
Exit Sign and Emergency Lighting Monthly Test

1.0 Objective & Intent

The objective of this SOP is to establish a standardized monthly testing procedure for all exit signs and emergency lighting units within the facility. This procedure ensures that egress pathways remain illuminated during a power failure, allowing for safe evacuation of all personnel. Compliance with WorkSafeBC Regulation 4.7 (Lighting) and the BC Fire Code is mandatory. Failure of these systems poses a critical risk of injury or death during an emergency.

2.0 Operational Scope

This procedure applies to all maintenance personnel, safety coordinators, and supervisors responsible for the inspection and testing of emergency lighting and exit signage. It covers all battery-powered and generator-backed emergency lights, exit signs, and combination units located throughout the production floor, warehouse, finishing area, office spaces, and all egress corridors. This test is to be performed on the first business day of every month.

3.0 Hazard Identification & Mandatory PPE

- Electrical Shock: Contact with live wiring or terminals during testing or repair.
- Fall from Height: Using ladders or step stools to reach ceiling-mounted units.
- Slip/Trip Hazards: Cords, tools, or debris in walkways during inspection.
- Burns: Contact with hot lamps or battery terminals.
- CSA-Approved Steel Toed Boots
- Safety Glasses with side shields
- Class 1 or 2 Leather Palm Work Gloves
- Hard Hat (when working near overhead obstructions or on ladders)

4.0 Required Safety Equipment & Tools

- Lockout/Tagout (LOTO) Kit with personal lock and hasp (if servicing)
- Non-contact voltage tester (rated for 120V-347V)
- Insulated screwdriver set
- Step ladder or rolling scaffold (rated for 300 lbs minimum)
- Flashlight or headlamp
- Digital camera or smartphone for documentation
- Inspection log sheet or mobile device with SafeDesk app
- Spare lamps and batteries (as per manufacturer specifications)

5.0 Step-by-Step Safety Procedure

1. Notify all shift supervisors and affected personnel that a monthly emergency lighting test will be conducted. Post

- temporary signage at all entrances indicating that emergency lighting will be temporarily disabled in certain zones.
2. Visually inspect each exit sign and emergency light unit for physical damage, corrosion, or obstructions. Ensure all lenses are clean and legible. Document any units that require repair or replacement.
 3. Using the non-contact voltage tester, verify that the unit is receiving normal AC power before initiating the test. If no power is detected, tag the unit out of service and initiate a corrective work order.
 4. Press and hold the 'Test' button on each emergency light unit, or for units without a test button, manually disconnect AC power by switching off the dedicated breaker or unplugging the unit. Observe that the emergency lamps illuminate immediately.
 5. Time the duration of the emergency lighting for a minimum of 30 seconds (monthly test). Verify that the light output remains steady and does not flicker or dim. For exit signs, confirm that the internal illumination (LED or incandescent) remains on during the test.
 6. After the 30-second test, restore AC power by releasing the test button or switching the breaker back on. Verify that the unit's charging indicator (usually a green or red LED) illuminates, indicating normal charging mode.
 7. Record the test results on the inspection log or in the SafeDesk app. Include the unit ID, location, date, time, test result (Pass/Fail), and any observations. For failed units, immediately place a red 'Out of Service' tag on the unit and submit a corrective maintenance request.
 8. Proceed to the next unit and repeat steps 2 through 7. Ensure all units in the facility are tested within the same shift. Do not skip any unit, including those in storage rooms, mechanical rooms, or rarely accessed areas.
 9. Upon completion of all tests, remove any temporary signage and notify all supervisors that the test is complete. File the completed inspection log in the safety binder or upload it to the SafeDesk platform for digital record keeping.
 10. If any unit failed the test, ensure that the corrective work order is prioritized and that the unit is repaired or replaced within 48 hours. Re-test the repaired unit before returning it to service.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.