

**SHE Group - Building Fire Safety ‘Sign Off’ prior to beneficial occupation – only to be signed by a site Fire Safety Advisor.**

# Site................... ..... Building......

**Area ......... Room ....**

For use with new works, refurbishments, change of use of premises, revised access or egress routes, and any changes or modifications to Fire Alarm System.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire Alarm Systems** | | | | | | |
|  | Certificate  Provided Yes/No | Variations Yes/No | Not Applicable | Notes | Signed | Date |
| Designed to – BS5839-1 |  |  |  |  |  |  |
| Installed to  BS 5839-1 |  |  |  |  |  |  |
| Commissioned  to BS 5839-1 |  |  |  |  |  |  |
| Voice Alarm to  BS5839-8 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Witnessed Tests** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| Sounder  Compatibility |  |  |  |  |  |  |
| Sounder  Audibility |  |  |  |  |  |  |
| Data link to  Monitoring Station |  |  |  |  |  |  |
| Detector Type |  |  |  |  |  |  |
| ½ Hour Bell  Test |  |  |  |  |  |  |
| Cause &  Effect Scheme Verified |  |  |  |  |  |  |
| Dampers Correctly  Located |  |  |  |  |  |  |
| Dampers  Identified |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Damper  Operation |  |  |  |  |  |  |
| Access Control Doors to Fail Safe on  Fire Condition |  |  |  |  |  |  |
| Lift Registered  (SHE Group) |  |  |  |  |  |  |
| Lift Operation  on Fire Condition |  |  |  |  |  |  |
| Lift emergency phone  operation |  |  |  |  |  |  |
| Smoke Extract  System |  |  |  |  |  |  |
| Soak Test (1 Week Fault  Free) |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Devices Labelled** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| Manual Call  Points |  |  |  |  |  |  |
| Point  Detectors |  |  |  |  |  |  |
| Other  Detectors |  |  |  |  |  |  |
| Bells/Sounders |  |  |  |  |  |  |
| Remote  Indicators |  |  |  |  |  |  |
| Batteries |  |  |  |  |  |  |
| I/O Units |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fixed Fire Suppression System** | | | | | | |
|  | Certificate Provided  Yes/No | Variations Yes/No | Not Applicable | Notes | Signed | Date |
| Type of System(s) Installed |  |  |  |  |  |  |
| Designed to  Current BS ISO 14520-1 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Installed to current BS ISO 14520-  1 |  |  |  |  |  |  |
| Commissioned  to current BS ISO 14520-1 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Witnessed Tests** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| Room Integrity  Tested |  |  |  |  |  |  |
| 1st Knock |  |  |  |  |  |  |
| 2nd Knock |  |  |  |  |  |  |
| Gas Type |  |  |  |  |  |  |
| System  Operational |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire Management** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| Building Control  Approval |  |  |  |  |  |  |
| Building Control Final Certificate |  |  |  |  |  |  |
| Regulation 38 of Building Regs (Fire Safety information or Fire Engineers Fire Strategy |  |  |  |  |  |  |
| Fire Strategy Plans |  |  |  |  |  |  |
| Zone Charts in  Place |  |  |  |  |  |  |
| O&M Manuals |  |  |  |  |  |  |
| Cause & Effect Document |  |  |  |  |  |  |
| As Installed  Drawings |  |  |  |  |  |  |
| Signage provided  under contract to current BS 5499 |  |  |  |  |  |  |
| Fire Stopping through Vertical & Horizontal compartmentation |  |  |  |  |  |  |
| Means of Escape Incl. External |  |  |  |  |  |  |
| Fire Hydrants  Correct plate and Painted |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire Doors** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| 3rd party Certified |  |  |  |  |  |  |
| Correct Locations |  |  |  |  |  |  |
| Correct Signage |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire Extinguishers** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| Appropriate for the Risk |  |  |  |  |  |  |
| Appropriately Located |  |  |  |  |  |  |
| Correctly fitted to Wall/Stand Provided |  |  |  |  |  |  |
| Signage to current BS 5499 |  |  |  |  |  |  |

No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emergency Lighting and Escape Lighting** | | | | | | |
|  | Declaration  of Conformity | Variations Yes/No | Not Applicable | Notes | Signed | Date |
| Designed to current  BS 5266-1: |  |  |  |  |  |  |
| Installed to current  BS 5266-1 |  |  |  |  |  |  |
| Completion Certificate |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Witnessed Tests** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| Ave. illuminance  level (lux) |  |  |  |  |  |  |
| Design Duration |  |  |  |  |  |  |
| Full Duration Test |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Miscellaneous Tests** | | | | | | |
|  | Verified  Yes/No | Variations  Yes/No | Not  Applicable | Notes | Signed | Date |
| Disabled Refuge System  Installed to current BS8300: |  |  |  |  |  |  |
| Emergency Voice Communication  Tested |  |  |  |  |  |  |
| Access control on escape routes and final exit doors |  |  |  |  |  |  |
| Lightning Protection System installed to current BS EN:62305 |  |  |  |  |  |  |
| Emergency Signal from Disabled WC |  |  |  |  |  |  |

Building Fire Safety Acceptance

All the above have been verified and therefore I am satisfied that beneficial occupancy may take place.

|  |  |
| --- | --- |
| Name |  |
| Signed |  |
| Date |  |

Site Fire Safety Advisor

Circulation: Contractor

Contract Supervising Officer RAL Estates – copy to

SHE Group