

Operating Guidelines

Section: Fire Prevention

Subject: Follow-Up Inspection

Policy #: 503

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

503.1

General:

- Interview with owner or manager.
- Confirm correction of previously noted deficiencies.
- Obtain a written commitment from the owner to correct any outstanding deficiencies within an appropriate time frame, or proceed with further legal action to gain compliance.
- Issue Notice of Violations and/or recommendations if applicable.

503.2

Upon Arrival:

- Record the date and time of arrival.
- Meet with the person in charge of the property. Identify yourself and anyone you have brought with you. Record the identity of the person who is in charge, and their relation to the property. Explain the purpose of the inspection.

- Request that any documentation you require to complete your inspection, be made available to you.
- Determine what action the owner has taken to correct previously identified deficiencies.
- Determine if prosecution is necessary, and if so, detailed notes are a must.
- Confirm that appropriate alternative measures have been taken to compensate for any fire safety systems that are out of order, and that appropriate agencies and supervisory staff have been notified.
- Request that the owner or a member of the Maintenance staff accompany you during the inspection, and that necessary keys be made available.
- Arrange for an inspection interview with the owner or manager following the inspection of the property.

503.3

Inspection:

- Inspect areas of the building as necessary to confirm that the areas of non-compliance identified previously, have been corrected.
- Inspect other typical areas of the building to determine if similar problems exist elsewhere in the building.
- Order the immediate removal of any immediate threat to life.
- Check the fire alarm panel to confirm that the A/C power on light is operational, and that there is no indication of trouble showing, if applicable.
- Complete the appropriate sections of the Inspection Summary and take adequate notes.

503.4

Post Inspection Interview:

- Meet with the owner/manager, discuss the inspection findings.
- Where compliance is **not** achieved there are two possible actions.
 - i. Obtain a written commitment from the owner/manager that they will have the necessary corrections made. This should include a schedule for completion that reflects the importance of the relative hazards. Where fire safety features are not operable, suitable alternative measures must be established as an interim measure. The details of the alternative measures should be recorded in the written commitment.
 - ii. If the responsible person is unwilling or unable to make a written commitment to correct the hazards, the only acceptable alternative is to prosecute.

- Where the violations are repetitive, confirm with the owner/manager how they will prevent any re-occurrence.
- Prepare and issue any Inspection Report to the owner/manager, noting any additional violations noted during the Follow-up inspection.
- Advise the owner/manager if you intend to prosecute.