

MONTHLY FIRE ALARM SYSTEM TEST RECORD

PRE-TEST CHECKLIST

Ensure system is placed “on test”. If local system only, ensure FD dispatch centre is notified.	If applicable, check fire alarm control panel displays correct date & time (correct display as required).
Check fire alarm system is clear of all fault or trouble messages.	Notify occupants that audible signals will sound (i.e. signs posted as required).

Building Name & Address:

Date	Fire Alarm System							FSRC		Comments on Reverse	Voice Communication Test (if applicable)				Tested By	
	System trouble “OFF”	Power Indicator Lamp “ON”	Location of Initiating Device Tested	Inspection of Initiating Device	Alarm signal confirmed	Annunciation Confirmed	Audible and visual trouble signal	Alarm Signal Transmission Confirmed	Trouble Signal Transmission Confirmed		Location of Emergency Telephone	Location & two-way communication confirmed	Voice Paging Zone / Area	Confirm Voice Paging Operation	Name of Person and Affiliation Conducting Monthly Test	Signature
2026																
Jan																
Feb																
Mar																
Apr																
May																
Jun																
Jul																
Aug																
Sep																
Oct																
Nov																
Dec																

POST-TEST CHECKLIST

Reset activated manual station. Reset fire alarm control panel.	Notify occupants that monthly testing is completed.
Check fire alarm system is “normal” and trouble-free.	Call the monitoring station and confirm the alarm signal has been received and restored.
Notify the monitoring station and/or FD dispatch centre that the system can be placed back in service.	

TEST NOTES, REMARKS & OBSERVATIONS

Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
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Nov	
Dec	