

## Demo Company Ltd



### Fire & Smoke

## Damper Inspection Report

Customer Name	FD Sample Company
Customer Address	Sample Build. Sample Street, Sample Town, Sample County, SC1.
Site Name	FD Sample Site Name
Site Address	Site Street. Site Town, Site County, SC2.
Job Ref	332
Completion Date	01/07/2025 16:14
Project Manager	Matt Parsell
Technician Inspecting	John Doe
Report Issued	01/07/2025 15:48

## Introduction to Fire/smoke damper testing & inspections

Fire codes and standards require that fire dampers are tested, maintained, and inspected with documentation at regular intervals, after installation, and throughout their intended life, to ensure that they operate correctly and as intended when needed.

To reach fire damper compliance each damper must be inspected, and a drop test carried out. Fire dampers form part of a building ventilation system and are installed where air handling ducts pass through fire-separating elements such as compartment walls or enclosures protecting escape routes.

## What is a fire damper drop test?

During a fire damper drop test the technician will:

- Manually release the fusible link / operate motor switch and drop into closed position
- Ensure the damper closes fully, visually checking that the bottom curtain blade locks onto the locking-ramp
- The fusible link / electrical motor will be inspected for any deformity or damage
- Whilst in close position the damper will be cleaned and lubricated (if advised in manufacturer maintenance manual)
- Damper shall then be opened and re-set, ensuring the bottom blade remains parallel with the top of the damper
- Photographic evidence will be taken of the damper in the 'as found' position, close position and reset position

A visual inspection is carried out on the damper to ensure the following:

- Correct orientation
- Transit tape over the fuse link has been removed
- All galleys are clean and clear from obstructions
- Springs are mounted securely and not twisted
- Adequate support for the damper, and integrity of ductwork either side of damper
- No serious signs of corrosion
- Fuse link or bar is in good condition, with no visible signs of damage
- Check the correct shearable fixings have been used

Many faults or defects can be identified during the initial inspection. Should there be an accessibility issue, obstruction, or damage to the damper, these will be noted as required remedial actions. Once all visual inspections are complete and satisfactory, a drop test can be carried out.

Over the years, we have seen many Fire Dampers installed incorrectly with the installation tape still intact, wedged open with wood/screwdrivers/, service cables running through or in front of FDs, gaps, and blades half dropped and stuck in situ.

It is imperative that an annual inspection and test of the FDs and SDs are carried out by a competent person. All our technicians are trained and have attended a CITB ATO GET2937 Fire & Smoke Control Inspection, Testing, Replacement & Installation approved course. This course is also approved by CITB NI & CPD. The course is relevant to NOS (National Occupational Standards) GTIF 04 SCQF Level 5 through a third party auditor/assessor.



## Regulations on inspection & testing of Fire and Smoke Dampers

To ensure best practice and a safe environment, there are several regulations, standards, and guidelines on inspecting and testing of Fire Dampers and Smoke Dampers.

These are:

Regulation/Standard	Organisation	Title
<b>Regulatory Reform (Fire Safety) Order 2005</b>	Government Legislation	Regulatory Reform (Fire Safety) Order 2005
<b>BS9999: 2017 Annex W Section W1</b>	BSI	Fire Safety in the design, management & use of buildings.
<b>L24</b>	HSE	Workplace health, safety & welfare 1992 Regulations 5 & 6
<b>BS EN15780:2011 (Revised 2013)</b>	BSI	Ventilation for Buildings Ductwork/Cleanliness of Ventilation Systems
<b>LPS 2084</b>	BRE	Standard for Inspection, cleaning & Maintenance of Ductwork Systems
<b>HTM 03 01:2019</b>	DOH	Health Technical Memo Specialised Ventilation for Healthcare Premises
<b>HTM 05 01</b>	DOH	Managing Health Care Fire Safety
<b>Part 1 &amp; Part 2 Grease Air (IAQ) TM26:2000</b>	CIBSE	Hygiene Maintenance of Office Ventilation Ductwork
<b>DW 145</b>	BESA	Guide to Good Practice for the Installation of Fire and Smoke Dampers
<b>NAAD21</b>	NAADUK	Legal Standards & Guidance applicable to indoor Air Quality and Fire/Grease levels within Ventilation Systems

### PROJECT DESCRIPTION

To ensure that you are complying with your statutory requirement to test and inspect your fire dampers within your premises.

### SCOPE OF WORKS (SPECIFICATION)

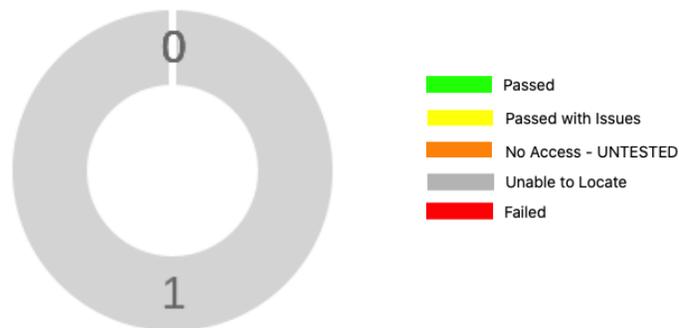
Drop test all fire dampers onsite

### PROJECT SUMMARY

All works completed on time on the scheduled day. A total of 1 Fire Dampers were drop tested/inspected. A total of 0 have failed, 0 could not be accessed and remain Untested, 0 passed with issues and 0 passed the drop test/inspection. 1 not found

### RESULTS

Damper Test Results



## RECOMMENDATIONS & ADVISORIES

To remain compliant arrangements should be made for all fire dampers to be tested at regular intervals not exceeding 1 year.

Please see attached the spreadsheet and failed damper sheet at the end of the report if any failures have been recorded, for failure reasons and remedial works.

did page numbers come out ok

FD Sample Company - 332

**DAMPER LOCATION**

office

**DAMPER DETAILS**

Damper Asset	fd01
Date Tested	01/07/2025 16:14:20
Can Damper be Located	No

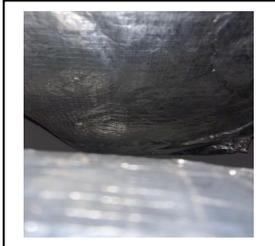
**PHOTO OF ASSET NUMBER IF APPLICABLE**



**PHOTO OF EXTERNAL VIEW OF DAMPER**



**PHOTO OF WHERE DAMPER SHOULD BE**



**DAMPER TEST RESULTS**

Has the Damper Passed or Failed?	Unable To Locate
Possible Solutions or Recommendations	not there

**UNABLE TO LOCATE**

**LIST OF FAILED DAMPERS**

Asset Number	Location of Damper	Reason for Failure
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**COMPANY**  
Your Tagline Here



**LIST OF PASSED WITH ISSUES DAMPERS**

Asset Number	Location of Damper	Recommended Action
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**COMPANY**  
Your Tagline Here



**LIST OF PASSED DAMPERS**

<b>Asset Number</b>	<b>Location of Damper</b>	<b>Inspection Result</b>
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**LIST OF DAMPERS WHICH CANNOT BE ACCESSED AND REMAIN UNTESTED**

<b>Asset Number</b>	<b>Location of Damper</b>	<b>Recommended Action</b>
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**COMPANY**  
Your Tagline Here



**LIST OF UNABLE TO LOCATE DAMPERS**

<b>Asset Number</b>	<b>Location of Damper</b>	<b>Reason for Failure</b>
fd01	office	not there

**COMPLETION REPORT SHEET**

<b>Customer Present:</b>	No
<b>Supervisor Name:</b>	John Doe
<b>Signature:</b>	
<b>Date:</b>	01/07/2025 16:14

**COMPLIANCE & COMPETENCY**

Compliance & Competency are paramount in the selection of a contractor to ensure that as the building owner/responsible person of these premises. Selection of our company has enabled you to show that you have shown due diligence in your duty of care.

All Fire Dampers within this report have been drop tested/inspected in accordance with BS9999 (2017) & Regulatory Reform Order (2005).