

Inspections

Item No	Item	Action required & Pass/fail requirement	Frequency			Records		
			Monthly	Six-monthly	Yearly	Result	Pass/fail	Comments
1.1	Smoke alarms and heat alarms	INSPECT all alarms for any condition which is likely to adversely affect their operation, such as excessive deposition of dust or coating of paint.		✓	✓	—	
1.2	Smoke alarms and heat alarms	INSPECT all alarms to ensure that any required battery missing indicator has not operated.		✓	✓	—	
1.3	Other warning devices	Where other sensory warning devices are used as the alarm indicating devices, INSPECT all devices to ensure that they are in place.		✓	✓	—	

Tests

Item No	Item	Action required & Pass/fail requirement	Frequency			Records		
			Monthly	Six-monthly	Yearly	Result	Pass/fail	Comments
2.1	Alarm test	ACTIVATE the alarm test function. NOTE: This test may be carried out by the occupant for residential occupancies	✓	✓	✓	—	
2.2	Visual indicator	INSPECT all alarms for correct operation of required visual indicators.			✓	—	
2.3	Interconnecting alarms	Where alarms are inter-connected, TEST that the activation of each alarm operates the audible alarm indication in other alarms.			✓	—	

Tests

Item No	Item	Action required & Pass/fail requirement	Frequency			Records		
			Monthly	Six-monthly	Yearly	Result	Pass/fail	Comments
2.4	Smoke alarms	TEST the operation of 50% of smoke alarms using smoke or suitable aerosols so that all smoke alarms are tested over 2 years.			✓	—	
2.5	Heat alarms	TEST the operation of 20% of heat alarms using a heat source so that all heat alarms are tested over 5 years.			✓	—	
2.4	Other warning devices	Where other sensory warning devices are used as the alarm indicating devices, TEST all devices to ensure that they are in functioning correctly.			✓	—	

Preventative Maintenance

Item No	Item	Action required & Pass/fail requirement	Frequency			Records		
			Monthly	Six-monthly	Yearly	Result	Pass/fail	Comments
3.1	Alarms	CLEAN the alarm in accordance with the manufacturer's instructions			✓	—	
3.2	Batteries	CHECK the manufacturers requirements for battery replacement and replace the battery if required.			✓	—	
3.3	Smoke alarms and heat alarms	REPLACE smoke alarms and heat alarms where the service life date is exceeded.			✓	—	

Survey

Item No	Item	Action required & Pass/fail requirement	Frequency			Records		
			Monthly	Six-monthly	Yearly	Result	Pass/fail	Comments
4.1	Spacing and location	INSPECT all alarms devices to ensure spacing and location requirements in accordance with the BCA or AS 1670.1 and AS 1670.6.			✓	—	
4.2	Unprotected areas	INSPECT all areas in the building to ensure alarms are installed in accordance with the BCA or AS 1670.1 and AS 1670.6.			✓	—	