

Tags and Reports for Fire Tests and Inspections Guideline

September 2011

| FIRE PROTECTION SYSTEMS RECORD | TESTED/INSPECTED | ADDITIONAL WORK REQ'D | SEE LOG & REPORT |
|-----------------------------------|------------------|-----------------------|------------------|
| VERIFICATION OF FIRE ALARM SYSTEM | | | |
| FIRE ALARM SYSTEM | | | |
| SMOKE CONTROL SYSTEM | | | |
| EMERGENCY LIGHTING SYSTEM | | | |
| GENERATOR SYSTEMS | | | |
| SPRINKLER SYSTEM | | | |
| STANDPIPE SYSTEM | | | |
| FIRE PUMP | | | |
| PORTABLE FIRE EXTINGUISHERS | | | |
| SPECIAL FIRE SUPPRESSION SYSTEMS | | | |

TECHNICIAN STAMP

SER. # _____

NEXT SERVICE DATE ON OR BEFORE

Y M D

DO NOT REMOVE THIS TAG UNTIL NEW TAG IS APPLIED

J F M A M J J A S O N D
2009, 2010, 2011, 2012

This is the standard tag required for fire protection tests and inspections. The tag contains all the vital information required and is designed to be the minimum size allowed. The size may be increased to suit your needs.

Space is provided at the top for the test/inspection company name and contact information (required information). A sheet with the tag printed on it is available to take to your printer. The printer can add company information before printing.

TIPS FOR TAG USE: Space is provided for the technician to 'punch out' or '✓' work done. When tested/inspected, this column should be ticked for the appropriate equipment. IF additional work is required the Technician should tick the 'additional work req'd' as well as the 'see Log and Report' columns. The Serial Number of the equipment must be noted and Next Service Date written on tag. The tag has the months and year at the bottom.

NOTE:

- There are three columns on the tag – 'tested/inspected' - 'additional work req'd' - 'see Log and Report'.
 - Tested/inspected** – this column is 'punch out' or '✓' when the work is completed and only if there are no repairs needed.
 - 'additional work req'd'** - this column is 'punch out' or '✓' when there is additional work required. When this column is 'punch out' or '✓', the technician **WILL NOT** 'punch out' or '✓' the 'test/inspected' column
 - 'see Log and Report'** will always be 'punch out' when the 'additional work req'd' - column is 'punch out' or '✓'. The technician shall make sure the owner or owner's agent is aware of all the repairs that are required.
- Serial Number – the serial number of the piece of fire protection equipment that is being test/inspected.
- Next Service Date – **The tag has 'Y' 'M' 'D', the technician shall fill out this portion of the tag completely and properly. The tag is not acceptable if the 'Next Service Date' is expressed as '2012 05' or 2012 May'. If the technician does the test/inspection on May 16, 2011, the**

technician shall enter on the tag '2012 05 16' or '2012 May 16'. It should be noted that technician SHALL NOT postdate the tag with a date in the future, such as, '2012 05 31'.

4. Year Serviced – this is the year and month that the test/inspection takes place.

INSPECTION/TESTING: Fire protection equipment shall be inspected and tested as required by the B.C. Fire Code regulations or by the Vancouver Fire By-Law (hereinafter called the Fire Code). Any deviations or alternatives to the Fire Code must be approved in writing by the Office of the Fire Commissioner or Local Assistant to the Fire Commissioner. Deviations or alternatives to the Fire Code must also be acceptable to the building owner, who is responsible for carrying out the provisions of the Fire Code and may have additional obligations with respect to inspections and testing relative to an insurance policy or corporate loss control program.

When a fire protection system or individual piece of equipment has been inspected and tested in accordance with the Fire Code and is free of deficiencies, **a new tag bearing the Technician's stamp and signature shall be attached to that equipment.** The standard inspection report form shall be stamped and signed by the technician and shall be provided for the owner **within 30 days.**

For "minor deficiencies" the new tag shall be punched as "additional work required". "see log & report" shall also be punched to draw attention to the nature of the deficiencies. A tag bearing the Technician's stamp and signature shall be attached to the equipment. The standard inspection report form shall be stamped and signed by the technician and shall be provided for the owner **within 30 days.**

For "major deficiencies" the new tag (provided by the technician) is to be attached to the equipment. The tag shall be defaced using a large (preferably red) "X" across the front and on the back. A complete description of the deficiencies shall be filled out on the inspection form and the report shall be stamped and signed by the technician. The standard inspection form shall be provided for the owner **immediately.**

When fire protection systems or individual pieces of equipment are not inspected or tested as required by the Fire Code, the technician shall not tag or stamp that equipment and the owner shall be notified that the required inspection and test was not completed. ASTTBC master form "F00" shall be completed and provided for the owner.

MAJOR DEFICIENCIES - A major deficiency in a fire protection system or fire protection equipment would include:

- a. the primary function is impaired relative to the original design due to deficiencies, and/or
- b. the operation of this equipment is in question due to lack of testing or inspection.

Examples of a major deficiency would include, but not be limited to:

- a battery pack that does not work,
- a fire extinguisher that has been discharged,
- a fire pump that does not start,
- audible alarm devices on a fire alarm system that are not operative ,
- more than 5% of the alarm-initiating devices do not work,
- a sprinkler system that is impaired,
- a system or equipment was not tested in accordance with the Fire

- Code and is 6 months overdue for inspection and testing,
- extinguishing agent discharge plug (squib) missing or disconnected,
- a portable fire extinguisher that is more than 6 months overdue for a hydrostatic test, and fire hose that is rotted and/or overdue for a hydrostatic test.

MINOR DEFICIENCIES - A minor deficiency in a fire protection system or piece of equipment associated with a fire protection system would include:

- a. it functions in accordance with the design criteria for which it was originally installed, but
- b. the equipment is in need of minor repair and/or additional maintenance (not additional testing).

Examples of a minor deficiency would include, but not be limited to:

- a portable fire extinguisher that is less than 6 months overdue for a hydrostatic test.
- a fire alarm system where less than **1%** of the total alarm initiating devices do not work and are in need of repair (not complete circuits)
- a dry-pipe sprinkler system that exceeds the 1 min. maximum trip time,
- one or more painted sprinklers, and
- a fire pump that needs additional maintenance.

Note: minor or major deficiencies reduce the level of safety from the minimum standard of life safety and property protection required by the Code.

When the above procedures are followed, including the use of standard inspection forms, the Fire Protection Technician is authorized under the By-Laws and Code of Ethics of the Act to affix his/her stamp to the tags and inspection forms. If this procedure is not followed, the Fire Protection Technician shall not affix his/her stamp (seal issued under the Act) to the tags or inspection forms.

TAGGING FIRE PROTECTION EQUIPMENT: Tags used on fire protection equipment *shall be the standardized tag accepted by ASTTBC*. Once the fire protection equipment has been inspected, tested and maintained in accordance with the fire code, the tag shall be placed on the item with the technician's stamp. When applying the tag, place the tag facing out so that it is easily readable by the Fire Inspector.

If a fire protection system does not meet code, the technician should stamp and sign the tag and then tick "additional work req'd" and "see inspection and test reports". The technician may wish to identify the problem by writing on the back of the tag.

RED-TAGGING A FIRE PROTECTION SYSTEM: For major deficiencies, red tags can be used by the technician to indicate that the fire protection system was inspected, tested or maintained but does not provide the level of protection for which it was originally designed and installed or;

The fire protection system that is red-tagged has deficiencies in the system that may cause it to not operated in the manner for which it was intended during activation.

A red tag would be used to advise and alert the owner and fire department inspectors that, although the system has been inspected, tested or maintained, there are deficiencies that remain in the system. The tag shall be defaced using a large (preferably red) "X" across the front and on the back.

The technician shall immediately notify the owner or owner's agent and ***the local fire department, verbally and in writing***, of any deficiencies in the fire protection system(s). ***The technician shall inform the owner or owner's agent that a fire watch is required until the system is repaired.***

When major deficiencies of the fire alarm system and/or the fire extinguishing systems (including sprinkler systems), or a combination of major deficiencies are identified by the technician, and

- the building owner or owner's authorized agent, after being advised by the technician, does not take appropriate action, and
- when, in the fire protection technician's opinion, the public is placed in imminent danger

the fire protection technician shall notify the Local Assistant to the Fire Commissioner (***local fire department***) by telephone or in person and shall document that notification in writing.

SECURING THE TAG: The tag is to be secured to the unit being inspected, tested and/or maintained in a manner that would not be considered a hazard. When secured, the tag shall be visible and easy to read.

TEST/INSPECTION REPORT: After each test/inspection, the technician shall complete and leave with the owner or the owner's agent, e.g. building manager, a copy of the test/inspection reports. The Technician will retain one copy of the report for the test/inspection company's records. The technician should remind the owner to place the report on file at the building site.

Note that test/inspection reports are to be on location in a single location, preferably in a 3-ring binder at each building site and not stored at some other location. The required standard test/inspection forms are available from ASTTBC <http://fireprotection.asttbc.org/forms.html>.

Tag and Reports for Kitchen Exhaust Systems

September, 2011

This is the Standard Tag required for inspections, tests and cleaning of Kitchen Exhaust Systems. The Tag contains all the vital information required and is designed to the minimum size allowed. The size may be increased to suit your needs. Space is provided at the top for the test/inspection company name and contact information (required information). A sheet with the tag printed on it is available to take to your printer. The printer can add company information before printing.

TIPS FOR TAG USE... The Technician will **'punch out'** or **'✓'** the appropriate columns indicating the work done (inspected, tested and/or cleaned) on various parts of the system. If additional work is required the Technician will so note in the work req'd column and also the column marked 'see Log Book' (the book maintained by the owner or owner's agent). Work req'd relates to areas left uncleaned due to inaccessibility or other reasons and/or access panels need to be installed to provide access to parts of the system. The next service date must be noted. The Tag has the months and year at the bottom. The Technician will **'punch out'** or **'✓'** the month in which the test/inspection is done or date the Tag under the Stamp. After all work is completed the Technician will stamp the Tag and sign/initial over the Stamp.

| KITCHEN EXHAUST INSPECTION / CLEANING | | | | | |
|---|-----------|---------|---|---------------|---------------|
| | INSPECTED | CLEANED | OPERATING | WORK REQ'D | SEE REPORT |
| HOODS | | | | | |
| VENTS/DUCT | | | | | |
| FANS | | | | | |
| OTHER | | | | | |
| TECHNICIAN STAMP | | | NEXT CLEANING DUE ON OR BEFORE Y M D _____ | | |
| J F M A M J J A S O N D 2009, 2010, 2011, 2012 | | | | | |

SECURING THE TAG... The tag is to be secured to the unit being inspected, tested and/or maintained in a manner that would not be considered a hazard. When secured, the tag shall be visible and easy to read.

TEST/INSPECTION REPORT... After each test/inspection the technician will complete and leave with the owner or the owners agent, eg. building manager, a copy of the Test/Inspection Reports. The Technician will retain one copy of the Report for the test/inspection companies records. The Technician should remind the owner to place the Report on file on site at the building. The owner should retain all reports in a 3 ring binder at each building and not stored at some other location. The required standard test/inspection forms are available from ASTTBC <http://fireprotection.asttbc.org/forms.html>.