

FIRE DRILL AND ALARM TEST RECORD

Weekly alarm test, drills, the time to muster, and what the drill found

REGISTER — RETAIN ON SITE

KD-SITE-FD-030 Rev A0

The Regulatory Reform (Fire Safety) Order 2005 and HSG168: the alarm is tested weekly, drills are held so that everyone knows the route and the muster point, and the faults found are fixed. The drill line records the time to clear and the muster count against the signing-in sheet — the count is the point of the drill. Extinguisher and equipment inspections are KD-INS-FS-009.

1 SITE

PROJECT / SITE REF	SITE	DATE	FIRE MARSHAL(S)	LOG KEPT BY

2 WEEKLY ALARM TEST — A DIFFERENT CALL POINT EACH WEEK

DATE / TIME	CALL POINT TESTED	HEARD THROUGHOUT? (WHERE NOT)	FAULT / ACTION	BY

3 DRILLS

DATE / TIME	ANNOUNCED?	TIME TO CLEAR (MIN:SE...	ON SIGNING-IN SHE...	AT MUSTER	UNACCOUNTED FOR / WHY	WHAT THE DRILL FOUND / ACTION	BY

Extinguishers and fire equipment are inspected on KD-INS-FS-009; faults found on a test or a drill go to the site action register (KD-INS-AR-019).

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.