

EMERGENCY LIGHTING COMPLETION CERTIFICATE

H.1 Model completion certificate - For New Installations

Serial Number

Occupier/owner

Address of premises

Declaration of Conformity

In consequence of acceptance of the appended declarations, I/we hereby declare that the emergency lighting system installation, or part thereof, at the above premises conforms, to the best of my/our knowledge and belief, to the appropriate recommendations given in BS 5266-1:2016, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838:2013 *Lighting applications – Emergency lighting* and BS EN 50172:2004, *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.

Signed, on behalf of owner/occupier

Name

Deviations from standards

Declaration (Design, installation or verification)	Clause number	Details of deviation

This Certificate is only valid when accompanied by current:

- a) Signed declaration(s) of design, installation and verification, as applicable (see overleaf).
- b) Photometric design data. This can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to meet worst case requirements.
 - i) Authenticated spacing data such as ICEL 1001 registered tables**.
 - ii) Calculations as detailed in Annex G and CIBSE/SLL Guide LG12***.
 - iii) Appropriate computer print of results.
- c) Test log book.

**Available from Industry Committee for Emergency Lighting, Stafford Park 7 Telford TF3 BQ.

***Available from Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

Note The general declaration shown in H.1 is to be completed by the responsible person, after the separate design, installation and verification certificates shown in H.2, H.3 and H.4 have been completed by the competent person who carried out the work.

Figure H.2 – Model completion certificate – Design – Declaration of conformity

BS 5266-1: 2016 clause ref.	Recommendations Any failures of conformity should be covered by a deviation	System conforms		
		YES	NO	N/A
4.2	D1 Accurate plans available showing escape routes, fire alarm control panel, call points and fire extinguishers			
5.2.9	D2 Escape route signs in accordance with BS EN ISO 7010 and BS 5499-4 and other safety signs in accordance with BS EN ISO 7010 and BS 5499-10, clearly identifiable and adequately illuminated			
6.7	D3 The luminaires conform to BS EN 60598-2-22			
5.2.8.1	D4 Luminaires located at following positions: NOTE Near means within 2 m horizontally. a) At each exit door intended to be used in an emergency b) Near stairs so each tread receives direct light c) Near any other change in level d) externally illuminated escape route signs, escape route direction signs and other safety signs needing to be illuminated under emergency lighting conditions e) At each change of direction f) at intersections of corridors g) Near to each final exit and outside the building to a place of safety h) Near each first aid post i) Near each piece of fire-fighting equipment and call point j) Near escape equipment provided for disabled people k) Near refuges and call points, including include two-way communication systems and disabled toilet alarm call position l) Near manual release controls provided to release electronically locked doors			
6.3	D5 At least two luminaires illuminating each compartment of the escape route			
5.2.8.3 5.2.8.4 5.2.8.5 5.2.8.6 5.2.8.7	D6 Additional emergency lighting provided where needed to illuminate: a) Lift cars b) Moving stairways and walkways c) Toilet facilities larger than 8 m ² floor area or without borrowed light, and those for disabled use d) Motor generator, control and plant-rooms e) Covered car parks			
6.7.3	D7 Design duration adequate for the application			
10.6; 10.7; Clause 11	D8 Operation and maintenance instructions and a suitable log book produced for retention and use by the building occupier			
5.2.5; 5.2.6; 5.2.7 5.3.2	D9 At least the minimum illuminance provided for escape routes, open areas and high risk task areas D10 At least the minimum illuminance provided for emergency safety lighting			
Deviations from standards (to be entered on Completion Certificate)				
Clause number	Details of deviation			
Signature of person making design conformity declaration				
For and on behalf of			Date	

H.3 – Model completion certificate – Installation – Declaration of conformity

Serial Number

Installation – Declaration of conformity

BS 5266-1: 2016 clause reference	Recommendations	System conforms (if NO, record a deviation)		
		YES	NO	N/A
Clause 5	IN1 The system installed conforms to the agreed design			
6.1	IN2 All non-maintained luminaires fed or controlled by the final circuit supply of their local normal mains lighting			
6.4	IN3 Luminaires mounted at least 2 m above the floor			
6.4	IN4 Luminaires mounted at a suitable height to avoid being located in smoke reservoirs or other likely area of smoke accumulation			
5.2.9	IN5 Safety signs provided as follows:			
5.2.9.1	a) Escape route signs in accordance with BS EN ISO 7010 and BS 5499-4, adequately illuminated and identifiable			
5.2.9.2	b) Other safety signs in accordance with BS EN ISO 7010 and BS 5499-10, adequately illuminated and identifiable			
8.2	IN6 The wiring of central power systems has adequate fire protection and is appropriately sized			
8.3.5	IN7 Output voltage range of the central power system is compatible with the supply voltage range of the luminaires, taking into account supply cable voltage drop			
8.2.12	IN8 All plugs and sockets protected against unauthorized use			
8.3.3	IN9 The system has suitable and appropriate testing facilities for the specific site			
Clause 11	IN10 The equipment manufacturers' installation and verification procedures satisfactorily completed			
Clause 8	IN11 The system conforms to BS 7671			

Deviations from standards (to be entered on Completion Certificate)

Clause number	Details of deviation

Signature of person making installation conformity declaration

For and on behalf of

Date

H.4 – Model completion certificate – Verification – Declaration of conformity

Serial Number:

Verification – Declaration of conformity

BS 5266-1: 2016 clause reference	Recommendations	System conforms (if NO, record a deviation)		
		YES	NO	N/A
4.2	V1 Plans available and correct			
8.3.3	V2 System has a suitable test facility for the application			
5.2.9	V3 All escape route safety signs and fire-fighting equipment location signs, and other safety signs identified from risk assessment, visible with the normal lighting extinguished			
Clause 5	V4 Luminaires correctly positioned and oriented as shown on the plans			
6.7.1 and Annex F	V5 Luminaires conform to BS EN 60598-2-22			
6.7.1 and Annex F	V6 Luminaires have an appropriate category of protection against ingress of moisture or foreign bodies for their location as specified in the system design			
Clause 12	V7 Luminaires tested and found to operate for their full rated duration			
Clause 12	V8 Under test conditions, adequate illumination provided for safe movement on the escape route and the open areas, paths under emergency safety lighting, and operations within high risk task areas NOTE This can be checked by visual inspection and checking that the illumination from the luminaires is not obscured and that minimum design spacings have been met.			
Clause 12	V9 After test, the charging indicators operate correctly			
8.2	V10 Fire protection of central wiring systems satisfactory			
8.2.6	V11 Emergency circuits correctly segregated from other supplies			
10.6; 10.7; Clause 11	V12 Operation and maintenance instructions together with a suitable log book showing a satisfactory verification test provided for retention and use by the building occupier			

Deviations from standards (to be entered on Completion Certificate)

Clause number	Details of deviation

Signature of person making verification conformity declaration

For and on behalf of

Date

I.1– Model certificate for completion of small new installations – General declaration

Serial Number:

EMERGENCY LIGHTING SMALL* NEW INSTALLATIONS AND EXISTING SITE COMPLIANCE CERTIFICATE For Small New Installations up to 25 Self-contained luminaires

Occupier/owner

Address of premises

Declaration of Conformity

In consequence of acceptance of the appended declarations, I/we hereby declare that the emergency lighting system installation, or part thereof, at the above premises conforms, to the best of my/our knowledge and belief, to the appropriate recommendations given in BS 5266-1:2016, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838:2013 *Lighting applications – Emergency lighting* and BS EN 50172:2004, *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.

Signed, on behalf of owner/occupier

Name

Deviations from standards

Declaration (Design, installation or verification)	Clause number	Details of deviation

This Certificate is only valid when accompanied by current:

- Signed declaration(s) of design, installation and verification, as applicable (see overleaf).
- Photometric design data. This can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to meet worst case requirements.
 - Authenticated spacing data such as ICEL 1001 registered tables**.
 - Calculations as detailed in Annex G and CIBSE/SLL Guide LG12***.
 - Appropriate computer print of results.
- Test log book.

*New works are deemed to be small when involving installations of up to 25 new emergency lighting luminaires

**Available from Industry Committee for Emergency Lighting, Ground Floor, Westminster Tower, 3 Albert Embankment, London, SE1 7SL.

***Available from Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

Note The general declaration shown in I.1 is to be completed by the responsible person, after the separate design, installation and verification certificate shown in I.2, has been completed by the competent person who carried out the work.

I.2 – Model certificate for completion of small new installations – Checklist /report

Site Address		Responsible Person			
BS 5266-1: 2016 clause ref.	Engineer Function D-Designer, I-Installer, V-Verifier	Inspection Date			
	D,I,V	Check of categories and documentation	YES	NO	N/A
4.2	D,V	Are plans of the system available and correct?			
6.7	D,V	Has the system been designed for the correct mode of operation category?			
6.7	D,V	Has the system been designed for the correct emergency duration period?			
Clause 11	D,V	Is a completion certificate available with photometric design data?			
Clause 11	D,I,V	Is a test log book available and are the entries up to date?			
		Check of design			
4.1; 5.2.8	D,I,V	Are the correct areas of the premises covered to meet the risk assessment?			
5.2.8	D,I,V	Are all hazards identified by the risk assessment covered?			
5.2.8	D,I,V	Are there luminaires sited at the "points of emphasis"?			
5.2.2	D,I,V	Is the spacing between luminaires compliant with authenticated spacing or design data?			
5.2.9	D,I,V	Are the emergency exit signs and escape route direction signs correct and the locations of other safety signs to be illuminated under emergency conditions identified?			
6.1	D,I,V	Do all non-maintained luminaires operate on local final circuit failure?			
6.3	D,V	Is there illumination from at least two luminaires in each compartment?			
6.4	I,V	Are luminaires at least 2 m above floor and avoiding smoke reservoirs?			
5.8.2.5; 5.8.2.6	D,V	Are additional luminaires located to cover toilets, lifts, plant rooms, etc.?			
		Check of the quality of the system components and installation			
6.7	D,I,V	Do the luminaires conform to BS EN 60598-2-22?			
6.7	D,I,V	Do any converted luminaires conform to BS EN 60598-2-22?			
6.7	D,I,V	Do luminaires have a suitable degree of protection for their location?			
Clause 8	I,V	Does the installation conform to the good practice defined in BS 7671?			
8.2.12	D,I,V	Are any plugs or sockets protected against unauthorized use?			
		Test facilities			
8.3.3	D,V,I	Are the test facilities suitable to test function and duration?			
8.3.3	D,I,V	Are the test facilities safe to operate and do not isolate a required service?			
8.3.3	D,I,V	Are the test facilities clearly marked with their function?			
8.3.3	D,I,V	If an automatic test system is installed, does it conform to BS EN 62034?			
10.7	D,V	Are the user's staff trained and able to operate the test facilities and record the test results correctly?			
		Final acceptance to be conducted at completion			
Clause 12	D,I,V	Does the system operate correctly when tested?			
10.7	D,I,V	Has adequate documentation been provided to the user?			
10.7	D,I,V	Is the user aware of action they should take in the event of a test failure?			
Action recommended or deviation to be reported:					
Name of competent person making the declaration of conformity (please print)					
Signature of the competent person					
For and on behalf of			Date		

K.1 – Model certificate for completion of existing installations – General declaration

Serial Number

For Verification of Existing Installations

Occupier/owner

Address of premises

Declaration of Conformity

In consequence of acceptance of the appended declarations, I/we hereby declare that the emergency lighting system installation, or part thereof, at the above premises conforms, to the best of my/our knowledge and belief, to the appropriate recommendations given in BS 5266-1:2016, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838:2013 *Lighting applications – Emergency lighting* and BS EN 50172:2004, *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.

Signed, on behalf of owner/occupier

Name

Deviations from standards

Declaration (Design, installation or verification)	Clause number	Details of deviation

This Certificate is only valid when accompanied by current:

- a) Signed declaration(s) of design, installation and verification, as applicable (see overleaf).
- b) Photometric design data. This can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to meet worst case requirements.
 - i) Authenticated spacing data such as ICEL 1001 registered tables**.
 - ii) Calculations as detailed in Annex G and CIBSE/SLL Guide LG12***.
 - iii) Appropriate computer print of results.
 - iv) Site test light readings
- c) Test log book.

*New works are deemed to be small when involving installations of up to 25 new emergency lighting luminaires

**Available from Industry Committee for Emergency Lighting, Ground Floor, Westminster Tower, 3 Albert Embankment, London, SE1 7SL.

***Available from Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

Note The general declaration shown in K.1 is to be completed by the responsible person, after the separate design, installation and verification certificate shown in K.2, has been completed by the competent person who carried out the work.

K.2 – Model certificate for verification of existing installations – Checklist and report						
Site Address			Responsible Person			
BS 5266-1: 2016	Engineer Function D-Designer, I-Installer, V-Verifier		Inspection Date			
clause ref.	D,I,V	Check of categories and documentation	YES	NO	N/A	
4.2	D,V	Are plans of the system available and correct?				
6.7	D,V	Has the system been designed for the correct mode of operation category?				
6.7	D,V	Has the system been designed for the correct emergency duration period?				
Clause 11	D,V	Is a completion certificate available with photometric design data?				
Clause 11	D,I,V	Is a test log book available and are the entries up to date?				
		Check of design				
4.1; 5.2.8	D,I,V	Are the correct areas of the premises covered to meet the risk assessment?				
5.2.8	D,I,V	Are all hazards identified by the risk assessment covered?				
5.2.8	D,I,V	Are there luminaires sited at the "points of emphasis"?				
5.2.2	D,I,V	Is the spacing between luminaires compliant with authenticated spacing or design data?				
10.3; 10.7	D,I,V	If authenticated spacing data is not available for existing installations, are estimates attached and acceptable?				
5.2.9	D,I,V	Are the emergency exit signs and escape route direction signs correct and the locations of other safety signs to be illuminated under emergency conditions identified?				
6.1	D,I,V	Do all non-maintained luminaires operate on local final circuit failure?				
6.3	D,V	Is there illumination from at least two luminaires in each compartment?				
6.4	I,V	Are luminaires at least 2 m above floor and avoiding smoke reservoirs?				
5.8.2.5; 6	D,V	Are additional luminaires located to cover toilets, lifts, plant rooms, etc.?				
		Check of the quality of the system components and installation				
6.7	D,I,V	Do the luminaires conform to BS EN 60598-2-22?				
6.7	D,I,V	Do any converted luminaires conform to BS EN 60598-2-22?				
6.7	D,I,V	Do luminaires have a suitable degree of protection for their location?				
Clause 8	I,V	Does the installation conform to the good practice defined in BS 7671?				
8.2.1	D,I,V	For centrally powered systems, is the wiring fire-resistant?				
8.2.12	D,I,V	Are any plugs or sockets protected against unauthorized use?				
7.2	D,I,V	If a central power supply unit is used, does it conform to BS EN 50171?				
8.3.3	D,V,I	Are the test facilities suitable to test function and duration?				
8.3.3	D,I,V	Are the test facilities safe to operate and do not isolate a required service?				
8.3.3	D,I,V	Are the test facilities clearly marked with their function?				
8.3.3	D,I,V	If an automatic test system is installed, does it conform to BS EN 62034?				
10.7	D,V	Are the user's staff trained and able to operate the test facilities and record the test results correctly?				
		Final acceptance to be conducted at completion				
Clause 12	D,I,V	Does the system operate correctly when tested?				
10.7	D,I,V	Has adequate documentation been provided to the user?				
10.7	D,I,V	Is the user aware of action they should take in the event of a test failure?				
10.7	D,I,V	Are any deviations fully documented and are they still acceptable?				
Action recommended or deviation to be reported:						
Results of the inspection			Signed			

EMERGENCY LIGHTING COMPLETION CERTIFICATE

Annex I (informative)

Additional guidance on the compliance checklist and report for an existing site

I.1 General

Responsible persons are required to demonstrate that emergency lighting is appropriate to protect occupants. New buildings are well provided for; the checklist and report in Annex G covers existing premises where current valid documentation is not available.

Typical reasons for use of this substitute system documentation include the following.

- a) The use of the building might have changed, for example, equipment that was satisfactory for a warehouse would probably not be adequate if the premises were turned into a bar, so the original documentation would not be relevant.
- b) Small premises that previously did not require a fire certificate might now need to be assessed as safe for their occupants.
- c) Equipment ages and no longer might no longer perform as well as it needs to. Correct design builds in reasonable degradation factors but these can be exceeded.
- d) With improved knowledge and understanding of risks, safety standards have improved. Emergency lighting levels now highlight specific hazard areas, and equipment requirements take advantage of improved products such as fluorescent luminaires and the use of fire-resistant cables.
- e) The original documentation might never been provided or could have become lost.

The following sections give advice on the procedures to be used to fill in the checklist report.

I.2 Design

The location of escape routes has to conform to guidance given in the relevant risk assessment guide.

Prior to this edition of BS 5266-1, a reduced light level of a minimum of 0.2 lx on the centreline of escape routes was allowable for routes that were permanently unobstructed. They now need to be reported to the responsible person to assess if they are acceptable or if they need to be upgraded to the current value of 1 lx.

Prior to 1988, open areas were not clarified as needing coverage. However, since then BS 5266-1 has recommended that rooms should have emergency lighting if:

- a) they are larger than 60 m²;
- b) they have an escape route passing through them; or
- c) they have a hazard that is identified by the site risk assessment.

If these routes and areas are not provided with adequate emergency lighting, the report needs to recommend that this omission be defined in the risk assessment.

Safety signs have to be adequately illuminated, either as an internally illuminated sign or by having an emergency luminaire within 2 m (measured horizontally) of an externally illuminated sign.

NOTE Attention is drawn to the Health and Safety (Safety Signs and Signals) Regulations 1996 [37].

Emergency luminaires have to be located at specific hazard and safety locations, i.e. "points of emphasis".

The original site design data will ideally contain the design spacing calculations, which can be checked against the installation. In practice, getting the data for existing installations can be difficult. If authenticated spacing tables are not available, the nearest luminaire format with a similar battery voltage/A.H. capacity and diffuser type can be used to estimate acceptability. Authenticated spacing tables are produced by test houses and the products checked for conformity under BS EN ISO 9000; this is preferable to verifying actual levels on site, which is difficult and time consuming. Failures or estimations in this area need to be reported and, depending on the site, the installation rectified by adding luminaires or replacing them with better performing units.

EMERGENCY LIGHTING COMPLETION CERTIFICATE

Care has to be taken when testing units that do not have approved luminaires installed, as they often ignore derating factors and can therefore fail prematurely.

I.3 Quality of the system components and installation

If the non-maintained luminaires are not supplied from the final lighting circuit, a failure of the lighting circuit will not activate the emergency lighting. In this case, either the wiring needs to be corrected or the fittings changed for the maintained type.

If the central system wiring does not offer adequate fire resistance, either the cable can be supplied with additional fire protection, or the cores of a conduit system can be withdrawn and replaced by appropriate silicon insulated cable.

If self-contained luminaires fail to reach their rated duration, they or their batteries need to be replaced. It is essential that replacement batteries are of the correct type, or they could cause sudden premature failure. Central battery systems need to be checked first, to see that the system has not been overloaded. If this is not the case, the battery needs to be replaced.

If luminaires are dirty, they need to be cleaned. If the diffusers are badly discoloured (i.e. yellow or brown), this is likely to be a result either of ageing or of excessive exposure to ultra violet light; modern diffusers use plastics that are highly UV stable, so it tends to apply to old-style luminaires. Either the diffuser or the complete luminaire needs to be replaced.

If a luminaire fluorescent lamp shows signs of serious blackening at the tube ends, this is either because it is old and needs replacing, or it can be a sign that the luminaire is subject to excessive switching. Either condition needs rectifying.

I.4 Records, test facilities and training

If site plans and test log records (see **4.2** and **4.3**) are not available, blank record sheets can be used. If site plans cannot be provided, blank drawings can be marked up.

It is important that testing and maintenance is carried out regularly to identify any possible faults at an early stage (see **8.3.3** and **12.3**).

The test facilities recommended in **8.3.3** might not be available in existing sites. If the procedures do not enable the system to be tested completely and safely, additional facilities will be needed.

Operators need to be trained to:

- a) perform their testing function;
- b) keep the premises safe; and
- c) obtain action to rectify any faults found.

M.1 – Model emergency lighting inspection and test certificate

Emergency Lighting Inspection and Test Certificate			
For systems designed to BS 5266-1 and BS EN 50172/BS 5266-8			
WARNING			
Full duration tests involve discharging the batteries, so the emergency lighting system will not be fully functional until the batteries have had time to recharge. For this reason, always carry out testing at times of minimal risk, or only test alternate luminaires at any one time.			
System manufacturer			
Contact phone number			
System installer			
Contact phone number			
Competent engineer responsible for verification and annual tests			
Site address & phone number			
Responsible person			
Date the system was commissioned			
Details of system mode of operation	Non-maintained		
	Non-maintained luminaires, maintained signs		
	Maintained		
	Other		
Duration of system	Hours	Is automatic test system fitted?	Y/N
Details of additions or modifications to the system or the premises since original installation			
Addition or modification			Date
Action to be taken on finding a failure			
<ul style="list-style-type: none"> The supplier of the system or a competent engineer should be contacted to rectify the fault. A risk assessment of the failure should be conducted; this should evaluate the people who will be at increased risk and the level of that risk. Based on this data and, if necessary, advice from the Fire Authority, the appropriate action should be taken. Action may be: <ul style="list-style-type: none"> To warn occupants to be extra vigilant until the system is rectified To initiate extra safety patrols To issue torches as a temporary measure In a high-risk situation, to limit use of all or part of the building 			
NOTE Test programs for identifying early failures can reduce the chances of failure of two adjacent luminaires at the same time.			

M.2 - Model emergency lighting inspection and test record

Emergency Lighting Inspection and Test Record		Sheet number:		
Site:				
Test types: C = Commissioning and verification test				
M = Monthly test (see BS EN 50172:2004/BS 5266-8:2004, 7.2.3)				
A = Annual test (see BS EN 50172:2004/BS 5266-8:2004, 7.2.4)				
Date of test	Test type	Result – Test Passed No action needed	Result – Test Failed see M3	
			Need for repair of system notified	Need for safeguarding of premises notified
		Sign below *	Sign below*	Sign below*
	C			
	M – 1st month			
	M – 2nd month			
	M – 3rd month			
	M – 4th month			
	M – 5th month			
	M – 6th month			
	M – 7th month			
	M – 8th month			
	M – 9th month			
	M – 10th month			
	M – 11th month			
	A – 1st year			
	M – 1st month			
	M – 2nd month			
	M – 3rd month			
	M – 4th month			
	M – 5th month			
	M – 6th month			
	M – 7th month			
	M – 8th month			
	M – 9th month			
	M – 10th month			
	M – 11th month			
	A – 2nd year			
	M – 1st month			
	M – 2nd month			
	M – 3rd month			
	M – 4th month			
	M – 5th month			
	M – 6th month			
	M – 7th month			
	M – 8th month			
	M – 9th month			
	M – 10th month			
	M – 11th month			
	A – 3rd year			

M.3 – Model emergency lighting fault action record

Emergency Lighting Fault Action Record		Sheet number:	
Contact references	Contact name	Phone number	
Equipment supplier:			For replacement parts
Maintenance engineer:			Competent engineer
Responsible person:			Site control
Date of failure	Action taken to safeguard the premises (Details and signature)	Action taken to rectify the system (Details and signature)	Date system repaired