Safety Management System

Procedure for Silencing the Fire Alarm

Next review due: July 2020, or when significant changes occur. See: review findings at the bottom of the page.

- At Microlink House we have two fire alarm control panels.
  - The main panel is situated in the "loading bay passage" near the electric meter cupboards.
  - A repeater panel is installed in the reception area to the right of the security door, leading to the ground floor of the building.
  - Both panels look and operate similarly and it does not matter which panel is used to perform the functions described below.

- To silence the alarm:
  - Turn the key clockwise from the "NORMAL" position to the "ARM CONTROLS" position.

Nb: Only the electronic version of an SMS document is controlled! However, hard copies may be printed but must be checked as being current prior to use!
• Press the middle of the three white buttons (which are situated just to the right of the key switch) which is labelled "SILENCE ALARM / FAULT SOUNDERS", the alarms should stop sounding.

• A sounder inside the control unit will beep to indicate that an activation or a fault has been detected.
• If the system is to be left for some time in this state (not reset, for maintenance for instance) the "beep may be silenced by pressing the silence button a second time.

• Nb:
  o If the alarm has been activated unexpectedly, either by a fire or a false alarm caused by a fault,
  o the panel will continue to beep and a zone light flash indicating the location of the fault, despite pressing the "silence" button a second time,
  o the panel must not be reset,
  o until the fire officer or the Fire Alarm Contractor’s engineer has identified / repaired the fault!
- **To reset the alarm:**
  - When a practice evacuation, alarm test or maintenance is complete, with the key in the “ARM CONTROLS” position, press the reset button which is just above the “SILENCE ALARM / FAULT SOUNDERS”!
  - All the active zone circuits will carry out a self-test and flash both red and orange during the tests,
  - when the test is complete only the power “SUPPLY-HEALTHY” light will remain illuminated in green to indicate a good power supply.
  - Only then should the key be returned to the ”NORMAL“ position.

<table>
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<tr>
<th>Review Interval:</th>
<th>12 months or when significant changes occur.</th>
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<tbody>
<tr>
<td>Review Findings:</td>
<td>12-07-2019, reviewed by Clive Richardson, of C&amp;CSS on behalf of Microlink PC (UK) Ltd; no significant changes have been made.</td>
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