Audit the management of fire safety systems

Overview

This standard is aimed at those who audit the responsible person's, or their designated representative's, management of fire safety systems, and sets out the skills, knowledge and understanding for you to do this. The audit is carried out for the responsible person, or their designated representative. You will check that the fire risk is being managed on site and that the staff involved in fire safety know the fire safety procedures and are trained.

Performance criteria

You must be able to:

P1. confirm that the individual that you are liaising with is the responsible person, or their designated representative, for making any decisions you may require to be made **

P2. * * confirm the requirements of the fire safety system management audit to be carried out and ensure all relevant parties understand and accept them

P3. obtain records in relation to the management of fire safety

P4. maintain the confidentiality of information on sites and systems in line with current and relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

P5. confirm the procedure to establish the effectiveness of the passive and active fire protection systems on site

P6. confirm the procedure to keep sources of ignition apart from flammable substances on site

P7. confirm the procedure to maintain and test the effectiveness of fire warning systems on site

P8. confirm the procedure to prevent the build-up of rubbish in communal areas on site

P9. confirm the procedure to maintain and test the effectiveness of firefighting equipment on site

P10. confirm the procedure to prevent fire exits, and escape routes from becoming obstructed

P11. confirm the process to train staff responsible for fire safety on site on the fire safety procedures they need to follow to manage fire risk

P12. establish the extent to which the responsible person, or their designated representative, has acted on the recommendations in the fire risk assessment action plan.

P13. establish the extent to which the responsible person, or their designated representative, has reviewed and updated the fire risk assessment

P14. confirm that relevant parties, including the responsible person or their designated representative, and regulators, have been informed of safety issues where there are no mitigating actions and enforcement action may be required

P15. produce fire safety system audit documentation in accordance with any business policies and procedures and in agreed formats

Audit the management of fire safety systems

Knowledge and understanding

You need to know and understand:

K1. communication methods and why it is important to communicate with the responsible person, or their designated representative, effectively and promptly

K2. how, why and when to use different communication methods

K3. the scope and limitation of the services that your organisation can provide and of actions that you can take

K4. the reasons why you must confirm the person you are liaising with is deemed to be the responsible person, or their designated representative, with the authority to make necessary decisions

K5. where, how and from whom to access sufficient, relevant and accurate information on fire safety management

K6. the principles of fire management systems and fire strategies and the elements that influence them

K7. the relationship between types of fire and appropriate extinguishing mediums

K8. the mechanism of combustion, smoke behaviour and flame sustainability, and the way that fire spreads

K9. the impact of hazardous chemicals on the nature and spread of fire

K10. current relevant legislation and regulations; industry standard guidelines and best practice; your organisation's quality management procedures and health and safety codes of practice

K11. why and when to update the fire risk assessment

K12. the fire safety procedures that need to be followed on site and the level of fire safety training required for competence of fire safety staff

K13. when to refer upwards and to whom, when compliance with fire safety legislation and regulations has been breached

Glossary

assessment methods: the collection of data and information pertaining to the correct installation of the mechanical fire protection system.

designated buildings: buildings, yet to be defined by regulation, that are considered to present substantial fire risk where a building system failure could put many people's lives at risk or where many people sleep.

fire hazard: source, situation or act with potential to result in a fire (e.g. an ignition source or an accumulation of waste that could be subject to ignition.)

fire hazard identification: process of recognizing that a fire hazard exists and defining its characteristics Fire Risk Combination of likelihood and consequence(s) of fire.

fire protection system, active: a system which in the event of fire can function only after its operation has been either manually or automatically initiated.

fire protection system, passive: a system that carries out its function without requiring any manual or automatic initiation of its operation in the event of fire.

fire risk assessment: a methodical approach of qualitative and quantitative measures with recorded findings on fire risk management.

responsible person: in relation to a workplace, the employer if the workplace is to any extent under their control; or in relation to any other premises the person who has control of the premises such as the owner, manager or landlord. The responsible person may also be referred to as the duty holder.

site characteristics: the buildings intended physical usage characteristics that may impact on the integrity of the mechanical fire protection system e.g. the addition of ceiling high cupboards, the storing of flammable materials.

stakeholders: including but not limited to, local fire authority; water undertaker; building control; insurers; government departments; environmental agencies; third party certification bodies.

Audit the management of fire safety systems

Developed by	Skills for Security
Version Number	1
Date Approved	13 Feb 2023
Indicative Review Date	13 Feb 2026
Validity	Current
Status	Original
Originating Organisation	II Aspire
Original URN	SFSFRA5
Relevant Occupations	Fire Risk Assessor
Suite	Fire Risk Assessment
Keywords	Fire Risk Assessment; fire safety systems; fire safety audit