATION NUMBER	FORM FILLED OUT BY (1st initial, last name)

VALVE NUMBER		LOCATION		
MAKE	SIZE	MODEL	SHOP NUMBER	YEAR MANUFACTURED
CONTROLS		HEADS	STANDARD TEST CONNECTION ☐ Available ☐ Not Available	
AIR COMPRESSOR ADEQUATE ☐ Yes ☐ No	SHOP AIR SYSTEM Pressure: lbs.		Relief valve: lbs.	
☐ Accelerator ☐ Exhauster		MODEL	SHOP NUMBER	YEAR MANUFACTURED

TYPE OF ALARM
☐ Water Motor Gong/Inside ☐ Water Motor Gong/Outside ☐ Electric Bell/Inside ☐ Electric Bell/Outside

LOCATION OF VALVE
☐ Outside Pit ☐ Frost-Proof Enclosure ☐ Fire-Proof Valve Closet ☐ Other: (Specify)

TWO OR MORE VALVES ON HEADER
☐ Yes ☐ No/Number:

KEEP THIS INFORMATION UP TO DATE

DATE	WATER PRESSURE	AIR PRESSURE	TEST CON. SIZE AND LOCATION	QUICK OPENING DEVICE (Q.O.D.)			DRY PIPE VALVE				ALARM OK	RESET	TESTING WITNESSED BY
				Trip Pressure	Trip Time	Test Performance*	Trip Pressure	TRIP TIME With Q.O.D.	TRIP TIME No Q.O.D.	Test Performance*			

UNUSUAL CONDITIONS/REMARKS (Give full details for UNSATISFACTORY or PARTIALLY SATISFACTORY performance.)

TEST PROCEDURES

1. Precautions

   a. Be sure system air and water pressure are at zero, before removing cover plate. The drain valve should be fully open and control valve fully closed.
   b. Where there is central station supervision of flow alarms, make arrangements to avoid calling out fire department.
   c. Care should be taken to make sure that valve operation will not result in water damage.
   d. Extreme caution should be used to prevent damage to sprinkler systems in freezers.
   e. Special care should be taken to remove water from any low point sprinklers or trapped portions of system.
   f. So far as possible, make trip tests when there are no plant operations in area.
   g. When there are several valves, test alternate systems to avoid impairments to large areas.
   h. Never trip a dry pipe valve against a closed valve on system side, even with water supply throttled. This may cause severe water hammer.

2. The main control valve should be closed up to three turns of full closed position. Open the inspector's test connection. Immediately after valve trips, the main control valve should be closed and drain valve opened. This will prevent flooding of system. Note: some insurance and municipal jurisdictions require notification when sprinkler system valves are closed.

3. Each valve should be operated under approximate service conditions. Corrosion, deposits, obstructions, or minor displacement of parts may impede complete operation of valve. Therefore, it is necessary to thoroughly flush water supply line to valve. It may be necessary to flow a hydrant before drain valve is opened.

4. The throttling of supplies will not allow complete tripping of some models that require a high rate of flow to complete movements of the parts. With other valves, clapper may not open fully and it could return to low or anticolumn latch.

5. After the system has been thoroughly drained, remove cover plate from valve. Examine the position of parts to determine whether valve has opened fully.

6. Rubber rings or seats should be carefully examined. If these have deformed or deteriorated, they should be replaced with new equipment supplied by valve manufacturer.

7. Grease, soap, shellac, white lead, varnish, paper gaskets, or other such material must never be used on air or water seat of valves. If valve cannot be made tight without use of these, it should be repaired by a contractor or replaced by an approved valve.

REPORTING TRIP TESTS

1. Unsatisfactory (U)

   a. The valve does not open immediately following reduction of air pressure to zero (verify that system air pressure has been reduced to zero and that there is water available at sufficient pressure and volume to complete operation), OR
   b. The failure of latching mechanisms of a differential type valve permits return of clapper to "set" position following entrance of water to system, OR
   c. Mechanical failure of parts occurs.

2. Partly Satisfactory Performance (PS)

   a. A differential type valve, which has a differential up to 7 to 1, does not trip until differential is 10 to 1 or greater, OR
   b. A mechanical type valve shows a trip point of 5 psi (.35 kg/sq cm) or less, OR
   c. The valve trips and water flows through it, but some parts of the assembly do not function properly. However, the operation is such that no major obstruction is offered to passage of water through valve. For instance, the drip valve failed to close; rubber rings are swollen or deteriorated or valve seats or parts are coated with grease, paint, or other foreign material.

IMPORTANT: Dry pipe valves and quick opening devices reported PARTLY SATISFACTORY or UNSATISFACTORY should be retested, after problem has been corrected.

1 (800) 472-7819
24-Hour Impairment Hotline

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Fire Protection Consulting

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