NOTLUX by TRiALED

FOR OPERATORS, FACILITY MANAGEMENT AND PROPERTY MANAGERS

Emergency lighting checklist

What to check routinely, monthly, annually and every five years – plus documentation, fire inspections, conversions, changing service providers and batteries. Ready to tick off. Basis: EN 50172:2024 or the testing basis defined for your system.

Daily and ongoing

- [ ] Central or group battery: read and record the operating and fault indicators.
- [ ] Watch the status LEDs of self-contained luminaires; report red or flashing ones immediately.
- [ ] Exit signs visible: no decoration, shelving, posters or open doors in front.
- [ ] Escape routes and emergency exits clear, exit doors not blocked.
- [ ] Report damaged housings, loose covers or missing pictograms immediately.

Monthly

OR AS PER THE DEFINED TESTING BASIS

- [ ] Simulate a mains failure or trigger the test function.
- [ ] Every safety and exit sign luminaire switches to emergency mode.
- [ ] Afterwards: check the return to normal mode and the indicators (charging, operation, fault).
- [ ] Self-testing luminaires: evaluate results in the app, central unit or status LED.
- [ ] Record failures as defects with luminaire number and order the fix.
- [ ] Enter the test with date, clear result and name in the logbook.

Annually

ELECTRICIAN

- [ ] Duration test over the full defined rated duration (e.g. 1 h or 3 h).
- [ ] Check condition and soiling of luminaires and signs; test rest and inhibit functions if fitted.
- [ ] Plan safety during the test and recharging (up to 24 h) – e.g. outside hours of use or with substitute measures. Splitting into groups alone is not always enough.
- [ ] Duration not reached? Record the defect, have it fixed promptly and properly – the cause may go beyond the battery – and define substitute measures until then.
- [ ] Check the luminaire layout and numbering against the installation.

Every 5 years and as planned

- [ ] Measure illuminance and file the report (EN 50172:2024).
- [ ] Check dates for electrical and expert inspections.
- [ ] Review the defined testing basis and intervals – for existing systems including earlier rules.

Who may do what? Instructed persons may read indicators, operate the provided test button or test function and record results. Opening luminaires, replacing batteries and work on the electrical installation are for a qualified electrician.

Template for your own use. Does not replace testing by a qualified electrician; the testing basis defined for the system, building permit, fire safety concept and applicable regulations prevail.
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Documentation

MUST BE AVAILABLE

- [ ] Logbook with all tests, defects, measures and retests.
- [ ] Defined testing basis and intervals of the system.
- [ ] Floor plans with luminaire positions, system type, duration, circuits.
- [ ] Handover documents: installer's certificate, initial test, measurement reports.
- [ ] Reports of electrical and expert inspections, including previous years.
- [ ] Datasheets and manuals; named responsible person with a deputy.

Before a fire or expert inspection

- [ ] Logbook complete – all tests since the last inspection.
- [ ] Open defects fixed and retest documented.
- [ ] Own function test shortly before the appointment.
- [ ] Exit signs and escape routes walked: clear, visible, arrows correct.
- [ ] Documents ready, access to central unit and plant rooms ensured.

After conversions or change of use

- [ ] Have escape routes, exits or room layouts changed?
- [ ] Arrow directions and positions of exit signs checked.
- [ ] New obstacles recorded: partitions, shelving, ceiling baffles.
- [ ] New requirements clarified, e.g. anti-panic lighting, longer duration.
- [ ] Layout, calculation, escape plans and logbook updated.

When changing service provider

- [ ] Logbook, system documentation and all reports handed over.
- [ ] Open defects and ongoing repairs recorded in writing.
- [ ] Digital logbooks exported in full, access data handed over.
- [ ] Next tests scheduled – no gap in between.

Battery age and spare parts

- [ ] Battery installation year recorded per luminaire or group.
- [ ] Results of annual tests compared over the years.
- [ ] Replace batteries per manufacturer data or as planned in the contract – not only after failure.
- [ ] Availability of spare batteries, light sources and pictograms clarified.

The operator remains responsible for all tests – even when they are contracted out. EN 50172:2024 replaces the earlier edition; earlier requirements may still apply to existing systems. Which tests are binding for your building also depends on its use, building permit, fire safety concept and national rules.

Tip: hang this checklist where the logbook is kept – so a deputy can see at a glance what needs doing.

More: testing intervals, logbook and who may test →

Tired of paperwork? Your logbook as an app.

With the NOTLUX Wartung app you test every luminaire directly on the escape plan, record defects with a photo and get the test report, defect list and logbook at a click – for emergency lighting of any make, servers in Frankfurt. Try the demo in your browser, no sign-up. Or hand it all over: under the NOTLUX maintenance contract we carry out the annual on-site inspection, fix defects and replace all batteries in year 5–6.

Demo: notlux.de/en/demo

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