SITE SURVEY REPORT

Fire Damper Test Record

Prepared for	Castle Court Estates
Date	3 Oct 2026
Site	Castle Court Offices
Prepared by	N. Ross

FORM

Fire Damper Test Record

1. Visit

Project	Castle Court Offices: annual fire damper drop test (completed example)
Client	Castle Court Estates
Site	Castle Court
Site address	Castle Street, Worcester
Test date	3 Oct 2026
Engineer	N. Ross, Air Duct Services
Damper schedule or drawing reference	Damper schedule DS-02 rev B
Date of the last test	12 Sep 2025
Days since the last test	386

More than 12 months since the last test. BESA's guidance on BS 9999 is to test at least annually.

BESA guidance on BS 9999: fire dampers should be tested by a competent person on completion of installation and at least annually after that, more often in dusty or polluted air. The Fire Safety Order (article 17) requires fire safety equipment to be maintained in efficient working order and in good repair.

2. Dampers

Floors and areas 1: Level 1

Floor or area	Level 1

Dampers on this floor 1: FD-01

Damper reference	FD-01
Location	Level 1 corridor ceiling
Type	Fusible link (spring)
Access panel available?	Yes
Visual check (clean, no corrosion, no obstruction)	OK
Drop test: closed fully	Pass

Reset and left open?	Yes
Fusible link replaced with a correctly rated link?	Yes
Result	Pass

Photos (before and after the test)





Dampers on this floor 2: FD-04

Damper reference	FD-04
Location	Level 1 corridor, east end
Type	Fusible link (spring)
Access panel available?	Yes
Visual check (clean, no corrosion, no obstruction)	OK
Drop test: closed fully	Pass
Reset and left open?	Yes
Fusible link replaced with a correctly rated link?	Yes
Result	Pass

Dampers on this floor 3: FD-02

Damper reference	FD-02
Location	Level 1 plant room wall
Type	Fusible link (spring)

Access panel available?	Yes
Visual check (clean, no corrosion, no obstruction)	Defect
Drop test: closed fully	Fail
Reset and left open?	No
Fusible link replaced with a correctly rated link?	No
Result	Fail
Fault and action	Blade seized by corrosion; did not close, so not reset and link not replaced. Quoted for replacement.

Photos (before and after the test)



This floor: dampers	3
Passed	2
Failed	1
No access	0

Floors and areas 2: Level 2

Floor or area	Level 2

Dampers on this floor 1: FD-05

Damper reference	FD-05
Location	Level 2 corridor ceiling
Type	Fusible link (spring)

Access panel available?	Yes
Visual check (clean, no corrosion, no obstruction)	OK
Drop test: closed fully	Pass
Reset and left open?	Yes
Fusible link replaced with a correctly rated link?	Yes
Result	Pass

Dampers on this floor 2: FD-06

Damper reference	FD-06
Location	Level 2 meeting room riser
Type	Motorised fire damper
Access panel available?	Yes
Visual check (clean, no corrosion, no obstruction)	OK
Drop test: closed fully	Pass
Reset and left open?	Yes
Result	Pass

Dampers on this floor 3: FD-03

Damper reference	FD-03
Location	Level 2 kitchen riser
Type	Motorised fire damper
Access panel available?	No
Result	No access
Fault and action	Ceiling tile glued; access panel needed.
This floor: dampers	3
Passed	2
Failed	0
No access	1

Dampers on the schedule visited	6
Dampers passed	4
Dampers failed	1
Dampers with no access	1
Dampers tested that passed (%)	80
Floors with a failed damper	1

> A failed damper may not close in a fire. Arrange repair or replacement and tell the responsible person.

Next test due	3 Oct 2027
Days until the next test	365

3. Sign-off

Responsible person or site contact name	L. Price, building manager
Responsible person or site contact signature	
Completed by	N. Ross, Air Duct Services
Engineer signature	