



FIRE PROTECTION • NFPA 72, CHAPTER 14 ITM

Fire Alarm Inspection & Test Report

Control unit, power, initiating devices, notification appliances, control functions, and supervising station. Covers weekly through annual visits.

INSPECTION COMPANY

LICENSE # / PHONE

REPORT #	
INSPECTION DATE	START / FINISH

A Site & system identification

PROPERTY NAME		BUILDING / SUITE COVERED	STREET ADDRESS		
OWNER / RESPONSIBLE PARTY		ON-SITE CONTACT & PHONE		TECHNICIAN NAME	NICET / STATE LICENSE #
INSPECTION TYPE ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semiannual ☐ Annual				NFPA 72 EDITION ADOPTED	LOCAL AMENDMENTS
FACU MANUFACTURER	FACU MODEL	FACU LOCATION		SOFTWARE / FIRMWARE REV.	
SYSTEM TYPE ☐ Addressable ☐ Conventional ☐ Hybrid			NO. OF ZONES / POINTS	SUPERVISING STATION	
STATION PHONE	STATION ACCOUNT #	ON SITE ☐ Record of completion ☐ As-built drawings ☐ Prior reports			

B Device count & test summary

Count every device on the system. Tested + not tested should equal total.

Device type	Total	Tested	Passed	Failed	Bypassed / not tested	Notes
Manual pull stations						
Smoke detectors (spot type)						
Heat detectors						
Duct smoke detectors						
Carbon monoxide detectors						
Waterflow switches						
Valve tamper / supervisory switches						
Pressure, low-air, low-temp supervisory						
Monitor / control modules						
Audible appliances (horns, speakers)						
Visible appliances (strobes)						
Remote annunciators						
Remote power supplies / NACs						
Other						

C Power & battery readings

Compare to the manufacturer's listed values and the design.

Reading	Unit	Target / spec	Measured	OK	Notes
Battery manufacture date	date			☐	
Battery rating	Ah			☐	
Charger float / charging voltage	VDC			☐	
Charging current	A			☐	
Terminal voltage under full alarm load	VDC			☐	
Measured capacity, % of rating (replace at or below 80%)	%			☐	
Standby + alarm duration confirmed per design	hr			☐	

D Inspection & test items

Mark each item Pass, Fail, or N/A. List every Fail in the deficiency table.

Fire alarm control unit	Pass	Fail	N/A	Notes / deficiency
Visual: panel normal, no alarm, trouble, or supervisory conditions active	☐	☐	☐	
Visual: enclosure clean, undamaged, securely mounted, door key present	☐	☐	☐	
Visual: field wiring landed on terminals, no loose or corroded connections	☐	☐	☐	
Visual: fuses, LEDs, and power-supply indicators in normal state	☐	☐	☐	
Functional: lamp / LED test illuminates all panel indicators	☐	☐	☐	
Functional: panel sounder operates on alarm and trouble	☐	☐	☐	
Functional: trouble annunciates when IDC, NAC, and SLC circuits are opened	☐	☐	☐	
Functional: ground-fault detection annunciates when a fault is introduced	☐	☐	☐	
Functional: each alarm input produces the correct output sequence (cause and effect)	☐	☐	☐	
Disconnect, disable, or trouble conditions silence and restore correctly	☐	☐	☐	
Event history reviewed; panel time and date set to current	☐	☐	☐	
Walk test or single-point test of each addressable point logged at panel	☐	☐	☐	

Primary & secondary power, batteries	Pass	Fail	N/A	Notes / deficiency
Visual: primary (AC) power connected, on a dedicated breaker, breaker labeled	☐	☐	☐	
Functional: primary power removed; system transfers to secondary and annunciates AC loss	☐	☐	☐	
Visual: batteries free of corrosion, leakage, swelling, or heat damage	☐	☐	☐	
Battery terminals clean and torqued; interconnect cabling intact	☐	☐	☐	
Battery within manufacturer's listed life (verify against adopted edition)	☐	☐	☐	
Charger float / charging voltage and current within listed range	☐	☐	☐	
Load test under full alarm load: terminal voltage holds above manufacturer end voltage	☐	☐	☐	
Engine-driven generator or alternate source tested where it is the secondary supply	☐	☐	☐	

Initiating devices	Pass	Fail	N/A	Notes / deficiency
Visual: every device in place, undamaged, unobstructed, within listed spacing	☐	☐	☐	
Manual pull stations operated; alarm and correct address at panel; reset	☐	☐	☐	
Spot smoke detectors tested with listed aerosol or test gas; alarm and location label correct	☐	☐	☐	
Smoke detector sensitivity within listed range (first year, then alternate years, or self-test)	☐	☐	☐	
Heat detectors: restorable types tested per manufacturer; non-restorable by mechanical or simulated means	☐	☐	☐	
Duct smoke detectors: sampling airflow and alarm verified; fan shutdown interface confirmed	☐	☐	☐	
Carbon monoxide detectors tested per manufacturer (where part of the fire alarm system)	☐	☐	☐	
Waterflow switches flow-tested at adopted edition's interval; alarm within retard period	☐	☐	☐	
Valve tamper / supervisory switches operated; supervisory signal at panel	☐	☐	☐	
Pressure, low-air, and low-temperature supervisory devices operated; signal received	☐	☐	☐	
Addressable monitor / control modules report correct address and state	☐	☐	☐	
Device location labels and point list match the as-built record	☐	☐	☐	

Notification appliances	Pass	Fail	N/A	Notes / deficiency
Visual: horns, strobes, speakers, and combo units in place, undamaged, correctly mounted	☐	☐	☐	
Visual: strobe lenses clean; candela markings match approved plans	☐	☐	☐	
Functional: every audible appliance sounds during the alarm test	☐	☐	☐	
Functional: every visual appliance flashes during the alarm test	☐	☐	☐	
Sound pressure level meets required dBA above ambient in occupiable areas	☐	☐	☐	
Strobe synchronization confirmed within field of view where required	☐	☐	☐	
Voice evacuation messages intelligible (STI-PA or qualitative) at representative locations	☐	☐	☐	
Microphone, paging zones, and prerecorded message priority verified (where installed)	☐	☐	☐	
Visible appliances in sleeping areas meet required candela (where applicable)	☐	☐	☐	

Emergency control functions & interfaces	Pass	Fail	N/A	Notes / deficiency
Elevator Phase I recall: primary and alternate recall on lobby / machine-room / hoistway detectors	☐	☐	☐	
Elevator shunt trip and machine-room / hoistway smoke interface operate before recall (where provided)	☐	☐	☐	
HVAC fan shutdown and smoke-control sequences operate on the designated input	☐	☐	☐	
Smoke and fire dampers actuate to the correct position on alarm	☐	☐	☐	
Magnetic door holders release; rated doors close and latch	☐	☐	☐	
Electrically locked egress doors unlock on alarm (where interfaced)	☐	☐	☐	
Suppression releasing / preaction solenoid signals verified without discharge	☐	☐	☐	
Each control relay changes state and returns to normal after test	☐	☐	☐	

Annunciators & remote equipment	Pass	Fail	N/A	Notes / deficiency
Remote annunciator display and LEDs mirror panel status during test	☐	☐	☐	
Annunciator acknowledge, silence, and reset operate and are access-restricted as designed	☐	☐	☐	
Graphic or LCD annunciator zone labels match field locations	☐	☐	☐	
Remote power supplies / NACs and repeaters report normal and annunciate trouble	☐	☐	☐	
Printer or event recorder logs events legibly (where installed)	☐	☐	☐	

Supervising station & communications	Pass	Fail	N/A	Notes / deficiency
System placed on test with the supervising station before transmitting	☐	☐	☐	
Both communication paths operate on dual-path communicators (e.g., IP plus cellular)	☐	☐	☐	
Account number, premises address, and zone descriptions on file verified	☐	☐	☐	
Call list, emergency contacts, and runner / response instructions current	☐	☐	☐	
System restored from test; station logged normal restoration	☐	☐	☐	

E Supervising station signal log

Fault each path individually and confirm the path-failure signal arrives within the listed time.

Signal	Time sent	Time received	Operator name / ID	Confirmed
Alarm				☐
Supervisory				☐
Trouble				☐
Path 1 failure				☐
Path 2 failure				☐
Restoral				☐

F Deficiencies & impairments

Flag critical deficiencies (impaired detection, notification, or signaling) and notify the owner in writing.

Device type	Address	Location	Deficiency	Critical	Corrective action / priority
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

G

Devices left in bypass or disabled

Device / address	Location	Reason	Planned restoration

H

Results & sign-off

OVERALL RESULT: SYSTEM OPERATES AS INTENDED ☐ Pass ☐ Fail		CRITICAL DEFICIENCIES: OWNER NOTIFIED IN WRITING ☐ Yes ☐ No ☐ None found	
SYSTEM RESTORED TO FULL AUTOMATIC; ALL ZONES AND STATION NORMAL ☐ Yes ☐ No		CORRECTIVE ACTIONS ☐ Completed on site ☐ Recommended (see table)	
OWNER / REPRESENTATIVE NOTIFIED: NAME		DATE NOTIFIED	NEXT WEEKLY / MONTHLY DUE
NEXT QUARTERLY DUE	NEXT SEMIANNUAL DUE		NEXT ANNUAL DUE

TECHNICIAN SIGNATURE & LICENSE #		OWNER / AUTHORIZED AGENT SIGNATURE	
PRINT NAME DATE		PRINT NAME DATE	

Requirements come from the NFPA 72 inspection and testing chapter; chapter, table, and section numbering vary by edition. Frequencies shown are commonly cited (for example semiannual waterflow testing in the 2025 edition, annual functional testing of most devices, alternate-year smoke sensitivity) but can differ in your jurisdiction. Verify scope, test methods, and frequencies with your AHJ and the adopted edition. This form is a starting point, not the standard, and does not replace inspection or testing by qualified personnel.