
Fire Alarm Pull Station Test - Safe Work Procedure

1.0 Objective & Intent

This SOP defines the safety protocols for testing manual fire alarm pull stations within the cabinet and millwork manufacturing facility. The primary objective is to verify the functionality and reliability of the fire alarm system in accordance with WorkSafeBC regulations (OHS Regulation Part 31 – Fire Safety) and the BC Fire Code. This procedure mitigates the risk of undetected fire alarm system failures, which could delay evacuation and emergency response during an actual fire event, thereby protecting all personnel from fire and smoke inhalation hazards.

2.0 Operational Scope

This procedure applies to all designated fire alarm pull stations located throughout the manufacturing facility, including production areas, warehouse, finishing room, and administrative offices. It is to be performed by authorized maintenance personnel or a designated fire safety coordinator. All employees and contractors present in the facility during the test must be notified in advance. This SOP does not cover testing of smoke detectors, heat detectors, or the fire alarm control panel itself, except as necessary for system reset.

3.0 Hazard Identification & Mandatory PPE

- Loud Alarm Sirens: Risk of temporary hearing loss or startle response. Wear hearing protection (earplugs or earmuffs with NRR 25+).
- Strobe Lights: Risk of seizure for photosensitive individuals. Personnel with known conditions should be pre-assigned to a safe area.
- Slip/Trip Hazards: Evacuation routes may become congested. Ensure all walkways are clear of debris and materials.
- Electrical Shock: Risk when accessing pull station wiring or control panel. Only qualified personnel may open enclosures.
- Unexpected System Activation: May cause panic or injury if personnel are not warned. Pre-test notification is mandatory.
- CSA-Approved Steel Toed Boots
- Safety Glasses (Z87.1 rated)
- Hearing Protection (earplugs or earmuffs, NRR 25+)
- High-Visibility Vest (if testing in active production areas)

4.0 Required Safety Equipment & Tools

- Fire alarm pull station test key (if required for model type)
- Two-way radio or communication device for coordination with control panel operator
- Lockout/Tagout (LOTO) kit (if accessing control panel for reset)
- Facility evacuation map and muster point list
- Test log sheet and pen
- Flashlight (in case of power loss during test)
- First aid kit (nearby)

5.0 Step-by-Step Safety Procedure

1. Notify all facility personnel, supervisors, and the fire alarm monitoring company (if applicable) at least 15 minutes before the test. Use the public address system or a pre-arranged communication method to announce: 'Attention: A scheduled fire alarm test will begin in 5 minutes. Do not evacuate unless you hear continuous alarms or are directed by a fire warden.'
2. Verify that the fire alarm control panel is in normal (standby) mode and that no trouble, supervisory, or alarm signals are present. If any fault exists, do not proceed; contact the fire alarm service technician.
3. Station a qualified operator at the fire alarm control panel with a two-way radio. Confirm communication with the person conducting the pull station test.
4. Proceed to the first designated pull station. Ensure the area is clear of obstructions and that personnel are aware of the test. Use the test key or manually activate the pull station according to manufacturer instructions. Do not use excessive force.
5. Immediately confirm that the fire alarm control panel receives the alarm signal. The panel should indicate the specific zone or device address. Verify that audible and visual notification appliances (horns, strobes) activate within the required time (typically 10 seconds).
6. If the alarm system is connected to a monitoring service, confirm that the signal is received by the monitoring station. If not, note the failure for corrective action.
7. Reset the pull station using the test key or by following the manufacturer's reset procedure. Do not use tools that could damage the device.
8. At the control panel, silence the audible alarms and reset the system. Verify that all notification appliances return to standby mode and that no trouble signals appear. If the system does not reset properly, tag the pull station out of service and contact a qualified technician.
9. Repeat steps 4 through 8 for each pull station in the facility. Document the test date, time, pull station location, result (pass/fail), and any corrective actions on the test log sheet.
10. After all tests are complete, announce the end of the test over the public address system: 'The scheduled fire alarm test is now complete. The system is back in normal operation.' Notify the monitoring company that testing is finished.

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.