

## Checklist for Compliance with Standard EC.02.03.05

Unit/Area: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Question	Y/N	N/A	Comments
Do you have a complete inventory of all devices to be tested?			
Do you have a mechanism to confirm that all the appropriate devices have been tested and that none have been overlooked?			
Do you generate a deficiency report from any testing?			
Do you document any corrective actions to be taken, based on the report?			
Do you have a time line for these corrective actions?			
If repairs are made, do you have a mechanism to "close the loop," documenting the who, what, where, and when of the repairs?			
Do you commission the system after the repairs?			
Do you have a mechanism to make sure that interim life safety measures (ILSM) are assessed and implemented, if required, during repairs?			
Is the signal panel appropriately placed?			
Does the signal panel have adequate protection?			
Is the signal panel sufficiently staffed during off hours to make sure there's coverage at all times?			
Do you have a method to make sure that service personnel are qualified and experienced in inspection, testing, and maintenance activities?			
Do you have a mechanism to make sure that you have proper audibility in high-noise areas, such as boiler rooms?			