OpsAuditHub opsauditihub.com	DOC ID: **SAF-0189**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910.37**	AUDIT FREQUENCY: **Monthly and Annual Audit**

Emergency Lighting Test Log Safety Audit Checklist

Operational Scope: Establishes a standardized procedure for inspecting, testing, and logging emergency lighting systems across all facility zones to ensure rapid egress illumination during power failures. Mitigates life-safety risks associated with dark evacuation routes and maintains strict compliance with local and federal fire safety mandates.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Non-Conductive Nitrile Gloves, High-Visibility Vest, Composite Toe Safety Footwear, Insulated Hand Tools
PREREQUISITES:	Verify facility notification procedures are active if testing requires broad power interruption. | Ensure step ladders or access platforms are inspected and rated for facility ceiling heights. | Review previous month's audit log to track recurrent battery or fixture failures.

MONTHLY 30-SECOND FUNCTIONAL TESTING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Manual Test Switch Activation**	Depress and hold the test button on each unit; verify that emergency lamps illuminate immediately upon AC power disconnection.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Charging Indicator Status LED**	Confirm that the AC power 'ON' charge indicator LED is illuminated green or red, indicating active battery recharging circuits.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
3	**Lamp Head Alignment & Focus**	Inspect optical heads to ensure they are securely aimed along egress pathways, stairwells, and exit discharges without obstruction.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
4	**Physical Housing & Enclosure Integrity**	Check housing units for cracks, loose mounting hardware, water ingress, or corrosion that could compromise electrical safety.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

ANNUAL 90-MINUTE ENDURANCE & WIRING AUDIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Full 90-Minute Discharge Test**	Isolate the branch circuit powering the emergency units and verify they remain illuminated at acceptable light output for a continuous 90-minute duration.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Battery Voltage & Terminal Inspection**	Measure internal battery voltage under load; check terminals for sulfation, leakage, or loose wire connectors.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
7	**Remote Emergency Fixture Heads**	Inspect wiring runs, junction boxes, and remote lamp heads connected to central battery or inverter systems for physical wear and voltage drop.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
8	**Exit Sign Illumination & Battery Backup**	Verify that all internally illuminated exit signs maintain proper lettering contrast and emergency battery fallback functionality for 90 minutes.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

RECORDKEEPING & COMPLIANCE DOCUMENTATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Written Logbook Availability**	Ensure the physical or digital test log is securely stored on-site, displaying dates, tested units, and corrective actions taken for AHJ inspection.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
10	**Corrective Action Sign-Off**	Confirm that any failed units identified during previous inspections have been repaired, re-tested, and officially closed out in the tracking system.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

Certified Facility Technician / OpsAuditHub Inspector Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Facilities & Life Safety Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines and NFPA inspection mandates.

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