

Emergency Lighting Function Test Procedures

Every emergency lighting system located on the premises must have a monthly function test and an annual function test. The monthly and annual function tests help ensure the emergency lights remain reliable during an emergency. The following steps must be followed when performing the monthly and annual tests:

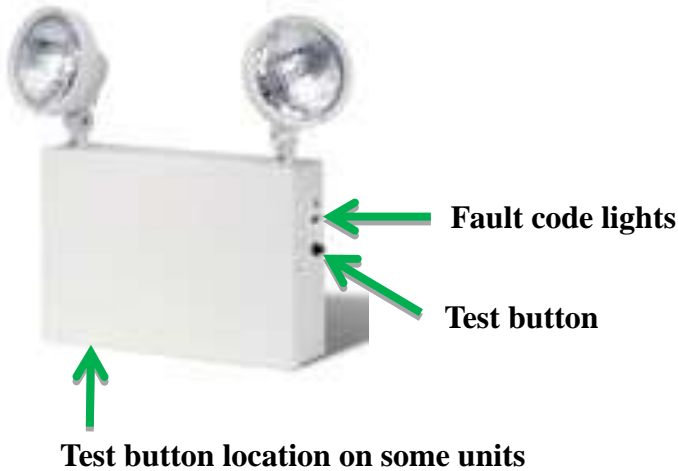
1. **Determine who will be responsible for conducting the tests.**
 - a. The Fuel Mart Manager is ultimately responsible for the monthly and annual emergency lighting tests, but the Manager may delegate the monthly test to a responsible employee. Only assign one individual to perform the monthly test. This individual needs to perform the test every month.
 - b. Ports Petroleum's maintenance will work with each station to complete the annual emergency lighting test. It's the responsibility of the Manager to notify maintenance when the annual test is due.

2. **Individual performing the test must be knowledgeable and understand the procedures for performing the monthly emergency lighting tests.**
 - a. The Manager must review these procedures with the individual that will be performing the monthly emergency lighting tests and the Manager must also ensure the individual understands these procedures.
 - b. The individual performing the monthly emergency lighting tests is responsible for:
 - i. Performing monthly emergency lighting tests on all emergency lighting systems,
 - ii. Following the monthly test procedures,
 - iii. Completing the emergency lighting test log, and
 - iv. Reporting any identified issues immediately to the Manager.

3. **Number each emergency lighting system.**
 - a. Each emergency lighting system must have its own unique number. Those numbers then need to be transferred over to the emergency lighting test log. This will identify the number of emergency lighting systems located at the facility and will also ensure every emergency lighting system is inspected on a monthly and annual basis.

4. **Monthly function test.**
 - a. Emergency lights are equipped with a test switch or test button which simulates a power outage and activates the battery.
 - b. Ensure unit is mounted securely and not damaged.
 - c. Hold test button for a minimum of **30 continuous seconds**.
 - d. At the end of the test ensure:
 - i. All lamps are on.

- ii. Trouble fault code lights are not on (if applicable).
- iii. Audible trouble fault alarm is not activated (if applicable).
- e. System has to be fully operational for the duration of the test.
- f. Complete the emergency lighting test log.



5. Annual function test.

- a. Contact corporate maintenance for the proper procedures on how to perform the annual function test.
 - i. The annual function test must only run off of the internal battery in order to fully drain the battery, recharge the battery and to ensure the battery is holding a charge.
- b. Ensure unit is mounted securely and not damaged.
- c. Test unit for **90 continuous minutes**.
- d. At the end of the test ensure:
 - i. All lamps are on.
 - ii. Trouble fault code lights are not on (if applicable).
 - iii. Audible trouble fault alarm is not activated (if applicable).
 - iv. System has to be fully operational for the duration of the test.
 - v. Complete the annual emergency lighting test log.

6. Notify your store manager if there are issues identified during the monthly or annual test.

7. Send the completed monthly and annual emergency lighting test logs to the Safety Director.