**Objective:**

To establish procedure for manning and control of Fire Alarm System

**Policy:**

Ensure smooth and safe operation of system in case of fire incidence

**Responsibility:**

Technician / Shift Engineer/ Operations Manager

**Procedures:**

1. Check for healthy power, Controls.
2. Ensure system is connected to intelligent main panel and auxiliary power & battery backup is healthy.
3. Check the entire zonal panel online.
4. Check the main menu & ensure all intelligent detectors, response indicators, manual call point, control module, Monitor module & Hooters with flash light are connected online.
5. Check that all calls from MCP are activated.
6. Check that fire alarm system is integrated and on line with BMS.
7. Check & ensure Alarm & Trouble free system (System Normal).
8. If alarm generated Accept Rectify reset the system.
9. Take system summary parameters and record in the logbook

**Revision Guide:**

Any change in the system needs review of SOP.