

## FIRE SAFETY COMPLIANCE MATRIX

|                  |  |
|------------------|--|
| <b>Premises:</b> |  |
| <b>Date:</b>     |  |

| Fire Safety Provisions                                                                  | Applicable<br>Y/N/NA | Frequency<br>Period      | Date of last<br>Test/Inspection/<br>Check/Training | By Whom<br>Name of Contractor/Company<br>Name of Responsible Person or<br>Competent Person |
|-----------------------------------------------------------------------------------------|----------------------|--------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------|
| Fire Risk Assessment                                                                    |                      | Annually                 |                                                    |                                                                                            |
| <b>FIXED AND PORTABLE SYSTEMS</b>                                                       |                      |                          |                                                    |                                                                                            |
| Fixed Electrical<br>Inspection                                                          |                      | 3-yearly                 |                                                    |                                                                                            |
|                                                                                         |                      | 5-yearly                 |                                                    |                                                                                            |
| Heating Systems<br>Gas/Oil Safety<br>Certificate                                        |                      | Annually                 |                                                    |                                                                                            |
| Heating Systems<br>Air Conditioning                                                     |                      | Annually                 |                                                    |                                                                                            |
| Portable Appliance<br>Testing (PAT)                                                     |                      | Annually/Bi-<br>Annually |                                                    |                                                                                            |
| Fire Alarm System<br>BS5839 Pt.1 2017<br>Commercial Fire Alarm<br>System                |                      | Weekly                   |                                                    |                                                                                            |
|                                                                                         |                      | 6-monthly                |                                                    |                                                                                            |
| Fire Alarm System<br>BS5839 Pt.6 2019<br>Domestic Fire Alarm<br>System - Grade A        |                      | Weekly                   |                                                    |                                                                                            |
|                                                                                         |                      | 6-monthly                |                                                    |                                                                                            |
| Fire Alarm System<br>BS5839 Pt.6 2019<br>Domestic Fire Alarm<br>System – Grades C, D, F |                      | Monthly                  |                                                    |                                                                                            |
|                                                                                         |                      | Annually                 |                                                    |                                                                                            |
| Carbon Monoxide<br>Detection                                                            |                      | Monthly                  |                                                    |                                                                                            |
| Emergency Lighting<br>BS5266 Pt.1 2016                                                  |                      | Monthly                  |                                                    |                                                                                            |
|                                                                                         |                      | Annually                 |                                                    |                                                                                            |
| CCTV                                                                                    |                      | Annually                 |                                                    |                                                                                            |
| Intruder Alarm                                                                          |                      | Annually                 |                                                    |                                                                                            |
| Lightning Protection<br>BSEN 62305                                                      |                      | Annually                 |                                                    |                                                                                            |
| Commercial Sprinklers                                                                   |                      | Weekly                   |                                                    |                                                                                            |

| Fire Safety Provisions                          | Applicable Y/N/NA | Frequency Period          | Date of last Test/Inspection/Check/Training | By Whom<br>Name of Contractor/Company<br>Name of Responsible Person or Competent Person |
|-------------------------------------------------|-------------------|---------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------|
| BS12845:2015 A1 2019                            |                   | Quarterly                 |                                             |                                                                                         |
|                                                 |                   | 6-monthly                 |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
|                                                 |                   | 3-yearly                  |                                             |                                                                                         |
|                                                 |                   | 10-yearly                 |                                             |                                                                                         |
| Residential Sprinklers<br>BS9251:2021           |                   | Annually                  |                                             |                                                                                         |
|                                                 |                   | 25-yearly                 |                                             |                                                                                         |
| Water Mist Systems<br>BS8458                    |                   | Annually                  |                                             |                                                                                         |
| Fixed Fire Suppression Systems                  |                   | 6-monthly                 |                                             |                                                                                         |
| Rising Mains<br>(Dry/Wet Risers)<br>BS9990:2015 |                   | 6-monthly                 |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
| Smoke Control Systems<br>BSEN12101              |                   | Weekly                    |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
| Fire Shutters<br>BSEN16034:2014                 |                   | 6-monthly                 |                                             |                                                                                         |
| Fire Dampers<br>BS9999:2017                     |                   | Installation              |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
| Fire Fighting Lifts<br>BSEN81-72 2015           |                   | Weekly                    |                                             |                                                                                         |
|                                                 |                   | Monthly                   |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
| Fire Extinguishers<br>BS5306                    |                   | Monthly                   |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
| Evacuation Chair<br>PUWER/LOLER                 |                   | 6-monthly                 |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
| <b>BUILDING STRUCTURE</b>                       |                   |                           |                                             |                                                                                         |
| Fire Doors                                      |                   | Weekly with door releases |                                             |                                                                                         |
|                                                 |                   | Monthly                   |                                             |                                                                                         |
|                                                 |                   | Annually                  |                                             |                                                                                         |
| Final Exit Doors                                |                   | Monthly                   |                                             |                                                                                         |
| External Staircases                             |                   | Annually                  |                                             |                                                                                         |
|                                                 |                   | 3-yearly                  |                                             |                                                                                         |

| Fire Safety Provisions                                            | Applicable<br>Y/N/NA | Frequency<br>Period    | Date of last<br>Test/Inspection/<br>Check/Training | By Whom<br>Name of Contractor/Company<br>Name of Responsible Person or<br>Competent Person |
|-------------------------------------------------------------------|----------------------|------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------|
| Composite/Sandwich<br>Panels                                      |                      | Annually               |                                                    |                                                                                            |
| <b>TRAINING AND INFORMATION TO EMPLOYEES AND RESIDENTS</b>        |                      |                        |                                                    |                                                                                            |
| Fire Safety Induction<br>Training – Employees                     |                      | On induction           |                                                    |                                                                                            |
| Fire Safety Refresher<br>Training - Employees                     |                      | Bi-annual/3-<br>yearly |                                                    |                                                                                            |
| Fire Marshall/Warden<br>Training – Employees                      |                      | 3-yearly               |                                                    |                                                                                            |
| Fire Safety Information<br>– Evacuation Procedures<br>Residents   |                      | On occupation          |                                                    |                                                                                            |
|                                                                   |                      | Annually               |                                                    |                                                                                            |
| Fire Safety Information<br>– Fire Doors - Flat Doors<br>Residents |                      | On occupation          |                                                    |                                                                                            |
|                                                                   |                      | Annually               |                                                    |                                                                                            |