

Operating Guidelines

Section: Fire Prevention

Subject: Inspection

Policy #: 502

Date Issued: March 31, 2016

Date Revised: October 3, 2017

Purpose

Before an inspection is conducted, it will be necessary to follow certain steps to prepare for the visit. The type or purpose of the inspection, will have a bearing on the amount of preparation that will be necessary, however, the following steps should be followed where applicable. This will assist in conducting an inspection that will be consistent with the goals and objectives of the inspection program.

Scope

All fire department personnel shall follow this guideline.

Procedure

502.1

Upon Arrival:

- Record the date, and the time of arrival.
- Meet with the person who is in charge of the property. Identify yourself and anyone you have brought with you. Explain the purpose of your visit.
- Record the identity of the person in charge, and their relation to the property.
- Ask that the maintenance records, Fire Safety Plan, and any other documentation you require, be made available to you.
- Verify that appropriate alternative measures are in place if any fire safety systems are out of order and appropriate agencies and supervisory staff has been notified.
- Request the owner or a member of the maintenance staff accompany you during the inspection, and that keys to locked areas be made available.

502.2

Inspection:

- Inspect the exterior of each building on the property, to confirm compliance with fire safety requirements
- Inspect interior of each building for compliance with fire safety requirements. Order the immediate removal of any immediate threat to life.
- Check fire protection equipment. Check the fire alarm panel to confirm the A/C power on light is operational, and that there is no indication of trouble showing, if required.
- Review the occupant loads of assembly areas.
- Interview occupants to determine their knowledge and understanding of their duties as outlined in the Fire Safety Plan.

502.3

Post Inspection Interview:

- Meet with the Owner/ Manager. Review the Fire Safety Plan to determine if it is appropriate for the present use and occupancy of the property.
- Ensure the Owner/Manager is aware of, and understands their responsibilities as outlined in the Fire Safety Plan.
- Assess the fire safety-training program that is in place, and review the training and fire drill records.
- Review the records for the inspection, testing and maintenance of fire safety systems and equipment for the past two years to determine if the owner has fulfilled their obligations.
- Establish appropriate compliance times. Prepare and issue the Inspection Report to the Owner/ Manager, discuss the inspection findings.