Emergency Lighting Inspection Checklist: Monthly Test Form

Frequency	Completed by	Approved by	The checklist
Monthly	Person assigned to check fire safety equipment	Facility manager	27 checks · 5 sections

INSPECTION DETAILS

Site / building: ..... Floor or zone tested: .....

System type: ..... Test type: .....

Luminaires and exit signs in the zone: ..... Rated duration (min): .....

Date and time: .....

Before the test: normal supply on

1.	Every emergency luminaire and illuminated exit sign in the zone is numbered on a plan or list Ref.: [7] [6]	◯ Yes ◯ No ◯ N/A
2.	Luminaires and exit signs are in place, undamaged and not painted over or covered Look for cracked or missing diffusers, loose fittings, water marks and units left hanging by their cable. Ref.: [7] [4]	◯ Pass ◯ Fail ◯ N/A
3.	The charge indicator on each self-contained unit is visible and shows that the unit is charging The meaning of the indicator colours is on the unit label or in the maker's instructions. Mark N/A where no indicator is fitted. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
4.	The central battery or control panel shows no fault Mark N/A for self-contained units without central controls. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
5.	Nothing blocks the light from the luminaires or the view of the exit signs Typical causes: high stock, new racking or partitions, banners, decorations, and other lit signs that confuse the direction of escape. Ref.: [4] [1]	◯ Pass ◯ Fail ◯ N/A

6.	Exit and direction signs are clearly visible and legible under normal lighting Ref.: [1] [4]	◯ Pass ◯ Fail ◯ N/A
7.	The test is being done at a time when the lights will not be needed immediately afterwards Ref.: [7]	◯ Yes ◯ No

Function test: normal supply cut

Use the test switch, key or each unit's test button. Do not isolate circuits you are not authorised to work on.

8.	The emergency lighting comes on automatically when the normal supply is cut CRITICAL Ref.: [1] [2] [8]	◯ Pass ◯ Fail ◯ N/A
9.	Every emergency luminaire in the zone lights and stays lit for the whole test CRITICAL England: long enough to make sure each emergency lamp illuminates. Kansas fire marshal's log (IFC, NFPA 101 section 7.9.3): 30 seconds every month. Write the number of each failed unit in the notes. Ref.: [7] [6] [1]	◯ Pass ◯ Fail ◯ N/A
10.	Every exit and direction sign is lit and legible during the test CRITICAL Ref.: [1] [7] [6] [4]	◯ Pass ◯ Fail ◯ N/A
11.	The lamps give a steady light, with no unit clearly dimmer than the others or flickering Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
12.	With the normal lighting off, exit doors, corridors and their intersections, stairs and changes in floor level are lit well enough to walk the route Türkiye: at least 1 lux on the centre line of the escape route. This form does not ask you to measure it; report dark stretches for assessment. Ref.: [7] [1]	◯ Pass ◯ Fail ◯ N/A
13.	Fire alarm call points and firefighting equipment on the route can be seen in the emergency lighting Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
14.	The area outside each final exit and any external escape route is lit Mark N/A if the zone has no final exit. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
15.	Where a generator feeds the emergency lighting, it has been test-run this month The England guide's example checklist: emergency generators tested monthly, normally run for one hour. Mark N/A if there is no generator. Ref.: [7]	◯ Yes ◯ No ◯ N/A

16.	Safety torches kept for escape are in their places and work Mark N/A if torches are not part of your arrangements. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A

After the test

17.	The normal supply is restored, the test switch is back in its normal position and the key is removed Ref.: [7]	◯ Yes ◯ No
18.	The charge indicators show that the units are charging again Mark N/A where no indicator is fitted. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A

Duration test, yearly check and earlier defects

19.	The log shows a full-duration test of this zone within the last 12 months, and every unit lasted its rated time Türkiye: at least 60 minutes, 120 minutes where the occupant load is over 200. England: annual full discharge test. Kansas fire marshal's log: 90 minutes every year. Ref.: [1] [7] [6]	◯ Yes ◯ No ◯ N/A
20.	After a full-duration test, the area is not used in darkness until the batteries have recharged, unless other arrangements are in place The England guide notes that batteries typically take 24 hours to recharge. Mark N/A for a monthly function test. Ref.: [7]	◯ Yes ◯ No ◯ N/A
21.	The records show that a competent person has tested and maintained the system within the last 12 months Türkiye: periodic control, testing and maintenance as the relevant standards set out; the electrical installation is periodically controlled at least yearly by authorised persons unless a standard gives another interval. Ref.: [7] [8] [1] [3]	◯ Yes ◯ No ◯ N/A
22.	Units that failed the previous test have been repaired or replaced Ref.: [6] [4]	◯ Yes ◯ No ◯ N/A

Result

23.	Every failed unit has been reported, with its number, to the person responsible for the building's fire safety systems Ref.: [1] [6]	◯ Yes ◯ No ◯ N/A

24.	If a critical check failed, temporary measures cover the affected escape route until the lighting is repaired **CRITICAL** For example torches for trained staff, or not using the area in darkness. Ref.: [7] [4]	◯ Yes ◯ No ◯ N/A
25.	The date, zone, units tested, result and tester's name are entered in the emergency lighting log Ref.: [7] [6]	◯ Yes ◯ No
26.	The emergency lighting in this zone is in working order **CRITICAL** Ref.: [4] [2]	◯ Yes ◯ No
27.	Notes and numbers of failed units	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Tester		Facility manager	
Name:	.....	Name:	.....
Signature:	.....	Signature:	.....
Date:	.....	Date:	.....

Legal basis and references

[1] Türkiye: Binaların Yangından Korunması Hakkında Yönetmelik (Resmî Gazete, 19.12.2007, 26735) — Article 70 (emergency lighting switches on automatically), 71 (all escape routes and stairs lit), 72 (automatic operation, at least 60 minutes or 120 minutes where the occupant load is over 200, at least 1 lux on the route centre line), 73 (direction signs: lit, duration, colours, size, height, visibility), 84 (periodic control, testing and maintenance of emergency lighting and direction systems as the relevant standards set out) and 67 (owner's or manager's responsibility).

[2] Türkiye: İşyeri Bina ve Eklentilerinde Alınacak Sağlık ve Güvenlik Önlemlerine İlişkin Yönetmelik (Resmî Gazete, 17.07.2013, 28710) — Annex 1, item 10(e) and (f) (marking of escape routes and exits; emergency lighting on a separate energy source where they need lighting) and item 24 (emergency lighting where a lighting failure could create a risk).

[3] Türkiye: İş Ekipmanlarının Kullanımında Sağlık ve Güvenlik Şartları Yönetmeliği (Resmî Gazete, 25.04.2013, 28628) — Annex III, 2.3.1 (installations: periodic control yearly unless standards say otherwise), 2.3.2 (persons authorised to control electrical installations) and Table 3 (electrical installation: one year unless a standard gives an interval).

[4] United States: OSHA 29 CFR 1910.37, Maintenance, safeguards, and operational features for exit routes — (a)(4) safeguards such as exit lighting in proper working order at all times; (b)(1) exit routes adequately lighted; (b)(2)–(b)(4) exits marked, signs not obscured, line of sight to exit signs; (b)(6) exit signs illuminated to at least five foot-candles (54 lux). The section sets no test interval.

[5] United States: OSHA 29 CFR 1910.35, Compliance with alternate exit-route codes — Compliance with the exit-route provisions of NFPA 101 (2009 edition) or the International Fire Code (2009 edition) is deemed compliance with 1910.34, 1910.36 and 1910.37. Used in the introduction and FAQs.

[6] United States: Kansas Office of the State Fire Marshal, Fire Fact 050: Emergency Lights/Signs Log — State example of the fire-code routine, citing the International Fire Code and NFPA 101 section 7.9.3: 30-second functional test every month, 90-minute test every year, a dated and initialled entry for each unit, comments on failure and replacement, documentation kept.

[7] United Kingdom: HM Government, Fire safety risk assessment: offices and shops (updated 12 September 2023) — Part 1, 3.4.4 (when emergency escape lighting is needed, torches) and 3.4.6 (daily, monthly and annual checks); Part 2, Section 5 (what the lighting should cover, function test, annual full discharge test, recharge time, records; names BS 5266-1 and BS 5266-8 for further guidance); 7.1 (records and plans); Appendix A1 (example checklist). Guidance for England under the Regulatory Reform (Fire Safety) Order 2005.

[8] United Kingdom: The Regulatory Reform (Fire Safety) Order 2005 (S.I. 2005/1541) — Article 14(2)(h) (emergency lighting of adequate intensity on routes and exits that need illumination, in case the normal lighting fails) and Article 17(1) (suitable system of maintenance; efficient working order and good repair).

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