



RICHMOND FIRE-RESCUE DEPT.
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December 13, 2006

Attention: Fire Protection Service Companies

Subject: Using ASTTBC Inspection and Testing Record Forms

The BC Fire Code requires building owners to maintain fire protection installations in operating condition and to provide records of required inspection and testing. On February 11, 2002 the City of Richmond adopted a bylaw to regulate the inspection and testing of Fire Protection equipment by ASTTBC Certified Fire Protection Technicians. Building owners are required to use ASTTBC Certified Fire Protection Technicians for the inspection and testing in accordance with the Bylaw.

On December 15/06 the 2006 edition of the BC Fire Code is in effect. Please note there are significant changes that affect the required inspection and testing programs. These change also affect the content of existing Fire Safety Plans regarding inspection and testing programs.

The Bylaw requires that the certified technicians maintain records in a manner and format acceptable to the authority having jurisdiction. As of January 1, 2007, technicians working in the City of Richmond are required to use the ASTTBC forms when conducting inspections and testing of the following fire protection equipment:

- Portable Fire Extinguishers
- Unit Emergency Lighting
- Fire Alarm Systems
- Water Based Extinguishing Systems
- Special Hazard Suppression Systems
- Generator Systems
- Smoke Control Systems

Copies of these forms may be acquired at <http://www.fireprotection.asttbc.org/forms.html>

Additionally, the 2006 BC Fire Code *Division C - Part 2* requires that records of inspections, maintenance procedures or tests be retained. Please take note of this sub-section.

2.2.1.2. Records

- 1) *Where this Code requires that tests, inspections, maintenance or operational procedures be performed on a fire safety system, records shall be made and the original or a copy shall be retained at the premises for examination by the [authority having jurisdiction](#).*
- 2) *The initial verification or test reports for each system shall be retained throughout the life of the systems.*
- 3) *Records of tests, inspections, maintenance or operational procedures undertaken after the initial tests referred to in [Sentence \(2\)](#) shall be retained so that at least the current and the immediately preceding records are available.*
- 4) *Notwithstanding the conditions stated in [Sentence \(3\)](#), no record shall be destroyed within two years of being prepared.*

The required records shall be retained as part of the Fire Safety Plan required in 2006 BC Fire Code Division B - Section 2.8.

Certified Technicians working in the City of Richmond are advised to begin use of the ASTTBC forms effective immediately. If you have any questions regarding the above please do not hesitate to call.

Digitally signed by Bob Furlong
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