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	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910.37**	AUDIT FREQUENCY: **Monthly and Annual Audit**

Emergency Lighting Test Log Sop Template

Operational Scope: This standard operating procedure establishes the mandatory protocol for testing, inspecting, and documenting all facility emergency lighting and exit signage systems. The objective is to mitigate egress hazards during power failures and ensure strict compliance with life safety mandates.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Non-Conductive Nitrile Gloves, Steel-Toe Safety Footwear (ASTM F2413), High-Visibility Safety Vest, Class 0 Insulated Gloves (if accessing internal wiring)
PREREQUISITES:	Verify facility occupants are notified if localized lighting interruptions are required during testing. | Ensure portable testing tools, multi-meters, and the master facility floor plan are on hand. | Confirm access pathways to all emergency lighting units, battery packs, and remote heads are clear of obstructions.

MONTHLY 30-SECOND FUNCTIONAL TEST

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Manual Test Switch Activation**	Depress and hold the test button on each emergency lighting unit for a minimum of 30 seconds; verify that all lamps illuminate immediately upon activation.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Remote Head Lamp Alignment**	Inspect beam orientation to ensure directional lamps illuminate egress paths, corridors, and primary stairwells without blinding building occupants.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
3	**Battery Charging Indicator**	Verify that the AC power ON LED and charge status indicator lights are illuminated solid green or red, confirming active trickle charging.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Illuminated Exit Sign Integrity**	Check all dual-circuit and battery-backed exit signs for complete lettering illumination and absence of flickering or burnt-out internal LEDs.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

ANNUAL 90-MINUTE DISCHARGE TEST

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Branch Circuit Breaker Isolation**	De-energize the dedicated emergency lighting circuit breaker to simulate a total power outage across the designated zone.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
6	**90-Minute Battery Duration**	Monitor emergency lighting units continuously for 90 minutes to ensure lamps remain fully lit without premature dimming or catastrophic battery failure.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
7	**Inverter and Central Battery Systems**	Inspect central inverter output voltage, cabinet temperature, and internal cooling fans under full load conditions.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
8	**Post-Test Automatic Recharge**	Restore circuit power and verify that all units automatically switch back to charging mode within 60 seconds of grid restoration.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

PHYSICAL & ENVIRONMENTAL INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Enclosure and Mounting Security**	Inspect housing units, brackets, and conduit connections for physical damage, corrosion, loose fasteners, or evidence of moisture ingress.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
10	**Battery Terminal Condition**	Check sealed lead-acid or NiCad batteries for terminal sulfation, bulging casings, acid leaks, or expired replacement dates.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

Certified Facility Technician / Inspector Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Facility Operations Manager / Safety Director Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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