SITE survey. APP

SITE SURVEY REPORT

Emergency Lighting Test Record

Prepared for	Kingsgate Estates Ltd
Date	3 Oct 2026
Site	Kingsgate Business Centre
Prepared by	A. Novak

FORM

Emergency Lighting Test Record

1. Test details

Project	Kingsgate Business Centre: annual emergency lighting test (completed example)
Client	Kingsgate Estates Ltd
Site	Kingsgate Business Centre
Site address	Kingsgate Business Centre, Milton Keynes
Date of the test	3 Oct 2026
Responsible person for the premises	Kingsgate Estates Ltd
Which test?	Annual full duration test
Type of system	Self-contained luminaires
Date of the last monthly function test	5 Sep 2026
Date of the last annual full duration test	20 Sep 2025
Days since the last monthly test	28
Days since the last full duration test	378
Routine tests overdue	1

> More than a year since the last full duration test. Book the annual full discharge test the Home Office guide describes.

> Home Office guide Fire safety risk assessment: offices and shops. Testing would typically include a daily visual check of any central controls, a monthly function test, operating the test facility for long enough to make sure each emergency lamp lights, and an annual full discharge test. It is good practice to keep a record of tests.

Rated duration of the system (hours)	3
How long did the test run? (minutes)	180
Rated duration covered (%)	100

> After a full discharge test, batteries typically take 24 hours to recharge. The Home Office guide says the premises should not be re-occupied until the emergency lighting is fully working again, unless other arrangements have been made.

Are other arrangements in place until the batteries have recharged?	Yes

2. Luminaires tested

Record the results for	Each luminaire

Luminaires by floor or area 1: Ground floor

Floor or area	Ground floor

Luminaires or circuits in this area 1: EL-01

Luminaire or circuit reference	EL-01
Position in this area	Reception exit
Type	Exit sign
Charge indicator	Lit
Result	Pass
This floor or area: luminaires or circuits tested	1
This floor or area: passed	1
This floor or area: failed	0
This floor or area: charge indicator not lit	0
This floor or area: went out before the end	0

Luminaires by floor or area 2: First floor

Floor or area	First floor

Luminaires or circuits in this area 1: EL-04

Luminaire or circuit reference	EL-04
Position in this area	Stair 1 landing
Type	Maintained bulkhead
Charge indicator	Lit
Result	Pass

Luminaires or circuits in this area 2: EL-07

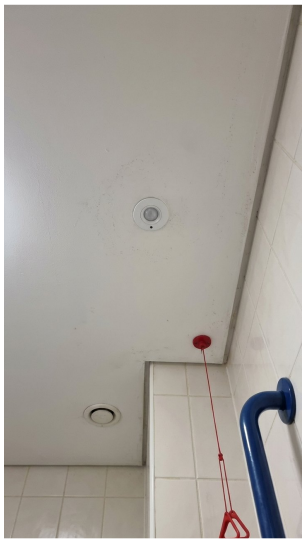
Luminaire or circuit reference	EL-07

Position in this area	Corridor by stair 2
Type	Non-maintained bulkhead
Charge indicator	Lit
Result	Pass

Luminaires or circuits in this area 3: EL-11

Luminaire or circuit reference	EL-11
Position in this area	Accessible WC
Type	Downlight
Charge indicator	Not lit
Result	Fail
What was wrong?	Did not light

Photos of the fault



Action taken or needed	No charge indicator and no light on test. Supply checked at the local fused spur: live. Fitting to be replaced.
This floor or area: luminaires or circuits tested	3
This floor or area: passed	2
This floor or area: failed	1
This floor or area: charge indicator not lit	1
This floor or area: went out before the end	0

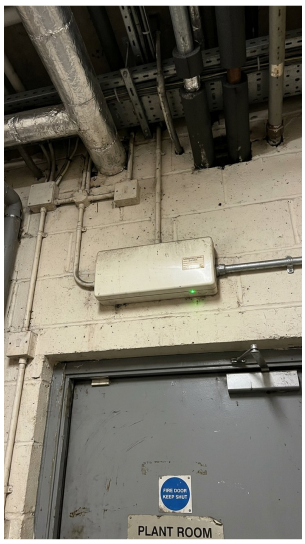
Luminaires by floor or area 3: Plant room

Floor or area	Plant room

Luminaires or circuits in this area 1: EL-14

Luminaire or circuit reference	EL-14
Position in this area	Plant room door
Type	Non-maintained bulkhead
Charge indicator	Lit
Result	Fail
What was wrong?	Went out before the end of the test
Went out after (minutes)	52

Photos of the fault



Action taken or needed	Battery pack failed at 52 minutes. Replacement ordered; temporary torch left by the door.
This floor or area: luminaires or circuits tested	1
This floor or area: passed	0
This floor or area: failed	1
This floor or area: charge indicator not lit	0
This floor or area: went out before the end	1
Luminaires or circuits tested	5

Passed	3
Failed	2
Passed (%)	60
Charge indicator not lit	1
Went out before the end	1

> Failures found. Each failed fitting may leave its area unlit if the normal lighting fails: tell the responsible person before you leave and set an action for each.

Has the responsible person been told about the failures?	Yes
Did the test cover every luminaire in the building?	Yes
Has this test been entered in the emergency lighting log book?	Yes

3. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Replace the battery in EL-14 and re-test for 3 hours.

What needs doing?	Replace the battery in EL-14 and re-test for 3 hours.
Who will do it?	Brightline Electrical
Due date	10 Oct 2026
Status	Open

Further actions 2: Replace the EL-11 downlight and re-test.

What needs doing?	Replace the EL-11 downlight and re-test.
Who will do it?	Brightline Electrical
Due date	10 Oct 2026
Status	Open

Further actions 3: Annual test was 13 days late: book next year's for September 2027 and add it to the PPM calendar.

What needs doing?	Annual test was 13 days late: book next year's for September 2027 and add it to the PPM calendar.
Who will do it?	A. Novak

Emergency Lighting Test Record

Due date	17 Oct 2026
Status	Completed
Inspector name	A. Novak
Position or company	Facilities coordinator, Kingsgate Estates
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.