



Checklist of Installation instructions for converting an existing emergency luminaire with LED Tube

The aim of the checklist is to determine the condition of the luminaire to be converted. Identify the lighting system regarding safety aspects. The luminaires shall be in condition suitable for re-use for the expected service life and shall be checked accordingly.

Signify recommends that you use this document for risk assessment and hand it over to the client, completed and signed.

Basic information record	
Projec name:	Projec No:
Date:	Site Engr:
Location of work:	Time:
LED tube model:	Application voltage:
CBU model:	Supply voltage:
Emergency drive model:	Supply voltage:

Before conversion				
S/N	Environmental and connection conditions	N/A	Yes/No	Remarks
1	The ambient temperature of the luminaire is in a temperature range of -20°C ~ +45°C.			
2	The ambient conditions on site (dirt, water, dust) correspond to the specification of the luminaire (IP protection).			
3	There is no influence of chemically active substances (including sulfur).			
4	The luminaire is mounted on a normal surface or the luminaire has a D or FF marking when mounted on easily flammable surfaces.			
5	Emergency luminaires shall be equipped with a protection device which disconnects the luminaire from the supply in case of any failure.			
S/N	Visual inspection of the luminaire	N/A	Yes/No	Remarks
1	The luminaire and mounting have no visible damage (no deformations, dents, openings and cracks or other damage e.g. of seals).			
2	Plastics that hold current-carrying parts in place or protect against electric shock must have sufficient mechanical strength.			
3	The conversion does not change the protection class.			
S/N	Compatibility check of LED tube	N/A	Yes/No	Remarks
1	The LED tube supports DC input or 0Hz AC input.			
2	The LED tube matches the rated voltage of the centralized battery system (or emergency pack).			
3	The LED tube is marked with CE or ENEC or DALI (if required).			

S/N	Safety operation confirmation	N/A	Yes/No	Remarks
1	The main power supply has been disconnected (five-step power-off method).			
2	Measures to prevent re-power-on have been implemented.			
3	It has been confirmed that no voltage exists.			
4	Grounding and short-circuit protection have been completed.			
5	The exposed live parts have been covered.			

During conversion				
S/N	Wiring and installation	N/A	Yes/No	Remarks
1	For a proper conversion, please refer to the installation instructions enclosed with the Led tube.			
2	Electric connection must be appropriate according to all applicable standards and other national and international safety and accident prevention regulations.			
3	Ensure stability of the ceiling and fastening elements.			
4	Whilst connected to a live supply, self-contained emergency luminaires shall have adequate separation between the normal supply and live parts in the circuit for battery charging.			
5	In centrally supplied combined emergency luminaires, electrical separation between normal and emergency supplies shall be ensured by double insulation, reinforced insulation, earthed screen or other equivalent means.			

S/N	Testing and function confirmation	N/A	Yes/No	Remarks
1	The LED tube lights up normally when powered on.			
2	The emergency switching response is normal.			
3	The emergency power supply status light is on normally.			
4	The LED tube has no flicker when in operation.			
5	The startup time of the LED tube meets the application requirements.			
6	The control and monitoring functions (such as DALI) have passed the test.			

After conversion				
S/N	Summary and Record	N/A	Yes/No	Remarks
1	Whether all the projects comply with the centralized battery system specifications.			
2	Whether it is allowed to be officially put into operation.			
3	Replace whether the record label is filled in.			
4	The converted luminaire must no longer be operated with fluorescent lamps. To mark this, we recommend that the enclosed warning sticker be clearly visible next to the type plate of the luminaire.			
Signature of the inspector:		Signature of the reviewer:		