Fire damper test record

CLIENT	SITE ADDRESS	DATE OF TEST	ENGINEER

Damper ref	Building / floor / room	Type and release	Access Y / N	Condition before test	Closed fully Y / N	Reset, left open Y / N	Result Sat / Unsat	Defect and action needed	Photos Y / N	Next test due

Record every damper against its register reference. A damper not on the register is added before it is tested. No access is recorded as a finding. BS 9999 asks for a test at least annually.
This template is a list of what to record; it names no standard as met. Signed: _____ Date: _____

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