Emergency lighting test log

Once a month, switch the emergency lights to battery (the test key switch or breaker) long enough to see that every fitting comes on, then restore the supply. Once a year a competent person runs the full-duration test (usually three hours) and leaves a certificate. Record both here.

Building _____ Year _____ Kept by _____

Monthly function test

Month	Date	All fittings lit?	Fittings not working (location)	Action taken	Initials
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Annual full-duration test

Date

Duration tested

Carried out by (company, engineer)

Certificate kept where?

Fittings that failed, and what was done