



LEIA Guidance Note

Operational checks and inspections of lifts for use by firefighters, evacuation lifts, and lifts with recall

19/01/2024





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0. Introduction

This guidance has been prepared by the LEIA Quality and Technical Committee (QTC) and has been approved by the Safety Assessment Federation (SAFed).

This guidance is based on **BS 9999:2017** (*Fire safety in the design, management and use of buildings – Code of practice*), including periodic routine checks on lifts with recall function which can be completed at the same time as the fire alarm checks; and **BS 8899:2016** (*Improvement of fire-fighting and evacuation provisions in existing lifts – Code of practice*).

It provides further practical advice for lift owners/ responsible persons, competent persons undertaking a thorough examination and calling for any supplementary tests, and lift maintenance providers. Lift owners/ responsible persons might find this guidance of use in fulfilling their duties under regulations such as **The Regulatory Reform (Fire Safety) Order 2005** (RRO), **The Fire Safety (Scotland) Regulations 2006** and **The Fire Safety Regulations (Northern Ireland) 2010**.

This guidance also includes details of checks to address the requirements of **The Fire Safety (England) Regulations 2022 (FSER), Regulation 7**, which come into force on 23 January 2023 in England. The FSER have been laid under article 24 of the Fire Safety Order and make it a legal requirement for the responsible person of a high-rise residential building (HRRB) to carry out monthly routine checks of lifts for use by firefighters and evacuation lifts.

Where the responsible person identifies any fault with a lift for use by firefighters or an evacuation lift, they must take steps to rectify the fault. Where a fault cannot be rectified within 24-hours, the responsible person must report the fault (and later when it has been rectified) to the local fire and rescue authority (Fire and Rescue Service – FRS).

The responsible person is required to record the outcome of checks in an open and transparent way that is also accessible to residents.

LEIA permits the reproduction of the tables in this document. This reproduction is only permitted where it is necessary for the user to record findings on the tables during each application. It is assumed that owners/responsible persons and lift maintenance providers will customize these tables, if necessary, by removing questions which are not relevant to the lift to be tested or extending the tables where multiple checks are required. Where these tables are customized they fall under the ownership of the modifier and representation to LEIA should be removed.



1. Terms and definitions

Owner, responsible person is a person or persons responsible for, or having effective control over, fire safety provisions adopted in or appropriate to the premises or building or risk where a lift is installed.

Competent Person (CP) is a person, typically employed by an inspection body, who undertakes the thorough examination and has such appropriate practical and theoretical knowledge and experience of the lifting equipment to enable them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the lifting equipment

Maintenance provider is a suitably qualified party carrying out routine service of the plant to an agreed maintenance scheme.

High-rise residential building (HRRB) is a building containing two or more sets of domestic premises that are at least 18 metres above ground level; or has at least seven storeys (as defined within The Fire Safety (England) Regulations 2022 (FSER))

Disabled person is a person who, due to any temporary or permanent disability, impaired mobility or walking difficulty, is unable to use the stairs safely.

Thorough examination is a systematic and detailed examination of the lift and all its associated equipment by a Competent Person. Its aim is to detect any defects which are, or might become, dangerous, and for the Competent Person to report them to the duty holder and, if appropriate, the enforcing authority (the Health and Safety Executive or Local Authority) so that appropriate remedial action can be taken.

<https://www.hse.gov.uk/pubns/indg339.htm> - Simple guidance for lift owners - What is a thorough examination

Primary power supply is a supply to power the lift, car lighting and communication system(s)

2. Responsibilities

Owner/ responsible person	BS 9999, Annex I/ BS 8899	FSER	LOLER	SAFed LG1
<p>Periodic routine checks Checks lifts automatically recall if connected to fire detection/alarm system and recalls if activated manually. Check the operation of the evacuation and/ or firemen's/firefighting/firefighters lift switches¹.</p>	<p>Weekly <i>See 3.1</i></p>	<p>Monthly <i>See 3.1</i></p>		
<p>Periodic routine checks Simulates failure of primary power and changeover to secondary power supply. If a generator provides the secondary power supply, it should energize the lifts(s) for at least 1 hr.</p>	<p>Monthly <i>See 3.2</i></p>			
<p>Thorough examination Arranges for lift to be thoroughly examined by a Competent Person, including features and controls of lifts for fire service use and evacuation, and; Arranges for other building aspects related to the lift to be inspected/ examined/ tested by specialists (i.e. drainage pumps, fire alarm interface, communication systems, etc.).</p>			<p>Six monthly</p>	
<p>Supplementary Test Arranges for any supplementary tests called for by the Competent Person (CP) to be undertaken. Forwards the result to the Competent Person. Arranges for defects to be corrected/ rectified. Retains documented evidence of all tests/ inspections and other records.</p>				<p>Annual / as called for by the CP</p>
<p>Arranges for an annual performance test of various items of fire-fighting plant, including evacuation and fire-fighting lifts, and obtains/ retains documented evidence.</p>	<p>Annual <i>See 3.3</i></p>			
<p>Where a fault cannot be rectified with 24 hours, reports it electronically to the local FRS as soon as practicable, and again when rectified.</p>		<p>When known</p>		

¹ All lifts fitted with a switch that allows the lift to be used by firefighters.

The columns to the right of the table above are intended to provide a guide to the main regulations, standards, and industry guidance which call for the routine checks, inspections, thorough examinations and supplementary tests as listed within:



- **BS 9999:2017** (*Fire safety in the design, management and use of buildings – Code of practice*), Annex I and **BS 8899:2016** (*Improvement of fire-fighting and evacuation provisions in existing lifts – Code of practice*), clause 8 includes recommendations for routine inspection, maintenance and thorough examination of lifts for fire service use and evacuation.
- For a lift which falls under **The Fire Safety (England) Regulations 2022 (FSER)**, the responsible person must undertake monthly routine checks of any lift that is for use by firefighters and any evacuation lift. These are checks that the lift is in efficient working order and in good repair and intended to be carried out by the responsible person without the need of specialist personnel.

Where any fault with a lift for use by firefighters or an evacuation lift is identified, the responsible person must take steps to rectify the fault. Where a fault cannot be rectified within 24-hours, the responsible person must report the fault by electronic means to the local fire and rescue authority (and later report when it has been rectified). Monthly checks must be recorded in a transparent way that is accessible to residents..

- The **Lifting Operations and Lifting Equipment Regulations (LOLER)** require passenger carrying lifting equipment used at work (which includes lifts for use by firefighters) to be thoroughly examined every 6 months (or as determined by the competent person).
- **SAFed’s Guidelines to the supplementary test of in-service lifts (SAFed LG1)** recommend supplementary testing is carried out every 12 months unless undertaken as part of maintenance e.g. the annual checks.

Competent Person

Thorough Examination	Undertakes a Thorough Examination, reporting any defects identified, requests supplementary tests including details of the tests required. Reviews the report of any supplementary test.
Records	Provides a Report of Thorough Examination for the owner/ responsible person.

Maintenance provider

Routine Maintenance	Carries out planned/scheduled periodic maintenance to ensure the safe and intended functioning of the installation and its components.
Supplementary Test	If agreed with the owner/ responsible person, carries out any supplementary tests and reports back the results to the owner/ responsible person.
Defects	Reports any fault in the lift to the owner/responsible person to allow the owner/responsible person to report to the fire and rescue authority. If agreed with the owner/ responsible person, carries out any repairs/ adjustments to ensure the correct operation of the installation.
Records	Provides records of maintenance, repair visits and results of supplementary tests to the owner/ responsible person.

3. Periodic routine checks and inspections

Always refer to the owner's operation and maintenance manual (also known as the Original Equipment Manufacturers (OEM) manual, provided by the installer of the new lift) for details of how the lift should operate, and for any other recommended checks.

Daily routine checks for lifts can be found within Annex D of the LEIA Code of Practice for Maintenance. <https://www.leia.co.uk>

3.1 Routine checks

The following checks do not need specialist lift personnel and would typically be carried out by the owner/ responsible person or delegated by them to an appropriate person.

The frequency of the checks may follow that described within Section 2, or an alternative frequency determined by the Responsible Person

- As part of the routine checks of the fire detection and fire alarm system, the recall of any lifts connected to the system should be checked. This could include lifts with:
 - Automatic recall to the designated floor and removal from service of lifts not intended to stay in service.
 - Automatic recall to the fire service access level and removal from service until firefighters take control of lifts for fire services use (including firemen's, firefighting and firefighters lifts).
 - Automatic recall to the exit floor and removal from service until evacuation operations commence of lifts intended to be used for the evacuation of disabled people.

Operation of any manual lift recall switch should be checked to ensure that it recalls the lift car to the designated floor and removes the lift from service.

- The operation of any evacuation lift switch or firemen's/ firefighting/ firefighters lift switch should be checked and should be repaired or replaced if found to be faulty.

Note: If the switch has a breakable glass cover, the owner/ responsible person may need to discuss if the faceplate/ break-glass can be safely removed to allow access to the switch. Alternatively, a replacement switch may need to be considered.

After operation of the switch, the lift should return to the landing level of the switch and park with its doors open. A simple operational check should then be carried out to ensure the lift operates from its car controls only by taking the lift to an upper floor on which the doors can then be opened and closed from within the car. It should be checked that the landing controls are disabled and cannot call the lift to the floor in question.

Until reporting templates for these are included in **BS 8899**, the following may be used as a basis:

- **Appendix 1:** Routine check report – Recall operation.
- **Appendix 2:** Routine check report – Lift for use by firefighters.
- **Appendix 3:** Routine check report – Evacuation lifts.



3.2 Periodic checks of secondary power supply

The following checks may not need specialist lift personnel and would typically be carried out by the owner/ responsible person or delegated by them to an appropriate person.

The frequency of the checks may follow that described within Section 2, or an alternative frequency determined by the Responsible Person or Competent Person.

For lifts for use by firefighters or for the evacuation of disabled people, BS 8899/ BS 9999 recommends that a failure of the primary power supply should be simulated.

If a generator provides the standby power supply, it should energize the lift for at least 1 h.

To avoid undue stress and/ or anxiety to travelling passengers, the switching between supplies should only be undertaken with the lift empty.

There are no reporting templates for this within BS 8899 or BS 9999, however Appendix 4 - 'Failure of the primary power supply check report' may be used as a basis.

3.3 Annual inspections

The following checks should be requested by the owner/responsible person and would typically be carried out by a Competent Person, or other person with specialist lift and fire / evacuation knowledge.

- **Lifts for use by firefighters**

An example of an 'Annual firefighters lift operational inspection report' is provided within BS 8899:2016, Annex D.

Appendix 5 – 'Firefighters lift operational inspection report' expands on the recommendations of BS 8899:2016, Annex D and could be used as a basis for an enhanced annual report.

Where the lift operation has not been previously checked and confirmed, this should be checked by competent lift personnel e.g. using BS 8899:2016, Annex A for existing lifts or BS 8486-8 for firefighters lifts to BS EN 81-72.

- **Evacuation lifts**

BS 8899 or BS 9999 do not provide a reporting template for evacuation lifts, however Appendix 6 - 'Evacuation lift operational inspection report' could be used as a basis for an annual report.

Where the lift operation has not been previously checked and confirmed, it is recommended that this is checked by competent lift personnel e.g. using BS 9999:2017, Annex G.



4. Thorough examination of lifts in service

The owner/ responsible person should ensure that all features and functions on all lifts, including those used by firefighters and/ or evacuation lifts, are thoroughly examined periodically. This would typically be part of the thorough examination arranged by the owner/ responsible person and undertaken by a Competent Person at six monthly intervals (or at an interval determined by the Competent Person).

The Competent Person determines the extent of the thorough examination and where operational features of lifts used by firefighters cannot be verified by the competent person on site, they may call for these features to be checked by requesting a supplementary test. The inspection report in **BS 8899:2016 Annex D**, or **Appendix 5**, may be referenced as a basis.

Lifts used for evacuation and those with recall should also be considered as part of the thorough examination. **Appendix 6** may be referenced as a basis for lifts used for evacuation, and **Appendix 1** may be referenced for those with recall.

The owner/ responsible person should ensure that equipment not part of the lift (such as power supplies, supply changeover equipment, any pit drainage pumps, water management, fire-fighting or evacuation communications systems, automatic recall devices, fire detection and alarm systems/ BMS and interfaces to the lift equipment, external indicators and any labelling/ signage) is examined and tested where necessary on a similar schedule.

The competent person undertaking thorough examination may also call for this equipment (not part of the lift) to have supplementary testing carried out. The owner/ responsible person should ensure that such supplementary testing is carried out (typically by the specialist contractor, under the supervision of a lift contractor where access to the lift areas is required) and the results recorded and issued to the competent person.

4.1 Supplementary tests called for by the Competent Person

SAFed's Guidelines on the supplementary tests of in-service lifts, went through a significant revision with Issue 4 in June 2020 (currently at 4.2 issued April 2022). The guidelines include a new section at 4.18 for "other supplementary tests" which include recommendations for fire recall of lifts, lifts used for the evacuation of disabled people and lifts for fire service use.

The guidelines recommend that unless there is evidence to show that such tests have been carried out during routine maintenance, it is recommended that these tests should be carried out at a periodic interval of 12 months unless it can be demonstrated that more frequent tests are required or that less frequent tests will be adequate to ensure safety.

The Competent Person should specify the detail of any test required and how they should be carried out taking account of the guidance in any OEM manuals and other guidance available e.g. **BS 8899**. The SAFed Guidelines include Annex A.25 as an open format report of examination and test, and this may be used as a report template.



Examples of functions or components that fall under 4.18 for “other supplementary tests” may include:

- Fire recall function e.g. as **BS EN 81-73** where this cannot be checked as part of thorough examination;
- Evacuation control and other aspects e.g. operation on secondary power supplies where this cannot be checked as part of thorough examination. See **BS 8899:2016, clause 8** for recommendations on thorough examination;
- Firefighters control and other aspects e.g. operation of secondary power supplies where this cannot be checked as part of thorough examination. See **BS 8899:2016, clause 8** and Annex D for an example of an annual firefighters lift operational inspection report.

4.2 Lifts for use by firefighters

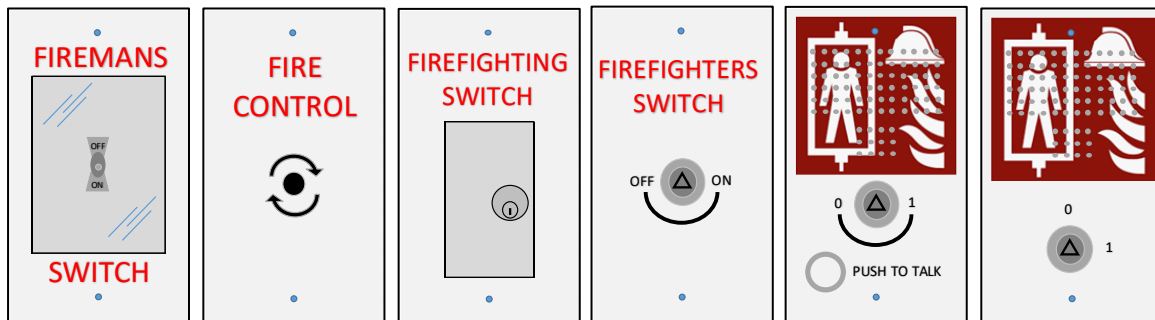
The recommendations in SAFed’s Guidelines assume that the lift has been previously tested and examined and shown to be in conformity with the relevant standard (e.g. **BS EN 81-72** for firefighters lifts). **BS 8899:2016, Annex D** can then be used to record inspection and checks that the main features remain operational. Where conformity is not clear, the competent person might call for a more in depth test such as those highlighted in Section 5.

4.3 Lifts used for the evacuation of disabled people

The recommendations in SAFed’s Guidelines assume that the lift has been previously tested and examined and shown to be in conformity with the relevant standard (e.g. **BS 9999:2017, Annex G** for evacuation lifts). Where conformity is not clear, the Competent Person might call for a more in depth test such as those highlighted in Section 5.

5. Identifying lift types

5.1 Firemen's, firefighting, and firefighters type lifts



It may not be immediately obvious what features are present on a lift for use by firefighters. The above are examples of types of switches that may be found at the Fire Service Access Level (FSAL), and each may have different features.

A full inspection of the lift features carried out by competent lift personnel using **BS 8899 Annex A; Survey of existing firefighters lift features** is usually needed to determine the type of lift and its features should be undertaken by a competent person. **BS 8899 Annex A**, Questions 1 to 8, list environmental/ building requirements which are outside the usual scope of lift personnel competence so must be checked by the owner/ responsible person.

BS 8899:2016 predated **BS 8486-8:2018**. Where the lift is a firefighters lift and conformity to **BS EN 81-72** is not clear, then the examinations and tests in **BS 8486-8:2018** should be completed.

BS 8899:2016 Annex B provides past provisions for lifts with operation in the event of fire.

5.2 Lifts used for the evacuation of disabled people

An evacuation lift is normally identified by a switch located at a building final exit level.

An evacuation lift which is to be taken under the control of building management and used for the evacuation of disabled people is described in **BS 9999:2017; Fire safety in the design, management and use of buildings – Code of practice**. The specification of an evacuation lift has changed very little over many years and, although there is work looking at the future specification of evacuation lifts, **BS 9999:2017, Annex G** is currently the only description of an evacuation lift in British Standards.

Where an evacuation lift needs to be classified, a full check of the lift features should be made based on **BS 9999:2017, Annex G** or using **BS 8899:2016, Annex C; Minimum provisions for lifts used in the evacuation of disabled people** and **BS 8899:2016, Annex B; Past provisions for lifts with operation in the event of fire**. Environmental/building requirements and building management related aspects are outside the usual scope of the lift and lift competent personnel so must be checked by the owner/ responsible person.



5.3 Labelling of lifts used by firefighters

Once the features of the lift have been established, it is recommended that the equipment identification label detailed within **BS 8899:2016, Figure 1** is displayed adjacent to the firemen's/ firefighting/ firefighters lift switch.

For lifts which fall under **The Fire Safety (England) Regulations 2022**, this information can also be used to correctly identify the lift for use by firefighters within the floor plans/ building plan (information provided to the local fire and rescue service electronically, and within the secure information box).

5.4 Lifts removed from service by a recall means

British Standards for the fire safety of buildings such as **BS 9991** and **BS 9999** recommend that lifts which are not required to operate in the event of fire (lifts other than for fire service use and evacuation lifts) are recalled to an exit level and taken out of service according to **BS EN 81-73**. This allows passengers to leave the lift cars and firefighters to readily check the lifts are empty upon their arrival.

BS EN 81-73 details the requirements which may be activated automatically through connection to the building fire alarm/ building management system, or manually via a switch normally mounted adjacent to the lift at the exit level.

Where the operation to **BS EN 81-73** is not clear, then the examinations and tests in **BS 8486-9:2018** should be completed.

Appendix 1: Routine check report - Recall operation

To be used for lifts fitted with a recall feature to recall the lift to a designated landing and remove the lift from service.

Name and address of the company making the inspection			
Client name/ address (or contact details)			
Building name and address			
Lift serial number		Date of inspection	/ /
a) Does the building fire detection and alarm system or building management system (BMS) signal for recall function correctly?		N/A	Yes No
b) Does any manual recall device function correctly?		N/A	Yes No
c) Does the lift recall to the primary designated floor when signalled?			Yes No
d) Does the lift recall to the alternative designated floor when signalled?		N/A	Yes No
e) Upon arrival at the designated floor, the doors open to allow passengers to exit?			Yes No
f) Do the doors remain open or closed when idle at the designated floor?		Open / Closed	
g) Does the lift remain removed from normal service until the recall means (a or b) is reset?			Yes No
If the answer to any question is "No" provide further information here, together with any corrective action required.			
Notes			
Name of company representative making the inspection (Print):.....			
Signature:		Date: / / .	

Notes:

- a) and b): See 5.4.
- d) Many lifts recall to the exit floor or designated landing. More sophisticated systems which can detect a fire at the primary building exit floor might have provision to recall the lift to alternative floor(s). Refer to the owner's manual and results of a full inspection.
- f) After the door dwell time has expired the lift will park at the designated floor with the doors either open or closed. The current EN 81-73:2022 requires the doors to park closed.
- g) Landing and car calls should be disabled. If the doors park closed, the landing button at the designated floor may remain operative to enable firefighters to check the lift is empty.

Appendix 2: Routine check report – Lift for use by firefighters

Name and address of the company making the inspection			
Client name/ address (or contact details)			
Building name and address			
Lift serial number		Date of inspection	/ /
a) Where a key is required to operate the switch at the FSAL confirm that this available?		Yes	No
b) Does the lift return to the FSAL when the firemen’s/firefighting/firefighters lift switch is operated?		Yes	No
c) Upon arrival at the FSAL, does the lift park with its doors open?		Yes	No
d) Are the landing calls disabled?		Yes	No
e) Does the lift car operate from the controls within the lift car, allowing the lift to be taken to an upper level?		Yes	No
f) Upon arrival at the selected floor, do the doors operate as specified?		Yes	No
g) Place a call to take the lift car back to the FSAL. Does the lift return to normal if the car is at FSAL, and the firemen’s/firefighting/firefighters lift switch is turned back to its ‘normal’ inactive position?		Yes	No
If the answer to any question is “No” provide further information here, together with any corrective action required.			
Notes:			
Name of company representative making the inspection (Print):.....			
Signature:		Date: / / .	

Please see accompanying notes on the following page.

Notes to Appendix 2: Routine check report – Lift for use by firefighters

Abbreviations

FSAL Fire Service Access level - entry level in the building intended to be used by firefighters to gain access to the firefighters lift.

- a) There are many types of switch depending on the type and age of the lift.
Where the height of the lift car is greater than 2.2m a key which is longer than 0,20m may be required for the Fire and Rescue Services to access the ceiling and open the trap door. In this case, the key is required to be kept on site and be available, preferably kept within the lift car behind a locked cabinet, if available.
- b) Before operating the switch, check that the lift is working normally and is either being used, or is at an upper level.
- d) If you are carrying out checks alone, use an entrance barrier to prevent people entering the lift car, whilst you check the lift does not respond to a landing call at another floor that the lift is currently positioned. It is suggested that a different landing call button is checked at each monthly check.
- e) The lift control depends on the type of lift (firemen's lifts are likely to allow a simple car call to be registered, later firefighting lifts and firefighters lifts are likely to need constant pressure on a car call until the doors are fully closed before a call is registered and if the floor button is released, before the doors are fully closed, the doors should re-open). Refer to the instructions for the lift. It is suggested that different car call button is used at each monthly check.
- f) Door operation depends on the type of lift (firemen's lifts might open their doors at the upper level whereas later firefighting lifts and firefighters lifts should need the door open button to be pushed until the doors are fully open and releasing the button before the doors are fully open will immediately cause the doors to re-close – this is sometimes referred to as the 'peek-a-boo' function). Refer to the instructions for the lift for the correct intended operation.
- g) Only when the lift is at the FSAL will the lift return to normal operation.

Note: Some lifts require 3 conditions to reset to normal operation

- Lift at FSAL level
- Doors fully open; and
- Firemen's/firefighting/firefighters lift switch inactive/off/reset position

Appendix 3: Routine check report – Evacuation lift

Name and address of the company making the inspection			
Client name/ address (or contact details)			
Building name and address			
Lift serial number		Date of inspection	/ /
a) Is the key that operates the key switch at the Evacuation floor available?		Yes	No
b) Does the lift return to the final exit level when the evacuation switch is operated?		Yes	No
c) Upon arrival at the final exist level, does the lift park with its doors open?		Yes	No
d) Are the landing calls disabled?		Yes	No
e) Does the lift operate from the controls within the lift, allowing the lift to be taken to any upper level?		Yes	No
f) Upon arrival at a selected floor, do the doors park in the open position?		Yes	No
g) Does the lift return to normal if the car is at the final exit level, and the evacuation switch is turned to its normal position?		Yes	No
If the answer to any question is "No" provide further information here, together with any corrective action required.			
Notes:			
Name of company representative making the inspection (Print):.....			
Signature:		Date: / / .	

Notes:

- d) If you are carrying out checks alone, use an entrance barrier to prevent people entering the lift car during the checks. It is suggested that a different landing call button is checked at each monthly check.
- e) Most lifts will accept a car call and travel to the selected floor, whereupon the lift parks with its doors open, waiting for the next car call. Some lifts may require constant pressure on the required floor car call button until the doors are fully closed.

The important point is that the person in charge of the lift operation has full control over the lift operation.

- g) Only when the lift is at the final exit floor will the lift return to normal operation.

Note: Some lifts require 3 conditions to reset to normal:

- Lift at Final exit level
- Doors fully open; and
- Evacuation lift switch inactive/off/reset position

Appendix 4: Failure of the primary power supply check report

Name and address of the company making the inspection			
Client name/ address (or contact details)			
Building name and address			
Lift serial number		Date of inspection	/ /
a) Is the lift operational on its normal (primary) power supply?		Yes	No
b) Have appropriate steps been taken to prevent the lift being used?		Yes	No
c) Does the secondary power supply energize when the primary supply is switched off?		Yes	No
d) Do any status indicators e.g. at the fire service access level indicate when the lift is fed from the primary and secondary supplies?	N/A	Yes	No
e) Is the lift operational on its secondary power supply?		Yes	No
f) If the secondary supply is by generator, does it run correctly for a minimum period of 1 hr?	N/A	Yes	No
g) Follow item b), and upon re-energising the primary supply, does the lift switch back to the primary power supply and is the lift operational?		Yes	No
h) If generator, check it is not overdue a maintenance visit and has sufficient fuel?	N/A	Yes	No
<i>It is recommended that any other maintenance checks, as recommended by the generator manufacturer/ supplier, are carried out at the same time.</i>			
If the answer to any question is "No" provide further information here, together with any corrective action required.			
Notes			
Name of company representative making the inspection (Print):			
Signature:		Date: / / .	

Important: To avoid undue stress and/ or anxiety to passengers, switching between supplies should only be undertaken with the lift car empty. This may be achieved by holding the lift at floor level whilst the firemen's'/firefighters/fire-fighting/evacuation switch is active/on, with a barrier preventing passenger access, or colleague within the lift car ensuring the doors remain open by use of the door open button.

Appendix 5: Firefighters lift operational inspection report

Name and address of the company making the inspection			
Client name/ address (or contact details)			
Building name and address			
Lift serial number		Date of inspection	/ /
a) Does the lift recall to the FSAL without undue delay from the firefighters lift switch?		Yes	No
b) Upon arrival at the FSAL, does the lift park with its doors open?		Yes	No
c) Are the landing calls disabled?		Yes	No
d) Is the fire-fighting pictogram / indicator illuminated within the lift car?		Yes	No
e) Is the lift Position displayed within the Lift and at the FSAL?		Yes	No
f) Is the lift well (and where applicable, the machine room) illuminated?		Yes	No
g) Are the Voice communication system between Lift, FSAL and emergency panel operational?		Yes	No
h) Is constant pressure required on any car call button to close doors?		Yes	No
i) Do the doors re-open if car call button is released before the doors are fully closed?		Yes	No
j) Are devices that could be affected by heat/smoke disabled (i.e. infrared devices)?		Yes	No
k) Does the lift arrive at the selected floor without opening doors?		Yes	No
l) Is constant pressure on the 'door open' to open doors required?		Yes	No
m) Do doors immediately re-close if door open is released before 50mm of fully open?		Yes	No
n) Does the Lift recall to FSAL if firefighters switch is turned to 0, then back to 1?		Yes	No
o) Lift only returns to normal if car is at FSAL, and firefighters switch turned to 0?		Yes	No
p) Visual inspection of lift well components to ensure water ingress prevention measures are still suitable (i.e. covers fitted to lift equipment)		Yes	No
q) Visual inspection of lift pit components to ensure water ingress prevention measures are still suitable (i.e. correct glands fitted and where fitted sump pumps not blocked)		Yes	No
r) Was it possible to check the lift operation on the secondary power supply?		Yes	No
s) If the answer to r) was "YES", does the lift remain operational within 1 floor of re-energizing the primary power supply?		N/A	Yes No
t) Is the lift connected to fire alarm or building management system (BMS) for phase 1 recall?		Yes	No

u) If the answer to t) was "YES", does it recall to the FSAL when signalled by the fire alarm/ BMS?	N/A	Yes	No
v) If the answer to t) was "YES", does it remain out of service until the firefighters switch is operated?	N/A	Yes	No
w) Check the emergency trap door can be unlocked from within the lift car with a triangular key and opened, when open a contact is broken preventing car movement, and when re-closed a positive action is needed before the lift can run again?	N/A	Yes	No
x) Were any other special features checked (list below)?		Yes	No
y) Where ladders are used to access the car roof and can be unhooked check when the contact is broken it prevents car movement		Yes	No

If the answer to any question is "No" provide further information here, together with any corrective action required.

Any additional special features that have been checked, e.g. water management systems:

Notes:

Name of company representative making the inspection (Print):

Signature:

Date: / / .

Please see the accompanying notes on the following page.

Notes to Appendix 5: Firefighters lift operational inspection report

Abbreviations

BMS Building Management System

- a) Before operating the Firefighters Switch, check that the lift is working normally and is either being used, or is at an upper level.
Note: This is a separate check to the recall function that is initiated by the building fire alarm/ BMS; see item p).
- c) If you are carrying out checks alone, use a landing entrance barrier to prevent people entering the lift car during the checks. It is suggested that a different landing call button is checked at each monthly check.
- g) The emergency panel is normally located within the lift machine room, or if the lift does not have a machine room. i.e. Machine Room-less, as part of the Emergency & Test Panel.
- j) Items that may be affected by heat/ smoke would normally include infrared (i.e. infrared light beams, or similar detectors) devices that detect persons/ objects and prevent the doors from closing. Whilst closing the door with the 'door close' button, hold an object (i.e. clipboard) within the door opening and check that the door closing motion is not stopped.
- n) **EN 81-72:2003** requires the firefighters lift switch to be switched from '1' to '0' for at **maximum** of 5 seconds, and return it to the '1' position, to recall the lift back to the FSAL.
EN 81-72:2015 (onwards) requires the Firefighters Switch to be switched from '1' to '0' for a **minimum** of 5 seconds, and return it to the '1' position, to recall the lift back to the FSAL.
- o) The lift should remain in firefighters mode if the Firefighters Switch is turned from '1' to '0' when the lift is NOT at the FSAL. Only when the lift is at the FSAL will the lift return to normal operation.
Note: Some lifts require 3 conditions to reset to normal:
- Lift at FSAL level
 - Doors fully open; and
 - Fireman's switch inactive
- r) Important: To avoid undue stress and/ or anxiety to passengers, switching between supplies should only be undertaken with the lift car empty. This may be achieved by holding the lift at floor level whilst the firemens/firefighters/fire-fighting switch is active/on, with a barrier preventing passenger access, or colleague within the lift car ensuring the doors remain open by use of the door open button. Do not place objects between the doors or attempt to block/ wedge the doors open.
Note: When the primary supply is switched off (car lights go out), the doors may relax and start to close slowly, until the secondary supply energizes.
- s) Firefighters lifts should keep within one floor upon the reinstatement of the primary power supply (they should not carry out a reset run to the lowest level, etc.).
- t) Firefighters lifts will normally recall to the FSAL upon receipt of a signal from the building fire alarm or building management system, prior to the fire service arrival and the operations of the Firefighters Switch. Ensure the lift is in normal operation (Firefighters Switch = '0'), before checking that the recall signal returns the lift to the FSAL and parks with its doors open.

Appendix 6: Evacuation lift operational inspection report

To be used for lifts fitted with an evacuation lift switch to recall the lift to the final exit level and then be available for use.

Name and address of the company making the inspection			
Client name/ address (or contact details)			
Building name and address			
Lift serial number		Date of inspection	/ /
a) Does the lifts return to the final exit level when the evacuation switch is operated?		Yes	No
b) Upon arrival at the final exit level, does the lift park with its doors open?		Yes	No
c) Are the landing calls disabled?		Yes	No
d) Will the lift operate from car calls only?		Yes	No
e) Upon arrival at the destination floor, do the doors park open?		Yes	No
f) Has a communication system been provided as part of the lift system?		N/A	Yes No
g) Is the communication system operational?		N/A	Yes No
h) Was it possible to check the lift operation on the secondary supply?		Yes	No
i) Were any other special features checked (list below)?		Yes	No
If the answer to any question is "No" provide further information here, together with any corrective action required.			
Notes			
Name of company representative making the inspection (Print):.....			
Signature:		Date: / / .	

Please see the accompanying notes on the following page.

Notes to Appendix 6: Evacuation lift operational inspection report

- a) Initial recall to the final exit level may be provided by a signal from the building fire alarm or BMS. This can be checked by using **Appendix 1** '*Routine check report - recall operation*'. Upon arrival at the final exit level, the doors should remain open and the lift out of service. Only when the evacuation switch is operated, should the lift car call button respond to a floor request.
- c) If you are carrying out checks alone, use an entrance barrier to prevent people entering the lift car, whilst you check an upper level landing call. It is suggested that a different landing call button is checked at each monthly check.
- d) Most lifts will accept a car call and travel to the selected floor, whereupon the lift parks with its doors open, waiting for the next car call. Some lifts may require the required floor car call button to be continuously pressed until the doors are fully closed.
The important point is that the person in charge of the lift operation has full control over the lift operation.
- f) The lift may not have a communication system (e.g. evacuation plan relies on two-way portable radios). Communication systems integrated within the building (e.g. security office, building maintenance, refuge spaces separate to the lift) should be checked by the owner/ responsible person. Communication system has also not been required for a lift serving two-storeys. Where communication devices have been provided at the final exit floor and within the lift car they should be checked that they operate whilst the evacuation key switch is active/on and that the voice communication can be heard between both points.
- h) Consider checking the lift operation when the secondary power is energized (to coincide with the monthly secondary supply checks).

Important: To avoid undue stress and/ or anxiety to travelling passengers, switching between supplies should only be undertaken with the lift empty. This may be achieved by holding the lift at floor level whilst the evacuation switch is active/on, with a barrier preventing passenger access, or colleague within the lift car ensuring the doors remain open by use of the door open button. Do not place objects between the doors or attempt to block/ wedge the doors open.

Note: When the primary supply is switched off (car lights go out), the doors may relax and start to close slowly, until the secondary supply energizes.