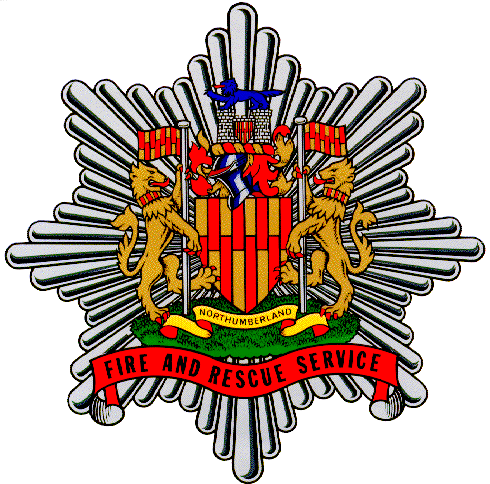


**FIRE PRECAUTIONS LOG BOOK**



**THE REGULATORY REFORM**

**(FIRE SAFETY) ORDER 2005**

**Northumberland Fire & Rescue Service**

**West Hartford Business Park**

**West Hartford**

**CRAMLINGTON**

**Northumberland**

**NE23 3JP**

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**ADDRESS**

**LOCATION OF LOG BOOK**

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**USEFUL TELEPHONE CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Fire & Rescue Service HQ | 01670 621110 | Commercial Trainer - Conor Reed  Training Courses | 01670 621145 |

|  |  |  |  |  |
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**PART 1 FIRE RISK ASSESSMENT**

**MANAGING FIRE SAFETY**

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly.

The risk assessment that you must carry out will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

**WHAT IS A FIRE RISK ASSESSMENT?**

A fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:-

* To identify the fire hazards.
* To reduce the risk of those hazards causing harm to as low as reasonably practicable. To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

The term “where necessary” (see Glossary) is used in the Order, therefore when deciding what fire precautions and management arrangements are necessary you will need to take account of this definition.

The terms “hazard” and “risk” are used throughout this guide and it is important that you have a clear understanding of how these should be used.

* **Hazard:** anything that has the potential to cause harm.
* **Risk:** the chance of that harm occurring.

If your organisation employs five or more people, or your premises are licensed or an alterations notice requiring it is in force, then the significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded. You will probably find it helpful to keep a record of the significant findings of your fire risk assessment even if you are not required to do so.

**HOW DO YOU CARRY OUT A FIRE RISK ASSESSMENT?**

A fire risk assessment will help you determine the chances of a fire starting and the dangers from fire that your premises present for the people who use them and any person in the immediate vicinity. The assessment method suggested in this guide shares the same approach as that used in general health and safety legislation and can be carried out either as part of a more general risk assessment or as a separate exercise. As you move through the steps there are checklists to help you.

Before you start your fire risk assessment, take time to prepare, and read through the rest of Part 1 of this guide. Much of the information for your fire risk assessment will come from the knowledge your employees, colleagues and representatives have of the premises, as well as information given to you by people who have responsibility for other parts of the building.

A tour of your premises will probably be needed to confirm, amend or add detail to your initial views. It is important that you carry out your fire risk assessment in a practical and systematic way and that you allocate enough time to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. If your premises are small you may be able to assess them as a whole. In larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas (such as bakeries and cooking facilities in shops), offices, stores, as well as corridors, stairways and external routes.

If your premises are in a multi-use complex then the information on hazard and risk reduction will still be applicable to you. However, any alterations to the use or structure of your individual unit will need to take account of the overall fire safety arrangements in the building.

Your premises may be simple, with few people present or with a limited degree of business activity, but if it forms part of a building with different occupancies, then the measures provided by other occupiers may have a direct effect on the adequacy of the fire safety measures in your premises. Under health and safety law (enforced by the HSE or the local authority) you are required to carry out a risk assessment in respect of any work processes in your workplace and to take or observe appropriate special, technical or organizational measures. If your health and safety risk assessment identifies that these processes are likely to involve the risk of fire or the spread of fire then you will need to take this into account during your fire risk assessment under the Order, and prioritise actions based on the level of risk.

You need to appoint one or more competent persons (this could be you) to carry out any of the preventive and protective measures needed to comply with the Order. This person could be you, or an appropriately trained, employee or, where ppropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you ave considered the needs of all relevant persons, including disabled people. Figure 1 shows the five steps you need to take to carry out a fire risk assessment.

|  |  |
| --- | --- |
| **1** | **Identify fire hazards**  Identify:-  Sources of ignition.  Sources of fuel.  Sources of oxygen. |
| **2** | **Identify people at risk**  Identify:-  People in and around the premises.  People especially at risk. |
| **3** | **Evaluate, remove, reduce and protect from risk**  Evaluate the risk of a fire occurring.  Evaluate the risk to people from fire.  Remove or reduce fire hazards.  Remove or reduce the risks to people   * Detection and warning * Fire-fighting * Escape routes * Lighting * Signs and notices * Maintenance |
| **4** | **Record, plan, inform, instruct and train**  Record significant finding and action taken.  Prepare an emergency plan.  Inform and instruct relevant people; co-operate and co-ordinate with others.  Provide training. |
| **5** | **Review**  Keep assessment under review.  Revise where necessary. |

|  |
| --- |
| **Remember to keep to your fire risk assessment under review** |

**TEP 1 IDENTIFYING FIRE HAZARDS**

**NOTES ON TEST PROCEDURES AND FREQUENCIES ETC.**

If a fire certificate is in force for the premises it should be checked as the following procedures and frequencies may differ.

**\***Indicates an entry should be made in the log book.

It is strongly recommended that a maintenance contract is taken out with a reputable company in respect of each of the installations below, if provided.

**HOSE REELS** (For further information see B.S. 5306 : Part 1)

Regular inspections for leaks and correct operation.

**\***Annual test when the hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight. A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved.

**FIRE EXTINGUISHERS** (For further information see B.S. 5306: Part 3)

**\***Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator) or suffered obvious damage.

**\***Annual inspection. No guidance is given as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools etc, specified therein.

**\***At intervals not exceeding those given below test discharge the extinguishers.

(a) Water/Foam (All Types), Powder (Gas Cartridge and Stored Pressure - other than Primary Sealed types - every 5 years.

(b) Carbon Dioxide, Powder (Stored Pressure Primary Sealed) - Every 10 years (20 years where the Annual Inspection has been followed) and subsequently after a further 10 years and thereafter at 5 year intervals.

**FIRE ALARM** (For further information see B.S. 5839 : Part I)

It is important that the operations of testing do not result in a false signal of fire.

Daily inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.

**\***Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely (a) Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested at least quarterly for a monitored system and weekly for an unmonitored system. Each time a zone is tested a different trigger device should be used. (b) Examination of batteries and connections, including electrolyte level.

**\***Quarterly and Annual inspection and test. No guidance is given as these should be done by the installer, or by an employee who has received special training from the installer.

**\***Record all actuations of the fire alarm system and any remedial action taken to prevent any false alarms.

**FIRE DETECTORS** (For further information see B.S. 5839 : Part 1)

Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

**\***Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction and carried out by the installer.

**AUTOMATIC DOOR RELEASES CONNECTED TO FIRE ALARM SYSTEM**

**\***Weekly in conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.

**EMERGENCY LIGHTING** (For further information see B.S. 5266: Part 1)

Because of possible failure, all tests should be undertaken at times of least risk.

Regularly inspect the system for cleanliness, particularly luminaires. Battery banks and generators should be checked following the manufacturer's instructions.

**\***Monthly test of self contained luminaires, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaires to be checked for proper function.

**\***Six monthly test of self contained and central battery systems, by simulation of a failure of the normal lighting supply, for a continuous period of one hour. During test check all luminaires for proper function. **\***Three yearly test for full duration of self contained and central battery systems which have a specified duration category in excess of one hour. During test check all luminaires for proper function. **\***For self contained luminaires with sealed batteries, after the first three yearly test the three yearly test should be carried out annually.

**FIRE INSTRUCTIONS**

**\***At intervals shown below instructions should be given in respect of the action, purpose etc., of the following:- discovering a fire, hearing the fire alarm, the assembly point, calling the fire brigade, making safe power supplies etc., use of fire alarms and fire extinguishers, and the means of escape routes.

First month of employment two instruction periods.

Three monthly for staff on night duties.

Six monthly for staff on day duties.

**FIRE DRILLS**

**\***At intervals shown below drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management. Do not call the fire brigade for the purposes of a drill, it is an offence.

Six monthly for residential premises, places of public entertainment, large shops and departmental stores. Yearly for industrial and commercial premises.

**DOOR MAINTENANCE**

**\***Fire Doors - Monthly inspection to ensure all fire doors are closing fully against their rebates and that the doors and frames are in a good condition (including glazing).

Any doors fitted with a self closing device should be checked to ensure the door closes effectively. Ensure all fire doors are suitably indicated by appropriate signs (excluding doors to bedrooms).

**\***Exit Doors - Monthly inspection to ensure all exit doors are easily openable and open fully.

Doors fitted with permitted security devices should have these removed and the door opened. Ensure all exit doors are suitably indicated by appropriate signs.

**PERPETUAL PLANNER FOR TESTS AND INSPECTIONS**

DAILY TEST AND INSPECTIONS

WEEKLY TESTS AND INSPECTIONS

OTHER TESTS AND INSPECTIONS AS INDICATED BELOW i.e. DURING THE WEEK OF THE DATE INDICATED

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **TEST/INSPECTION REQUIRED** | **DATE** | **TEST/INSPECTION REQUIRED** |
| JANUARY 1 |  | JULY 1 |  |
| 7 |  | 8 |  |
| 14 |  | 15 |  |
| 21 |  | 22 |  |
| 28 |  | 29 |  |
| FEBRUARY 4 |  | AUGUST 5 |  |
| 11 |  | 12 |  |
| 18 |  | 19 |  |
| 25 |  | 26 |  |
| MARCH 4 |  | SEPTEMBER 2 |  |
| 11 |  | 9 |  |
| 18 |  | 16 |  |
| 25 |  | 23 |  |
| APRIL 1 |  | 30 |  |
| 8 |  | OCTOBER 7 |  |
| 15 |  | 14 |  |
| 22 |  | 21 |  |
| 29 |  | 28 |  |
| MAY 6 |  | NOVEMBER 4 |  |
| 13 |  | 11 |  |
| 20 |  | 18 |  |
| 27 |  | 25 |  |
| JUNE 3 |  | DECEMBER 2 |  |
| 10 |  | 9 |  |
| 17 |  | 16 |  |
| 24 |  | 23 |  |

**PERPETUAL PLANNER FOR TESTS AND INSPECTIONS**

DAILY TEST AND INSPECTIONS

WEEKLY TESTS AND INSPECTIONS

OTHER TESTS AND INSPECTIONS AS INDICATED BELOW i.e. DURING THE WEEK OF THE DATE INDICATED

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **TEST/INSPECTION REQUIRED** | **DATE** | **TEST/INSPECTION REQUIRED** |
| DECEMBER 30 |  | 30 |  |
| JANUARY 6 |  | JULY 7 |  |
| 13 |  | 14 |  |
| 20 |  | 21 |  |
| 27 |  | 28 |  |
| FEBRUARY 3 |  | AUGUST 4 |  |
| 10 |  | 11 |  |
| 17 |  | 18 |  |
| 24 |  | 25 |  |
| MARCH 3 |  | SEPTEMBER 1 |  |
| 10 |  | 8 |  |
| 17 |  | 15 |  |
| 24 |  | 22 |  |
| 31 |  | 29 |  |
| APRIL 7 |  | OCTOBER 6 |  |
| 14 |  | 13 |  |
| 21 |  | 20 |  |
| 28 |  | 27 |  |
| MAY 5 |  | NOVEMBER 3 |  |
| 12 |  | 10 |  |
| 19 |  | 17 |  |
| 26 |  | 24 |  |
| JUNE 2 |  | DECEMBER 1 |  |
| 9 |  | 8 |  |
| 16 |  | 15 |  |
| 23 |  | 22 |  |

**CHECKLISTS**

**KEEP IT CLEAN**

Waste and rubbish is a breeding ground for fire. Process waste and general refuse should not be allowed to accumulate. Oily rags are easily ignited and may even ignite spontaneously. Most packing materials when loose can be ignited easily and a fire will spread through them very rapidly.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Are the premises kept clear of all kinds of refuse and process waste? | **** | **** |
| Are metal receptacles with fitting lids available for waste materials such as floor sweepings, with separate receptacles for saleable waste and for specially dangerous materials such as flammable liquids and oily rags? | **** | **** |
| Is all waste removed from the building at the end of every working day or more frequently if necessary? | **** | **** |
| Are cupboards, lift shafts, and spaces under benches, gratings, conveyor belts and behind radiators kept free from rubbish and dust? | **** | **** |
| Are areas in and around the building kept free from accumulated packing materials, such as cartons, wood shavings and paper? | **** | **** |
| When not in use, are workmen's clothes and overalls kept in special places provided for the purpose away from combustible material and sources of heat? | **** | **** |

**IT WON'T RUN FOR EVER**

Inadequately maintained machines are liable to cause fire. The overheating of bearings, due to insufficient lubrication or to the presence of dust, and heat caused by friction are common causes of fire. Frequent inspection and regular maintenance are the remedy. Good layout of machinery will lessen the risk and make the general tidiness of the premises easier to maintain.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Is all machinery and equipment regularly and frequently inspected and maintained? | **** | **** |
| Do such inspections check that:- | **** | **** |
| the machinery is kept clean? | **** | **** |
| that bearings are properly lubricated? that driving belts are correctly tensioned? | **** | **** |
| Is machinery so arranged as to avoid congestion among machines or among machines and materials? | **** | **** |
| Are drip trays provided and have other steps been taken to prevent floors and walls becoming soaked with oil? | **** | **** |

**WATCH THIS STORE**

More big fires start in storage areas than in production areas. Badly stored goods may help to spread fire, prevent firefighters gaining access to the source of a fire or render useless the operation of sprinkler heads. Goods tidily stacked with wide gangways may help to check the growth of fire.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Are storage areas separate from other parts of the premises? | **** | **** |
| Are storage places accessible to firefighters.? | **** | **** |
| Are there clear spaces around stacks of stored materials and adequate gangways between them? | **** | **** |
| If a sprinkler system is installed, are stocks of material arranged so that they are well clear of sprinkler heads? | **** | **** |
| Are storage areas visited regularly and especially at the end of the working day? | **** | **** |

**STUB IT OUT**

Smoking is a notorious cause of fire.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Is there an abundant supply of non-combustible receptacles for cigarette ends? | **** | **** |
| Are there receptables emptied when work finishes each day? | **** | **** |
| Are any "No Smoking" rules strictly observed and enforced? | **** | **** |

**MAINTENANCE**

The maintenance of buildings is an essential part of fire protection. Walls and fences needing repair and gates and windows that will not fasten properly give admission to children and other intruders. It is advisable to operate a permit to work system if contractors are on the premises and a hot work permit system for operations such as welding which employ flames or heat.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Is every point of entry really secure against intruders? | **** | **** |
| Is the building so maintained as to be proof against the accidental entry of sparks/water? | **** | **** |
| When building repairs or alterations are undertaken are proper fire precautions taken for operators involving blowlamps, soldering irons, cutting and welding equipment and the heating of bitumen? | **** | **** |
| Whenever workmen are carrying out repairs or alterations, is there adequate supervision to ensure that any temporary arrangements they make for heating and lighting are completely safe and that safe receptacles are provided where smoking is permitted? | **** | **** |

**HEATING AND LIGHTING DANGERS**

Heating and lighting systems that are inefficiently maintained or inadequately safeguarded present risks. Many fires result from electrical faults or misuse.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Are heating appliances at a safe distance from woodwork and combustible building boards? | **** | **** |
| Is care taken that nothing is placed or left on heaters? | **** | **** |
| Are heating appliances fixed, not portable? | **** | **** |
| If portable heaters have to be used are they securely guarded and placed or fixed so that they cannot be knocked over? | **** | **** |
| Are glue kettles, crucibles, pressing irons, soldering irons and all similar appliances provided with stands and guards keeping them clear of benches, tables and surrounding materials? | **** | **** |
| Are defects in electrical equipment reported and remedied at once? | **** | **** |
| Are electrical installations tested and inspected at least every three years? | **** | **** |
| Are the indicator warning lamps on appliances all working? | **** | **** |
| Is temporary extension wiring kept to a minimum and care taken not to overload existing circuits? | **** | **** |
| Is the use of portable lead lamps kept to a minimum and are those used provided with strong wire guards? | **** | **** |
| Are stored goods kept well clear of light bulbs? | **** | **** |
| Are the main switches of all electrical circuits in the "off" position when equipment is not in use? | **** | **** |

**PLANNING FOR EMERGENCY**

However good your fire prevention some fires are bound to break out. Make sure they are effectively controlled and that employees know the right action to take. Unnecessary damage is often caused in a fire as a result of water used for firefighting.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Is there a member of management staff with overall fire safety responsibility? | **** | **** |
| Does every employee know exactly what to do if a fire should break out? | **** | **** |
| Have you provided first aid firefighting equipment and is it properly maintained? | **** | **** |
| Are staff trained in use of extinguishers.hose reels? | **** | **** |
| Is there an automatic fire detection system/sprinkler installation and if not are the premises patrolled when closed? | **** | **** |
| Are the fire doors always kept closed - particularly after working hours? | **** | **** |
| Are goods stored clear of the floor? | **** | **** |
| Are floors impervious to water and are ramps or sills provided at all openings to prevent water flowing to other parts of the building? | **** | **** |
| Are drains and scuppers provided and are they kept unobstructed? | **** | **** |

**FLAMMABLE LIQUIDS - BEWARE**

Dangerous chemicals and explosives present problems of their own but stocks of paint, lacquer, flammble solvents and thinners, a common feature of all industrial premises, are a less obvious hazard. Negligence in handling small quantities of flammable liquids is a frequent cause of fires and injuries.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Are stocks of paint, lacquer, flammable solvents, thinners and other flammable liquids stored in deteched single-storey buildings of non-combustible construction which are used for no other purpose? | **** | **** |
| Are flammable liquids carried about in safety containers and not in open tins, jam jars, buckets, etc? | **** | **** |
| Are flammable liquids handled only at a safe distance from possible sources of ignition? | **** | **** |
| Are suitably non-sparking tools provided for use in places where flammable vapours may be present? | **** | **** |
| Are all flammable liquids in use on the premises listed, with their localities? | **** | **** |
| Is there adequate ventilation where flammable liquids are stored or used? | **** | **** |
| Are only sufficient quantities of flammable liquids brought out for the day's requirements? | **** | **** |
| Are all flammable liquids returned to store at the end of the working day? | **** | **** |
| Are the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations complied with? | **** | **** |

**LAST THING AT NIGHT**

Most big fires break out at night when everyone has gone home. But they originate during working hours.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Do you have a system of checks last thing at night to ensure that equipment is safely shut down, no cigarettes are left smouldering, fire doors are closed, etc? | **** | **** |

**If the answer to any question is "No" action should be taken to put matters right.**

**VISITS BY FIRE BRIGADE OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **INSPECTING**  **OFFICER (In capitals)** | **OFFICER'S**  **SIGNATURE** | **COMMENTS** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/No** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **Or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **Or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF TESTS**

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| **DATE** | **FIRE ALARM** | | **AUTOMATIC DOOR RELEASES** | **AUTOMATIC DETECTORS** | | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
| **Call Point Location**  **Or Number** | **Satisfactory Yes/No** | **Satisfactory Yes/No** | **Location or Number** | **Satisfactory**  **Yes/no** |
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**FIRE ALARM SYSTEM - RECORD OF ACTUATIONS**

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| **DATE** | **Call Point Location**  **or Number** | **AUTOMATIC DETECTOR LOCATION OR NUMBER** | **ZONE** | **REASON FOR ACTUATION** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**FIRE ALARM SYSTEM - RECORD OF ACTUATIONS**

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| **DATE** | **Call Point Location**  **or Number** | **AUTOMATIC DETECTOR LOCATION OR NUMBER** | **ZONE** | **REASON FOR ACTUATION** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**DOOR MAINTENANCE - RECORD**

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| **DATE** | **SATISFACTORY YES/NO** | **IF ANY DOOR IS UNSATISFACTORY, STATE LOCATION OR DOOR I.D. NO.** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**DOOR MAINTENANCE - RECORD**

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| **DATE** | **SATISFACTORY YES/NO** | **IF ANY DOOR IS UNSATISFACTORY, STATE LOCATION OR DOOR I.D. NO.** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**DOOR MAINTENANCE - RECORD**

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| **DATE** | **SATISFACTORY YES/NO** | **IF ANY DOOR IS UNSATISFACTORY, STATE LOCATION OR DOOR I.D. NO.** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**DOOR MAINTENANCE - RECORD**

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| **DATE** | **SATISFACTORY YES/NO** | **IF ANY DOOR IS UNSATISFACTORY, STATE LOCATION OR DOOR I.D. NO.** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**DOOR MAINTENANCE - RECORD**

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**DOOR MAINTENANCE - RECORD**

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**EMERGENCY LIGHTING SYSTEM - RECORD OF TESTS**

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**FIRE extinguishers - RECORD OF TESTS AND INSPECTIONS**

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| **DATE** | **LOCATION OR NUMBER** | **INSPECTED OR TESTED** | **SATISFACTORY YES/NO** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**FIRE extinguishers - RECORD OF TESTS AND INSPECTIONS**

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**FIRE EXTINGUISHERS – RECORD OF TESTS AND INSPECTIONS**

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**FIRE extinguishers - RECORD OF TESTS AND INSPECTIONS**

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**HOSE REELS - RECORD OF TESTS**

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**HOSE REELS - RECORD OF TESTS**

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**FIRE INSTRUCTIONS AND DRILLS – RECORD OF WHEN GIVEN**

(It is recommended that all individuals participating in a fire drill or receiving instruction are named and signed to confirm receipt of training etc.)

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| **Date** | **Instruction**  **Duration** | **Fire Drill**  **Evacuation Time** | **Person Receiving**  **Instruction/Participating**  **In Drill** | **Nature of Instruction/Overview of Drill** | **Observations of Instructor** | **Signature of Instructor &**  **Participant** |
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**MISCELLANEOUS EQUIPMENT- RECORD OF TESTS**

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| **DATE** | **ITEMS TESTED ETC** | **SATISFACTORY**  **YES/NO** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**HOT WORK PERMIT**

**APPLIES ONLY TO THE AREA SPECIFIED BELOW**

BUILDING: FLOOR:

Nature of the job (including exact location):

**DECLARATION**

The above location has been examined and the precautions listed on the reverse side have been taken.

Date: \* Time of issue of permit:

\* Time of expiry of permit:

Signature of person issuing this permit:

Position held within organisation:

Signature of person to whom this permit is issued:

Position held within organisation:

NOTE: \* (it is not desirable to issue hot work permits for protracted periods, fresh permits should be issued where work carries on from morning to afternoon, afternoon to evening and each new day)

Time job started: Time job finished:

**FINAL CHECK UP**

**DECLARATION**

The work area and all adjacent areas to which sparks and heat may have spread (such as floors above and below and on opposite sides of walls) were inspected continuously and for at least TWO hours after the work was complete and were found to be safe.

Signature of employee carrying out fire watch:

**After signing all parts, return this permit to the person who issued it.**

**PRECAUTIONS**

**(The person carrying out this check should tick all the appropriate items)**

|  |  |
| --- | --- |
|  | Cutting and welding equipment in good repair and adequately secured. |
|  | **Precautions Within 15m of Work.** |
|  | Floors swept clean of combustible materials. |
|  | Combustible floors protected by wetting down, covered with damp sand or covered with sheets of noncombustible material. |
|  | All combustible materials and flammable liquids that can be moved are removed from the area. |
|  | Combustible materials and flammable liquids that cannot be moved are protected with non-combustible curtains or sheets. |
|  | All wall and floor openings covered with sheets of noncombustible material. All gaps in walls and floors through which sparks or heat could pass covered with sheets of noncombustible material, or plugged with noncombustible materials. |
|  | Where work is done above floor level, non-combustible curtains or sheets should be suspended beneath to catch sparks. |
|  | **Work on Walls or Ceilings** |
|  | Combustible constructions protected by noncombustible curtains or sheets. |
|  | Combustible materials moved away from opposite side of walls or ceiling and clear of any metal likely to conduct heat (where metal beams are being worked on and extend through walls or partitions, precautions must be taken on the far side of such a wall). |

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|  | **Work on Enclosed Equipment** |
|  | Equipment cleaned of all Combustible materials. |
|  | Containers free of flammable vapours |
|  | **Fire Watch** |
|  | Provision for the attendance of an employee during and for 2 (two) hours after completion of work. Such employee being supplied with a suitable extinguisher and trained in the use of such equipment and in raising the alarm. |

**Signature of person carrying out the above checks:**

**NOTES**