NOTLUX by TRiALED

PRINTABLE TEMPLATE

Emergency lighting logbook

Record of all tests, defects, maintenance and changes of your safety lighting – in line with EN 50172:2024 or the testing basis defined for your system and national rules.

System details

Site / building

Address

Operator

Responsible person

Deputy

Phone / email

Commissioned on

Installer

System

☐ Self-contained ☐ Group battery ☐ Central battery

Rated duration

☐ 1 h ☐ 3 h ☐ _____ h

Test system

☐ manual ☐ Self-test (EN 62034) ☐ central monitoring

Layout / handover documents attached

☐ yes ☐ no

Special building – expert inspection

☐ yes, next on _____ ☐ no

Number of luminaires: exit signs _____ · safety luminaires _____ · circuits / groups _____

Testing basis and intervals defined for this system

☐ EN 50172:2024 ☐ existing system under earlier rules (e.g. EN 50172:2004 / national) ☐ other: _____

Function test every

Duration test every

Illuminance measurement (every 5 years) – last on

Defined by / on

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.

How to use this template

Number every luminaire
Each luminaire gets a number – identical on the housing and in the list, with circuit or central unit.

Record every test
Function tests, annual test with rated and tested duration, measurements, electrical and expert inspections.

Track defects with an ID
Every defect gets an ID and stays on the defect log until it passes the retest.

Keep everything
On site and to hand – including previous years, inspection reports and measurement records.

Testing intervals and responsibilities

What	Who	When (example – the defined testing basis prevails)
Read the indicators of the central or group battery system	instructed person (reading only)	**daily**
Visual check: luminaires and signs undamaged, not obstructed	operator / instructed person	**ongoing**
Function test in emergency mode incl. return to normal mode and indicators	electrician or instructed person following instructions	**monthly – existing systems possibly more often**
Annual test: full rated duration, condition, soiling, rest/inhibit function if fitted	electrician	**annually**
Illuminance measurement with report	electrician / specialist	**every 5 years (EN 50172:2024)**
Periodic inspection of the electrical installation	electrician	**per risk assessment**
Expert inspection in special buildings	approved expert	**per national/regional law**

What may instructed persons do?

Yes – after instruction, following instructions
Read indicators, operate the provided test button or test function, enter results in the logbook, report anomalies immediately. The instruction (date, content, person) is documented.

No – qualified electrician only
Opening luminaires, replacing batteries, switching fuses or circuits, any work on the electrical installation. Electrically instructed persons only under the direction and supervision of an electrician.

Testing basis and intervals defined for this system: EN 50172:2024 replaces the earlier edition; in Germany it also replaces the pre-standard DIN VDE V 0108-100-1 (transition until 27 May 2027). Earlier requirements may still apply to existing systems – e.g. additional weekly checks. Define the binding intervals here.

Luminaire list

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Number, location, type and supply of every luminaire. For centrally supplied luminaires, state circuit and associated battery; record the battery replacement date per luminaire – batteries are wear parts.

Site / system _____ **Period** _____ **Sheet no.** _____

ES exit sign luminaire **SL** safety luminaire **AP** anti-panic **HR** high-risk task area

No.	Location / room	Luminaire type / make	Kind	Duration	Circuit / central unit · battery	Battery since	Battery replaced	Notes

Test records – visual and function tests

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One line per test. Clear result: “OK” only if everything is in order – otherwise “not OK” with a defect ID, transferred to the defect log.

Site / system _____ **Period** _____ **Sheet no.** _____

V visual check **I** indicators read **F** function test **ST** self-test results evaluated

Date	Test	Luminaires / area	Result	Normal mode + indicators OK afterwards	Defects found (defect ID)	Tester (name, qualification)	Signature
03/02/2026	F	No. 1–80	not OK	yes	D-07: no. 34 does not switch to emergency mode, status LED red	M. Sample, instructed person	M. Sample

Test records – visual and function tests

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Site / system _____ **Period** _____ **Sheet no.** _____

V visual check **I** indicators read **F** function test **ST** self-test results evaluated

Date	Test	Luminaires / area	Result	Normal mode + indicators OK afterwards	Defects found (defect ID)	Tester (name, qualification)	Signature

Annual test – duration and condition

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Per luminaire, group or circuit: rated duration, actually tested duration and a clear result. If the duration is not reached, there is a defect.

Site / system _____ Period _____ Sheet no. _____

Date	Luminaire / group / circuit	Rated duration	Tested duration	Result	Condition, soiling, rest/inhibit function	Defect ID	Electrician (name)	Signature
14/03/2026	Group 1 (no. 1–40)	3 h	3 h	OK	Good condition, no. 12 cover cleaned	–	K. Smith	K. Smith

Defect log

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Every defect is fixed promptly and properly. Define temporary measures until then. A defect is only closed after a passed retest.

Site / system _____ Period _____ Sheet no. _____

Defect ID	Found on	Luminaire / location	Defect	Temporary measure	Fix: measure	Carried out by (name / company)	Fixed on	Retest: date, result, name
D-07	03/02/2026	No. 34, ground-floor corridor	no emergency mode, status LED red	Area informed, portable replacement light provided	Cause: faulty battery – battery replaced	K. Smith, electrician	10/02/2026	10/02/2026 · function + duration OK · K. Smith

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Maintenance, changes and reports

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Maintenance, repairs, conversions, changed escape routes and electrical, expert and measurement reports. Number and attach reports – keep previous years and older reports.

Site / system _____ **Period** _____ **Sheet no.** _____

M maintenance **R** repair **C** conversion / change **E** electrical inspection **X** expert inspection **L** illuminance measurement **H** handover / commissioning

Date	Type	Description / luminaires affected	Carried out by (name / company)	Report no. / attached	Signature

Test planning

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Site / system _____ Period _____ Sheet no. _____

Test	Interval (defined)	responsible	last on	next due
Function test				
Annual / duration test				
Illuminance measurement				
Electrical inspection				
Expert inspection				
Battery replacement (manufacturer)				

Is your logbook inspection-ready?

- [ ] System details, testing basis, intervals and luminaire list are up to date.
- [ ] All tests are recorded without gaps – including previous years; older sheets and reports are kept.
- [ ] Every annual test states rated duration, tested duration and a clear result.
- [ ] Every defect has an ID, a measure and a passed retest.
- [ ] The last illuminance measurement is no older than 5 years and the report is attached.
- [ ] Testers are identifiable by name and instructions are documented.
- [ ] Maintenance, conversions and electrical and expert reports are recorded and attached.
- [ ] The logbook is available on site at any time.

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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