Registered Fire Protection Technician (RFPT) Standards of Practice
(April 25, 2017)

DRAFT FOR CONSULTATION ONLY
1. Table of Contents

2. Disclaimer .................................................................................................................................................. 3

3. Acknowledgement ....................................................................................................................................... 3

4. Purpose of the RFPT Standards of Practice ............................................................................................ 3
   4.1. RFPT is required to comply with the Standards of Practice ................................................................. 3
   4.2. Duty of RFPT to Stay Informed ........................................................................................................... 4

5. Definitions .................................................................................................................................................... 4

6. Inspection and Testing .................................................................................................................................. 6
   6.1. RFPT inspection and/or test record requirements ............................................................................... 6
   6.2. Tags and tagging fire protection equipment and systems .................................................................... 6
   6.3. Specifications, graphic layout and wording for tags ............................................................................ 7
   6.4. Step-by step Instructions for completing and displaying tags ............................................................. 8
   6.5. Option 1: Equipment or system is functioning as intended ................................................................. 9
   6.6. Option 2: Equipment or system is functioning but there are concerns ............................................ 10
   6.7. Option 3: Equipment or system does not meet the intended functionality ...................................... 11
   6.8. Option 4: Equipment or system DOES NOT function additional work is URGENT .................... 12
   6.9. Guidelines on the use of tags and tagging .......................................................................................... 13

7. Commercial kitchen exhaust cleaning ....................................................................................................... 14
   7.1. Specifications, graphic layout and wording for kitchen exhaust labels .............................................. 14
   7.2. Instructions for completing and displaying kitchen exhaust cleaning labels .................................... 15

8. Kitchen exhaust fire suppression system inspection and testing ............................................................ 15
   8.1. Step-by-step instructions for tagging kitchen exhaust fire suppression systems ............................ 15

9. Reporting inspection and/or test results ..................................................................................................... 15
   9.1. Responsibilities of the building owner ................................................................................................. 15
   9.2. Responsibilities of the RFPT and fire protection service company ................................................... 15
   9.3. Providing fire protection inspection and testing services .................................................................. 16

10. Ownership, responsibility and use of RFPT stamps .............................................................................. 17
   10.1. Stamp ownership ............................................................................................................................... 17
   10.2. RFPT responsibility ........................................................................................................................... 17
   10.3. Stolen, lost or misplaced stamps ....................................................................................................... 17
   10.4. Use of the stamp ............................................................................................................................... 17
   10.5. Documents requiring a stamp .......................................................................................................... 17
   10.6. Application of stamp ....................................................................................................................... 17
   10.7. Electronic or digital stamps and signatures ..................................................................................... 18

11. Standards and codes referenced in the RFPT Standards of Practice ................................................... 18

12. Document Control and Retention Requirements .................................................................................. 19
   12.1. Recommended time for retaining records ......................................................................................... 19
   12.2. ASTTBC Processes complaints against members ............................................................................ 19
2. **Disclaimer**

This Standards of Practice (SoP) document provides a summary of practices for testing and inspecting fire protection and fire safety equipment and systems. The SoP refers to laws, regulations, codes, and standards applicable when the SoP was written. Registered Fire Protection Technician (RFPTs) are advised to check by-laws, statutes and regulations specific to the municipalities in which they are inspecting and testing fire protection and fire safety equipment and systems. The SoP and any links or information from other sources referred to in it, should not be relied upon as a substitute for specialized technical, legal or other professional advice. The user is solely responsible for any use, interpretation or application of the SoP.

3. **Acknowledgement**

The Standards of Practice was developed by Applied Science Technologists and Technicians of BC (ASTTBC) in consultation with stakeholders including: local government fire protection officers, Fire Prevention Officers Association of BC (FPOABC), RFPTs, fire protection company owners, the Business Owners and Managers Association (BOMA), insurance companies, subject matter experts and other professionals. We wish to acknowledge all those that provided many hours of volunteer service to reach consensus on the SoP.

The source documents are listed below:

- National Fire Protection Association (NFPA)
- National Fire Code of Canada
- British Columbia Fire Code
- National Building Code of Canada
- Canadian Electrical Code
- British Columbia Building Code
- Vancouver Building Code
- Vancouver Fire Code
- Underwriters Laboratory Canada (ULC) Standards
- Municipal Fire By-laws

4. **Purpose of the RFPT Standards of Practice**

4.1. **RFPT is required to comply with the Standards of Practice**

4.1.1 The Standards of Practice (SoP) were developed and approved by the Registered Fire Protection Technician Certification Board (RFPTCB) under the authority of the ASTTBC Council. The SoP is intended to complement the RFPTCB Policy and serve as a resource to all Registered Fire Protection Technicians (RFPTs), their employers, the Authorities Having Jurisdiction (AHJ), and building owners or their agents.

4.1.2 RFPTs regardless of where they provide their services in British Columbia are required to comply with the ASTTBC Code of Ethics and the SoP working within the scope of their education, training and experience specific to each specialty endorsement in which they have been certified and registered.
4.1.3 Compliance to the Code of Ethics and adherence to the SoP is essential for consistency in providing best practices when inspecting and testing fire protection equipment and fire safety systems.

4.1.4 While every effort has been made to ensure the SoP is complete and accurate in all respects, RFPTs are ultimately responsible for applying the standards and appropriate safe practices when carrying out their services. Applicable codes, standards, manufacturing specifications, provincial, national and municipal regulations take precedent over the SoP and must always be adhered to.

4.2. Duty of RFPT to Stay Informed

Codes, standards and policies may be revised from time to time. Every RFPT has a duty to read notices and review applicable ASTTBC policies and SoP regularly and apply these to adjust their practices accordingly. Lack of awareness of current policies and compliance to the SoP is not an acceptable excuse for non-compliant practice.

5. Definitions

**Applicable Code** includes the BC Building Code, Provincial Fire Services Act, BC Fire Code, National Fire Code of Canada, the Electrical Code, City of Vancouver Fire Bylaw and other Municipal Fire Bylaws. Each code may reference other standards or documents, which become part of the code. When a conflict exists between the provision of the applicable Code and those of a referenced standard or document, the provision of the applicable Code shall govern.

**Authority Having Jurisdiction (AHJ)** is the person holding one of the following positions a Fire Commissioner, Fire Inspector and Local Assistant to the Fire Commissioner (LAFC). Exemptions include but are not limited to BC Hydro and Federal Properties (Airport/Military).

**Bylaw** a law or regulation that is made by a local government and that applies only to the local area. Exemptions include but are not limited to BC Hydro and Federal or Provincial laws or regulations.

**Clean** in this context refers to: free from combustible substances. RFPT endorsement in Commercial Kitchen Exhaust Cleaning (CO) refers to cleaning the exhaust venting system including filters, fans and ducts. The Inspection and testing of kitchen exhaust venting and fire suppression system, fusible links and fire retardant cylinder requires certification in Fire Suppression Systems either pre-engineered (SP-P) or custom engineered (SP-C).

**Endorsement** refers to the fire protection specialty for which an RFPT has achieved the certification requirements and is registered. As further described in the FPCB Policy, the endorsements are:

1. Portable Fire Extinguishers (EX)
2. Unit Emergency Lighting (EM)
3. Fire Alarm Systems (AL)
4. Water-Based Fire Protection Systems (WA)
5. Commercial Kitchen Exhaust Cleaning (CO)
6. Fire Suppression Systems - Pre-Engineered (SP-P)
7. Fire Suppression Systems - Custom Engineered (SP-C)
8. Stationary Fire Pumps (FP)
9. Smoke Control Systems (SM)
10. Generator Systems (GS)

**Fire Services Act** is the BC Fire Services Act which is a provincial statute administered by the Fire Commissioner that includes fire prevention legislation for the entire province under the Local
Government Act. Exemptions include but are not limited to BC Hydro and Federal Properties (Airport/Military).

**Inspect** to look at fire protection equipment or systems critically and carefully to determine through observation and other means if the condition of the equipment or system is likely to function as intended in case of a fire.

**Local Government** a city or town that has its own government to deal with local concerns.

**Maintenance** regardless of how minor or routine is not considered as inspection and testing. Qualified and experienced persons must do maintenance of fire equipment or systems. Maintenance and repair functions should be completed before the equipment or system is inspected and tested.

**Needs Additional Work** is the condition of a fire protection system or equipment that is determined not to be in operating condition nor function as intended by manufacturer specifications or is installed in a manner that is not in compliance with applicable codes or standards.

**Owner** means the building owner or a person authorized by the owner to be the designated agent of the owner for matters related to the fire protection and fire safety systems inspection and testing.

**Provisional Registered Fire Protection Technician (RFPT (Provisional))** is an individual that has completed the education and training requirements for one or more specialty endorsements and is working under the supervision of an RFPT to fully achieve the experience requirements.

**Registered Fire Protection Technician (RFPT)** is an individual who has achieved the minimum education; training, work experience and other requirements specified in the Fire Protection Certification Board (FPCB) policy and is certified and registered with ASTTBC in one or more specialty endorsements. Registered Fire Protection Technicians in good standing with ASTTBC are authorized to use the designation RFPT after their name. The title and designation are federally protected trademarks reserved for use only by RFPTs who are ASTTBC members in good standing.

**Repair** fix or mend (a thing suffering from damage or a fault). RFPT certification pertains to inspecting and testing. RFPT are not certified by ASTTBC to conduct repairs (for example, a part is replaced).

**Report** is a document approved, stamped and signed by an RFPT as the official record of the results, findings and outcome of the inspection and test of fire protection equipment and/or systems. As specified in the BC Fire Code, NFPA, ULC and other standards and codes the report is mandatory. One printed or hard copy of the report shall be provided to the owner or authorized agent and one printed or hard copy shall be kept on the premises and accessible to the AHJ.

**Service** is the action of inspecting and testing of fire protection and fire safety equipment or systems.

**Stamp** is a physical device with stamping capabilities issued to an RFPT exclusively through ASTTBC. The stamp includes the RFPT name, number and the endorsements for which the RFPT is registered. The center of the stamp is a blank space for the RFPT to sign or initial the stamped tag in a manner that matches the signature or initial on file at ASTTBC. A digital stamp and/or signature on reports or correspondence is permitted subject to conditions specified in the SoP.

**Standard** is a description or specification of the characteristics and/or performance of fire protection equipment and systems. Standards describe the observable and measurable features that RFPTs use to determine if the fire protection equipment and/or system being inspected and tested functions in compliance with the manufacturer’s specifications and the requirements specified in codes and bylaws.

**Tag (noun)** means a fire protection tag or label as specified in the SoP. The purpose of the tag is to provide a readily observed summary assessment of the inspection and or test results. Upon completion of the service required by the applicable code and/or standard an RFPT shall attach or affix a properly
completed tag to the fire protection equipment or system that has been inspected and/or tested. The printed face of the tag shall be visible to the public.

**Tag or Tagging** (verbs) means writing, stamping, signing, checking-off or punching out the summary results of an inspection or test of the fire protection equipment or system on which the RFPT shall affix the tag. Tags shall be as specified in the SoP. Tags shall be placed with the summary results of the inspection or test facing out. The RFPT stamp and initials shall be visible and easily read by any person.

**Test** (verb) means to use prescribed methods to determine if the fire protection equipment and/or system is functioning as intended at the time of the periodic inspection and testing. The RFPT shall compare the condition of fire protection equipment and/or systems to the standards specified by the manufacturer, the applicable codes, and regulations.

6. **Inspection and Testing**

Fire protection equipment shall be inspected and tested as required by the applicable codes. Any deviations or variations from the codes must be approved in writing by the AHJ in the municipality where the fire protection equipment or system is located. Deviations or variations from the codes must also be acceptable to the owner who is responsible for carrying out the provisions of the codes. The owner may have additional obligations regarding the inspection and testing relative to an insurance policy or corporate loss control program.

6.1. **RFPT inspection and/or test record requirements**

When fire protection equipment or system has been inspected and tested compared to the intended functionality as established by the manufacturer and in accordance with the applicable by-laws, codes and standards, the RFPT that conducted the inspection and/or test shall fill out, stamp, initial and attach a new tag. The RFPT shall prepare a report describing the results of the inspection and test. The report shall be provided to the RFPT’s employer representative within 7 calendar days from the last day of the service and the employer representative will provide the report to the building owner or designated representative within 14 calendar days and a copy of the report must be made available at the building for the AHJ.

6.2. **Tags and tagging fire protection equipment and systems**

6.2.1 Tags provide a visual summary of the findings of the inspection and/or test. Further detail regarding the results and recommendations of the inspection and/or test are to be provided to the owner in the report prepared by the RFPT that did the inspection and/or testing.

6.2.2 A new tag bearing the RFPT’s stamp and signature or initial shall be attached to the fire protection system or equipment after it has been inspected and/or tested. The RFPT shall fasten the tag to the equipment or system with the printed, stamped and initialed surface of the tag facing out for greater visibility particularly for the owner and the AHJ.

6.2.3 The inspection report shall be given to the owner or designated agent by the RFPT or the fire protection company representative. The report shall include the name and contact information of the fire protection company shall be stamped and signed or digitally signed by the RFPT that did the inspection and testing.

6.2.4 The RFPT stamp and initials or signature on the tags and inspection reports attests that the RFPT has the required education, experience and competencies to inspect and test the equipment or system that is tagged. The stamp and initials or signature is the RFPT’s assurance
that the inspection and or testing have been completed in compliance with the applicable codes,
standards and practices.

6.3. **Specifications, graphic layout and wording for tags**

6.3.1 Tags shall include a perforation at the top for inserting a twist tie or similar device for
fastening the tab to the equipment or system.

6.3.2 The minimum size of the tag shall be 7.5 x 15.0 cm

6.3.3 The company name, address and contact information (telephone and / or website)
shall be clearly visible at the top of the tag.

6.3.4 The graphic design/wording on the tag shall be as shown in the following example.

![Diagram of tag example](image)

<table>
<thead>
<tr>
<th>Fire Protection Equipment/System</th>
<th>Inspected / Tested*</th>
<th>Additional Work Required</th>
<th>See Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Fire Extinguisher (EX)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Emergency Lighting (EM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm System (AL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler / Standpipe System (WA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Pump (FP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator System (GS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Control System (SM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-engineered Suppression System (SP-P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom-engineered Suppression System (SP-C)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* THE EQUIPMENT OR SYSTEM IS FUNCTIONING AS INTENDED

<table>
<thead>
<tr>
<th>Technician Stamp and Initials</th>
<th>Serial # or Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next service due on or before: YYYY / MM / DD

DO NOT REMOVE TAG

<table>
<thead>
<tr>
<th>MONTH AND YEAR OF INSPECTION AND/OR TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>J  F  M  A  M  J  J  A  S  O  N  D</td>
</tr>
<tr>
<td>2017  2018  2019  2020  2021</td>
</tr>
</tbody>
</table>
6.4. Step-by step Instructions for completing and displaying tags

RFPTs are expected to complete the following 5-steps to indicate the results of each inspection and/or test of fire protection equipment or systems.

Step 1: Punch or ✓ on the bottom of a new tag the month and year when you are inspecting and/or testing the equipment or system.

Step 2: Print the serial number or clearly identify the equipment or system that was inspected and/or tested.

Step 3: Punch or ✓ the appropriate box or boxes indicating the functionality of the equipment or system based on the results of the inspection and/or test that you did. Select one of the following 4 options when marking the tag. Examples of how to mark the tags for each of the 4 options are provided in 6.5 to 6.8 of this guideline.

Option 1: If the fire protection equipment or system is functioning as intended the RFPT shall punch or ✓ the appropriate box in the “Inspected / Tested” column. DO NOT punch or ✓ the “Additional Work Required” or the “See Report” columns.

Option 2: The equipment or system meets the intended functionality but may need some upgrades or there are some concerns observed by the RFPT that require the attention of the building owner. The RFPT shall punch or ✓ the “Inspected Tested” and the “See Report” columns.

Option 3: The equipment or system DOES NOT Meet intended functionality and additional work is required the RFPT shall punch or ✓ the “Additional Work Required” and “See Report” columns. Print ASAP in the “Next service date” box.

Option 4: The When the equipment or system DOES NOT function as intended and additional work is URGENTLY required the RFPT shall punch or ✓ the “Additional Work Required” and “See Report” columns and mark an X on the front and back of the tag. Print ASAP in the ”Next service date” box.

Step 4: Print the next service due date, stamp the tag and clearly sign or initial in the space provided. The signature or initial shall match the specimen signature or initial on file at ASTTBC.

Step 5: Secure the tag to the fire protection equipment or system making sure the front of the tag is clearly visible.

Additional information and explanations on tags and tagging is provided in section 6.9 of this SoP.
6.5. **Option 1: Equipment or system is functioning as intended**

When the fire protection equipment or system is functioning as intended the RFPT shall punch or ✓ the appropriate box in the “Inspected / Tested” column. DO NOT punch or ✓ the “Additional Work Required” or the “See Report” columns.

<table>
<thead>
<tr>
<th>Fire Protection Equipment/System</th>
<th>Inspected / Tested*</th>
<th>Additional Work Required</th>
<th>See Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Fire Extinguisher (EX)</td>
<td>punch or ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Lighting System (EM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm System (AL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler / Standpipe System (WA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Pump (FP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator System (GS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Control System (SM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-engineered Suppression System (SP-P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom-engineered Suppression System (SP-C)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* THE EQUIPMENT OR SYSTEM IS FUNCTIONING AS INTENDED

- **Functionality of Equipment or System**
  - The RFPT shall punch or ✓ the Inspected / Tested column in the appropriate row if the equipment or system is functioning as intended by the manufacturer and/or applicable by-laws, codes and standards.

- **Technician Stamp and Initials**
  - The RFPT shall affix their stamp in the box labeled “Technician’s Stamp” and clearly sign or initial (matches the signature or initial on file at ASTTBC)

- **Serial number or description**
  - The RFPT shall put the serial number or description of the equipment or system.

- **Next service date**
  - The RFPT shall put the next service date here as outlined by Code or Standard.

- **Current date of service**
  - The RFPT shall punch or ✓ on the bottom of the tag the month and year when the system or equipment was inspected and tested.

---

**TAG FRONT SIDE**

- FIRE PROTECTION COMPANY NAME, ADDRESS AND CONTACT INFORMATION MUST BE DISPLAYED HERE

- **Technician Stamp and Initials**
  - The RFPT shall put the technician’s stamp and initials here.

- **Serial # or Description**
  - The RFPT shall put the serial number or description here.

- **Next service due on or before:** YYYY/MM/DD

- **Month and Year of Test and/or Inspection**
  - The RFPT shall put the month and year of the test or inspection here.

- **DO NOT REMOVE TAG**
6.6. **Option 2: Equipment or system is functioning but there are concerns**

Meets intended functionality but may need some upgrades or there are some concerns observed by the RFPT that require the attention of the building owner. The RFPT shall punch or ✓ the “Inspected Tested” and the “See Report” columns.

![Table of Equipment/Systems](TAG FRONT SIDE)

<table>
<thead>
<tr>
<th>Fire Protection Equipment/System</th>
<th>Inspected/ Tested*</th>
<th>Additional Work Required</th>
<th>See Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Fire Extinguisher (EX)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Emergency Lighting (EM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm System (AL)</td>
<td>punch or ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinklers / Standpipe System (WA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Pump (FP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator System (GS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Control System (SM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-engineered Suppression System (SP-P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom-engineered Suppression System (SP-C)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* THE EQUIPMENT OR SYSTEM IS FUNCTIONING AS INTENDED

- **Technician Stamp and Initials**
  - The RFPT shall affix their stamp in the box labeled “Technician’s Stamp” and clearly sign or initial (matches the signature or initial on file at ASTTBC)

- **Serial # or Description**
  - The RFPT shall put the serial number or description of the equipment or system.

- **Next service date**
  - The RFPT shall put the next service date here as outlined by Code or Standard.

- **Current Date of Service**
  - The RFPT shall punch or ✓ on the bottom of the tag the month and year when the system or equipment was inspected and tested.
6.7. Option 3: Equipment or system does not meet the intended functionality

When the equipment or system DOES NOT Meet intended functionality and additional work is required the RFPT shall punch or ✓ the “Additional Work Required” and “See Report” columns.

(TAG FRONT SIDE)

FIRE PROTECTION COMPANY NAME, ADDRESS AND CONTACT INFORMATION MUST BE DISPLAYED HERE

<table>
<thead>
<tr>
<th>Fire Protection Equipment/System</th>
<th>Inspected/ Tested*</th>
<th>Additional Work Required</th>
<th>See Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Fire Extinguisher (EX)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Unit Lighting (EM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm System (AL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler / Standpipe System (WA)</td>
<td></td>
<td>punch ✓</td>
<td></td>
</tr>
<tr>
<td>Fire Pump (FP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator System (GS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Control System (SM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-engineered Suppression System (SP-P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom-engineered Suppression System (SP-C)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* THE EQUIPMENT OR SYSTEM IS FUNCTIONING AS INTENDED

Technician Stamp and Initials
The RFPT shall affix their stamp in the box labeled “Technician’s Stamp” and clearly sign or initial (matches the signature or initial on file at ASTTBC)

Serial # or Description
The RFPT shall put the serial number or description of the equipment or system.

Next service date
The RFPT shall put ASAP here as required by Code or Standard.

Current Date of Service
The RFPT shall punch or ✓ on the bottom of the tag the month and year when the system or equipment was inspected/tested.

Functionality of Equipment or System
The RFPT shall punch or ✓ the Additional Work Required and See Report columns in the appropriate row if the equipment or system needs work because it is not functioning as specified by the manufacturer and/or applicable by-laws, codes and standards.
6.8. Option 4: Equipment or system DOES NOT function additional work is URGENT

When the equipment or system DOES NOT function as intended and additional work is URGENTLY required the RFPT shall punch or ✓ the “Additional Work Required” and “See Report” columns. If the equipment or system is in urgent need of additional work or replacement, the front and back of the tag shall be marked with an X as shown below. The RFPT shall advise the fire protection company and the building owner of the conditions that urgently need to be fixed.

<table>
<thead>
<tr>
<th>Fire Protection Equipment/System</th>
<th>Inspected/Tested*</th>
<th>Additional Work Required</th>
<th>See Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Fire Extinguisher (EX)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Emergency Light (EM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm System (AL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler / Standpipe System (WA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Pump (FP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator System (GS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Control System (SM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-engineered Suppression System (SP-P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom-engineered Suppression System (SP-C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* THE EQUIPMENT OR SYSTEM IS FUNCTIONING AS INTENDED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technician Stamp and Initials
The RFPT shall affix their stamp in the box labeled “Technician’s Stamp” and clearly sign or initial (matches the signature or initial on file at ASTTBC).

Serial # or Description
The RFPT shall put the serial number or description of the equipment or system.

Next service date
The RFPT shall put ASAP here as outlined by Code or Standard.

Current Date of Service
The RFPT shall punch or ✓ on the bottom of the tag the month and year when the system or equipment was inspected/tested.

A felt pen, preferably red, is recommended to mark the X.
6.9. **Guidelines on the use of tags and tagging**

6.9.1 After a repair, when the RFPT is re-inspecting or re-testing fire protection equipment or systems do not remove the original tag. Complete Steps 1 to 5 (see section 6.5) using a new tag that is to be fastened to the equipment or system so the new tag is on top of the old one.

6.9.2 If an RFPT is supervising the work of a Provisional member who is inspecting and/or testing the equipment or system the RFPT (Provisional) shall initial the tag above the stamp of the supervising RFPT. Only the RFPT in good standing with ASTTBC is permitted to stamp and initial or sign in the space provide in the center of the stamp.

6.9.3 When the deficiencies from an inspection and/or test have been corrected, and the equipment or system is re-inspected or re-tested, the original tag shall remain and a new tag shall be placed on the equipment or system. The RFPT shall complete a new report to describe what was re-tested and/or re-inspected. Two tags will be in place (or more depending on the need). In this case, the original RFPT’s tag and the new tag completed by the RFPT that re-tested and/or re-inspected the equipment and/or system.

6.9.4 The new “re-tested and/or re-inspected” tag(s) shall be dated to show when the next service is due in accordance with the first tag’s cycle and as established by the applicable Code.

6.9.5 Brief notes may be written on the back of the tag for handy reference to information such as voltage test results. Writing information on the back of the tag is not a substitute for completing an inspection and/or test report.

6.9.6 A red tag may be attached to the inspection tag to make identification of a major problem with a system, component or device more readily obvious for urgent corrective action.

6.9.7 Tags may have sequential numbers hand written or stamped on the front or back of the tag to assist with recording the number of tags, location or component tagged, or other administrative purpose as per fire protection company instructions.

6.9.8 When a fire protection system or an individual piece of equipment is NOT functioning as intended by the manufacturer, by-law, code or standard, the RFPT shall select either Option 3 or 4 and punch or check only two columns on the tag. A complete description of the deficiencies shall be described in the inspection report. The inspection report shall be stamped and be clearly signed or initialed by the RFPT. The inspection report shall be provided to the owner or designated agent by the RFPT or by the fire protection company representative.

6.9.9 Examples of deficiencies based on the applicable Codes, Standards or Manufacturing Specifications that would result in an RFPT punching or checking “Additional Work Required” include but not limited to:

- a. Upgrade the fire safety system or equipment to meet current code/standard;
- b. Add unit emergency lighting to corridors or stairways;
- c. Recommend changing the height of portable fire extinguishers

6.9.10 Examples of deficiencies based on the applicable Codes, Standards or Manufacturing Specifications that would result in an RFPT punching or checking “URGENTLY” include but not limited to:

- a. A battery pack that does not work;
- b. A fire extinguisher that has been discharged;
- c. A fire pump that does not start;
- d. Even if ONE of the following devices FAILS:
  - Audible alarm devices on a fire alarm system do not work;
• Alarm initiating devices on a fire alarm system do not work;
• A sprinkler or standpipe system operation is impaired;
• A special fire suppression system operation is impaired;
• A system or equipment was not tested in accordance with the Fire Code and 3 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;
• Fire hose that is rotted and/or overdue for a hydrostatic test.
• A smoke control or required exhaust system is impaired.
• Access to room with a system or system component such as a smoke or heat detector or pull station was denied or not possible.

7. Commercial kitchen exhaust cleaning

Reporting the condition of commercial kitchen exhaust systems requires a format different from the tags previously described. The most convenient format for recording and displaying the results of commercial kitchen exhaust system cleaning is a stick-on label that lists the key components of the kitchen exhaust system.

7.1. Specifications, graphic layout and wording for kitchen exhaust labels

The minimum size of the label is 10 cm x 14 cm. The company name and contact information must be clearly displayed on the label. The text and graphic layout are shown in the following example. A self-sticking peel-off label that will be placed in a visible location on the exhaust hood is preferred. The printing and any marking on the label should be with permanent ink or marker to avoid being smudged or erased.

<table>
<thead>
<tr>
<th>Condition of the following components:</th>
<th>Cleaned</th>
<th>Inspected/Tested</th>
<th>Additional Work Required</th>
<th>See Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ducts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fans</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drip cup</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date when system was cleaned & inspected/tested: YYYY/MM/DD

Technician Stamp and Initials

Next cleaning, inspection & testing recommended before: YYYY/MM/DD
7.2. Instructions for completing and displaying kitchen exhaust cleaning labels

The RFPT will punch out or ✓ the appropriate boxes on the label shown to indicate the results of the cleaning, inspection and/or test completed on various component parts of the system. If additional work is required, the RFPT will mark the appropriate box on the tag or label and provide a description in the report that is given to the owner or the owner’s designated agent. The RFPT must report areas that have not been cleaned or inspected/tested due to inaccessibility or other reasons such as access panels need to be installed to provide access to parts of the system. The next service date must be noted. The RFPT then stamps the label, signs or initials and affixes it to the exhaust vent hood so it is readily visible to any observer. The sticker is to be affixed to the unit only when the cleaning and inspection/test has been completed.

8. Kitchen exhaust fire suppression system inspection and testing

Inspecting and testing the fusible links, system suppressant agent cylinder and other features of a commercial kitchen exhaust system shall be completed by an RFPT with endorsement in either pre-engineered (SP-P) or custom-engineered (SP-C) fire suppression systems. Inspection and testing of commercial kitchen exhaust fire suppression systems shall be done as per manufacturers’ specification and the applicable codes and standards.

8.1. Step-by-step instructions for tagging kitchen exhaust fire suppression systems

Instructions for completing tags for kitchen exhaust fire suppression systems are described in section 6.4 of this guideline.

9. Reporting inspection and/or test results

9.1. Responsibilities of the building owner

It is the responsibility of building owner to carry out the provisions of the Code, which includes maintaining fire prevention equipment and systems in good order and to make arrangements for the required inspections and testing. It is the owner’s responsibility to initiate repairs or additional work and follow-up inspection and testing to be in compliance with manufacturer specifications, codes, standards and municipal regulations.

9.2. Responsibilities of the RFPT and fire protection service company

The RFPT and the company contracted by the building owner are responsible for providing the fire protection inspection and testing services in accordance with applicable practices and standards. It is the responsibility of the RFPT that does the inspection and testing to inform the owner of all observed deficiencies in the fire protection equipment or systems in the report. The RFPT shall also advise the owner of any equipment or systems that have not been inspected or tested. If the RFPT works for a fire protection company, it is the responsibility of the RFPT to inform the fire protection company on the same day of any deficiencies identified during the inspection and test.

The RFPT that did the inspection and/or testing of the fire protection equipment or systems is responsible for completing the mandatory report to be submitted to the owner or designated agent within 30 calendar days from completion of the inspection and testing. The report must describe the inspection and test results for equipment or systems that were found to be dysfunctional compared to
manufacturer specifications, by-laws, codes or standards. A copy of the report stamped and signed by the RFPT that did the inspection and testing must be available at the building and accessible to the AHJ. The report shall be provided to the RFPT's employer representative within 7 calendar days from the last day of the service and the employer representative will provide the report to the building owner or designated representative within 14 calendar days and a copy of the report must be made available at the building for the AHJ.

9.3. Providing fire protection inspection and testing services

9.3.1 The RFPT or fire protection company representative should determine the scope of service to be completed and schedule the most convenient time for the work to be done. The RFPT will need to determine with the building owner or agent the information provided in previous reports, telephone and contact information of people that may be required to facilitate the inspection and testing. At all times, the RFPT shall comply with the ASTTBC Code of Ethics and shall be courteous, cooperative and informative with the building owner or agent.

9.3.2 The RFPT should prepare by reviewing the reports from previous inspections and tests. Any deficiencies noted in the previous report should be of particular interest during the current inspection and testing. Understanding the activities, occupancy, purpose and type of the building(s) in which the fire protection equipment and/or systems are installed is extremely important.

9.3.3 The RFPT should observe all conditions in the building which could affect the proper and safe operation of the fire protection equipment and systems. This includes proper location and accessibility to fire protection equipment; any new occupancy or use of the building that change the level of fire protection needed; obstructions to fire protection equipment or system controls; and anything else that might affect the proper functioning of the fire protection systems or compromise the health and safety of the occupants.

9.3.4 At the conclusion of the inspection and testing service the RFPT or fire protection service company representative shall inform the owner or agent of the results. The RFPT or fire protection service company representative shall clearly explain to the owner or agent why it is necessary to correct the deficiencies and the consequences of not doing the additional work required.

9.3.5 When the RFPT identifies equipment or systems that are deficient to a point that the level of fire protection functionality is compromised and the safety of the property and/or occupants may be at risk the RFPT is obliged to advise the building owner or agent of the urgency of the situation. The RFPT shall advise the fire protection company. In situations where the RFPT is of the opinion that the public is placed in urgent danger the RFPT shall notify the Authority Having Jurisdiction (AHJ) by telephone, in person or by other means. The initial communication with the AHJ shall be followed-up by notification in writing with a copy to the building owner and the fire protection service company.

9.3.6 The RFPT should advise the building owner on the condition of the fire protection equipment and systems in the building relative to the acceptability of the equipment and systems at the time of occupancy, or when the fire protection equipment or system was upgraded. It is not the intent of periodic changes in the code to upgrade every building, fire protection equipment or system to the current code. However, there are instances that it may be more cost effective to install new code-compliant equipment than to repair or maintain existing equipment.
10. Ownership, responsibility and use of RFPT stamps

10.1. Stamp ownership
The cost for an RFPT to be issued a stamp shall be considered a lease fee for an indefinite length of time, provided the RFPT remains in good standing as an ASTTBC member. The stamp remains the property of ASTTBC and must be returned upon written request by the Registrar. Any unauthorized reproduction; production or modification of an RFPT stamp is a matter for civil and criminal proceedings. The Practice Review Board (PRB), the AHJ and the fire protection company (employer) shall be advised if an unauthorized stamp has been used. Failure to return a stamp within 30 days of receiving notification from the Registrar shall result in temporary suspension of the RFPT right to practice. The AHJ and the fire protection company (employer) shall be so advised.

10.2. RFPT responsibility
The RFPT is responsible for the safekeeping and use of the stamp issued in their name. Any stamp that is misplaced, lost, stolen or damaged beyond use shall be reported immediately to ASTTBC. It is the responsibility of the RFPT to use the stamp in compliance with the ASTTBC Act and Regulations and the policies, standards and codes applicable to RFPTs. The use of the stamp is restricted to the RFPT whose name appears on the stamp. The inspection and/or testing done by the RFPT is restricted to the specialty endorsements for which the RFPT is qualified, certified and registered.

10.3. Stolen, lost or misplaced stamps
An RFPT shall submit to ASTTBC a signed affidavit indicating the disposition of the stamp. In the case of a stolen stamp a police report may be requested. The RFPT is responsible for costs to prepare and submit an affidavit and for ASTTBC to issue a replacement stamp.

10.4. Use of the stamp
Use of the stamp is protected under the ASTT Act and Regulations. The right to use the stamp is a privilege granted by ASTTBC. Only a RFPT in good standing may use their stamp. Pre-stamping of tags and documents other than at the applicable job site is prohibited. Tags and documents shall not be reproduced with a stamp imprinted on them. The right to have and use a stamp may be revoked if not used in an ethical or professional manner in compliance with the RFPT Standards of Practice.

10.5. Documents requiring a stamp
The RFPT shall stamp all applicable documents regardless of whether the municipality has enacted a bylaw requiring inspection and testing of fire protection equipment and systems to be done by ASTTBC RFPTs. The RFPT shall stamp tags and reports for the work done in the specialty endorsements in which the RFPT is registered and is in good standing. All tags, stick-on labels for commercial kitchen exhaust cleaning, reports and any other document specifically requested by an employer or an AHJ shall be stamped and signed or initialed.

10.6. Application of stamp
The stamp shall be applied in a clear and legible manner to final documents that have been prepared by the RFPT or under the supervision of the RFPT. The signature or initials of the RFPT that did the inspection and testing shall be clearly shown in the space provided in the center of the stamp. The signature or initials should be consistent with specimen on file at ASTTBC. The date the stamp is used shall be noted.
10.7. Electronic or digital stamps and signatures

The RFPT may use a digital stamp and/or signature on reports, letters and e-mail correspondence. The RFPT is responsible for safeguarding the digital stamp and/or signature by whatever electronic means possible. The RFPT remains liable for any document or correspondence bearing their digital stamp and/or signature.

11. Standards and codes referenced in the RFPT Standards of Practice

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Fire Extinguishers (EX)</td>
<td>10</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Unit Emergency Lighting (EM)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>C22.2 No. 141</td>
<td></td>
</tr>
<tr>
<td>Fire Alarm Systems (AL)</td>
<td>72</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>S536</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Water-Based Fire Protection Systems (WA)</td>
<td>13, 25, 20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Commercial Kitchen Exhaust Cleaning (CO)</td>
<td>96</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Fire Suppression Systems - Pre-Engineered (SP-P)</td>
<td>11, 11A, 12, 12A, 12B, 15, 16, 17, 17A, 18</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Fire Suppression Systems - Custom Engineered (SP-C)</td>
<td>11, 11A, 12, 12A, 12B, 15, 16, 17, 17A, 18</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Stationary Fire Pumps (FP)</td>
<td>14, 25, 20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Smoke Control Systems (SM)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Supplement to the National Building Code of Canada</td>
</tr>
<tr>
<td>Generator Systems (GS)</td>
<td>37</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>CAN/CSA 282-M</td>
<td></td>
</tr>
</tbody>
</table>
12. Document Control and Retention Requirements

The ASTTBC Act and Regulations specifies: “Complaints against any member or registrant must be made in writing to the Registrar within two years of the occurrence of the substance of the complaint. Any complaint not received within such period will be considered to be extinguished.”

However, recent interpretation of the 2 year limit on reporting a complaint have used the date of discovery of a problem and not the date when the work was done. Example: It is possible that work done in 2012 and problem discovered in 2015 with complaint submitted in 2016 could be considered within the 2-year time limit. Various interpretation of the regulations may and do occur.

Preparing and keeping well-organized records of work done is extremely important in any situation alleging that an RFPT has been non-complaint to the ASTTBC RFPT Standards of Inspection or the Code of Ethics.

12.1. Recommended time for retaining records

The minimum time that an RFPT should retain records of their work is seven years from the date the work was done.

12.2. ASTTBC Processes complaints against members

When ASTTBC receives a complaint it is the RFPT that must respond to the allegations and provide any counterargument. ASTTBC does not process complaints against a company. RFPTs that submit reports to their company may be vulnerable defending a complaint if the company does not support or help the RFPT by providing documentation such as dates, time and location of work done, photographs, reports and any other evidence in support of the RFPT. The RFPT becomes more vulnerable in situations where they have changed employer.