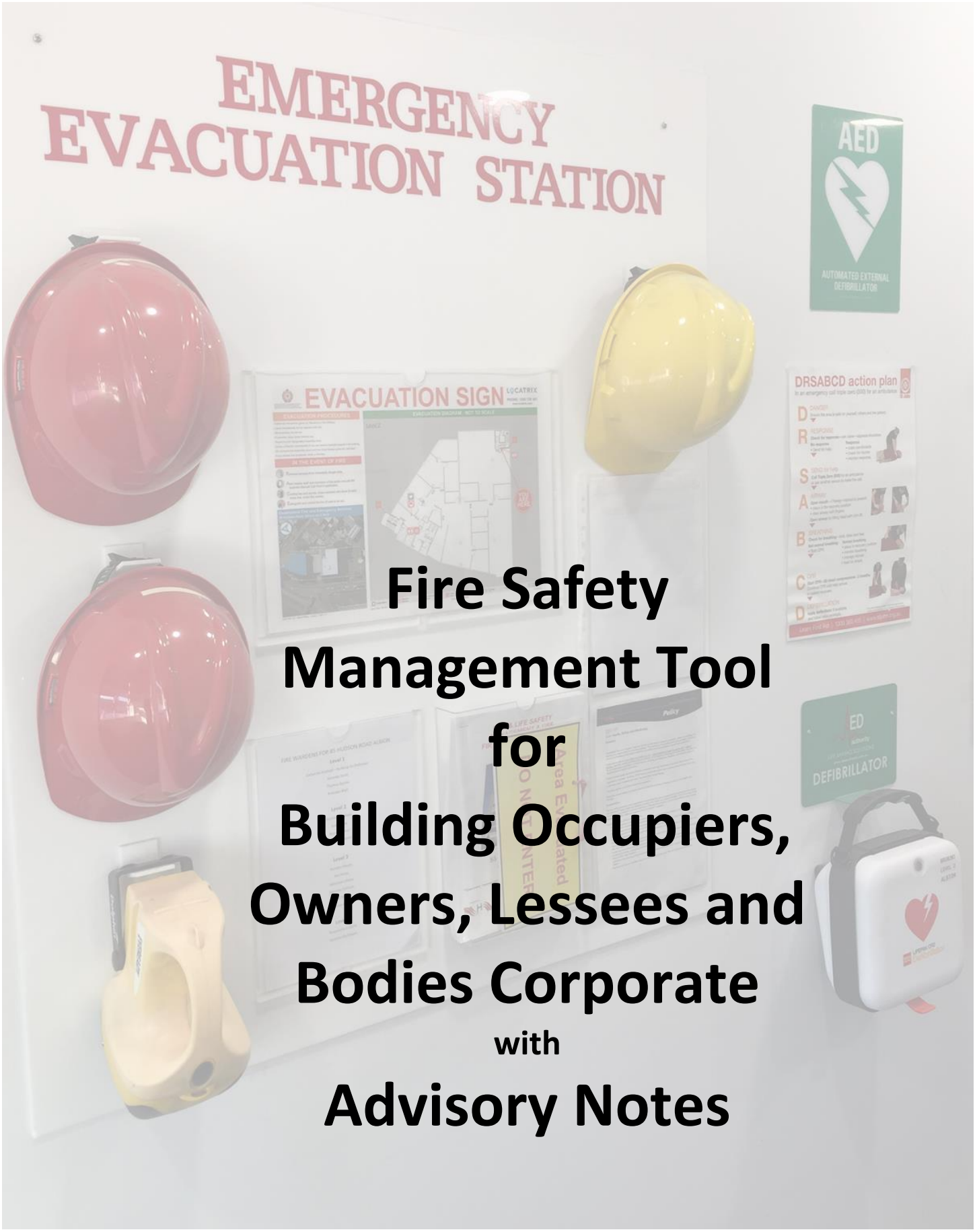

Fire Safety Management Tool for Building Occupiers, Owners, Lessees and Bodies Corporate

with

Advisory Notes

Queensland Government

Instructions For Use

As an owner, lessee, or body corporate involved in occupying, leasing, or managing a building in Queensland, you are defined as an 'occupier' under the *Fire Services Act 1990*. This status brings with it the important legal responsibility of ensuring the safety of anyone in the building in case of a fire or when dealing with hazardous materials.

The Fire Safety Management Tool with Advisory Notes is designed to help you navigate the requirements of the *Fire Services Act 1990* and the *Building Fire Safety Regulation 2008*. *Italicised* text indicates a formal definition is available in the relevant legislation.

When using the Fire Safety Management Tool checklist, mark each item with a ☑ upon ensuring compliance with the corresponding points in the Advisory Notes. If items necessitate further action, flag them accordingly, or mark them as not applicable to the building if that is the case.

It is important to note that while this document provides valuable guidance, it does not guarantee full compliance with the relevant legislation. As an occupier of a building, it is your responsibility to understanding the legislated requirements for that building and ensure compliance.

Means of Escape from Buildings

Evacuation Routes

1. ☐ Are evacuation routes clear of obstructions?
2. ☐ Are final exits clear of obstructions for two metres?
3. ☐ Are the final exits of any adjoining properties clear?

Exit Doors

4. ☐ Is the door hardware the correct type?
5. ☐ Are the doors along the evacuation route unlocked and unobstructed?

Fire/Smoke Doors and Walls

6. ☐ Are the fire/smoke doors unobstructed and undamaged?
7. ☐ Can current records of maintenance for fire/smoke doors be produced upon request?
8. ☐ Are fire/smoke walls free from unprotected penetration?

Evacuation Signs/Diagrams - General

9. ☐ Do the evacuation signs/diagrams contain the required information?
10. ☐ Are the evacuation signs/diagrams securely fastened and orientated for the building?

Evacuation Signs - Accommodation Units

11. ☐ Are accommodation unit evacuation sign/s securely fastened and orientated for the building?
12. ☐ Do the evacuation sign/s contain the required information for the accommodation units?

Occupancy Limits for Buildings

Obligations for All Buildings

13. ☐ Have steps been taken to ensure the building is not overcrowded?

Obligations for At-Risk Licensed Buildings

14. ☐ If an Occupancy Notice has been issued by the Commissioner, is the building compliant?

Maintenance of Fire Safety Installations

Exit Signs/Emergency Lighting

15. ☐ Are the exit signs/emergency lighting undamaged?
16. ☐ Can current records of maintenance for exit signs/ emergency lighting be produced upon request?

Fire Extinguishers

17. ☐ Are all Fire Extinguishers correctly maintained?
18. ☐ Can current records of maintenance for Fire Extinguishers be produced upon request?

Fire Hose Reels

19. ☐ Are all Fire Hose Reels correctly maintained?
20. ☐ Can current records of maintenance for Fire Hose Reels be produced upon request?

Fire Detection and Alarm System

21. ☐ Is the Fire Detection and Alarm System operating with no isolations or faults indicating?
22. ☐ Can current records of maintenance for Fire Detection and Alarm Systems be produced upon request?
23. ☐ If the Fire Detection and Alarm System is not connected to QFR, is there signage?
24. ☐ Is the number of unwanted alarms activations below the prescribed average?
25. ☐ If a Class 2 accommodation building, are smoke alarms installed in the sole occupancy units?

Evacuation System

26. ☐ Is the Evacuation System in ‘auto’ mode with no zones isolated or in fault?
27. ☐ Can current records of maintenance for Evacuation System be produced upon request?

Sprinkler System

28. ☐ Is the Sprinkler Booster Installation undamaged?
29. ☐ Can current records of maintenance for the Sprinkler System be produced upon request?

On-site Hydrant System

30. ☐ Is the on-site Fire Hydrant Booster Installation undamaged?
31. ☐ Are the on-site Fire Hydrants undamaged?
32. ☐ Can current records of maintenance for the on-site Hydrant System be produced upon request?

Hydrant/Sprinkler Pumpsets

33. ☐ Are the Hydrant/Sprinkler Pumpsets correctly maintained?
34. ☐ Can current records of maintenance for Pumpsets be produced upon request?

Stairwell Pressurisation

35. ☐ Can current records of maintenance for Stairwell Pressurisation be produced upon request?

Smoke and Heat Ventilation Systems

36. ☐ Can current records of maintenance for Smoke and Heat Ventilation systems be produced upon request?

Standby Power Supply

37. ☐ Can current records of maintenance for Standby Power be produced upon request?

Emergency Lift – Fire Service Control

38. ☐ Has an operational test of the Fire Service Controls been conducted?

Critical Defects

39. ☐ If a Critical Defect Notice has been received, has action been taken to rectify within one month?
40. ☐ If a Critical Defect Notice has been received, have interim measures been put in place?

Miscellaneous

Housekeeping

41. ☐ Is housekeeping acceptable?

Evacuation Planning, Instruction and Practice

Fire and Evacuation Plans

42. ☐ Is there a fire and evacuation plan in place for each building?
43. ☐ Is there a managing entity and secondary occupiers' fire and evacuation plan for multi-occupancy buildings?
44. ☐ Are all the fire and evacuation plans kept in the specified form?
45. ☐ Do fire and evacuation plans reflect performance solutions?
46. ☐ Is there a procedure in place to evacuate persons with special needs?
47. ☐ Are all fire and evacuation plans available upon request?
48. ☐ Are all fire and evacuation plans current and reviewed annually?

Fire and Evacuation Instruction

49. ☐ Have general evacuation instructions been given?
50. ☐ Are records for general evacuation instructions kept and available upon request?
51. ☐ Have first-response evacuation instructions been given?
52. ☐ Are records for first-response evacuation instructions kept and available upon request?
53. ☐ Have evacuation coordination instructions been given?
54. ☐ Are records for evacuation coordination instructions kept and available upon request?
55. ☐ Has evacuation practice been conducted annually?
56. ☐ Are evacuation practice records kept and available upon request?
57. ☐ Has a Fire Safety Adviser been appointed?
58. ☐ Is there a procedure in place to provide 'adequate instruction' to prescribed persons?

Record Keeping

Approval Documents

59. ☐ Are approval documents obtained and kept on site?
60. ☐ Is the 'Certificate of Classification / Occupancy' for the building displayed?

Occupier Statement (Annual)

61. ☐ Can an annual Occupier Statement be produced upon request?

Record Security

62. ☐ Are records kept on site?
63. ☐ Is a copy of all prescribed documents kept in another place?

Budget Accommodation

Fire Safety Management Plan

64. ☐ Are current Fire Safety Management Plans prepared and implemented?
65. ☐ Are fire safety standards available for inspection during business hours?
66. ☐ Can evacuation practice records be produced upon request?

This checklist is a guide only. It does not indicate compliance with all requirements of the *Fire Services Act 1990* or the *Building Fire Safety Regulation 2008.*

Advisory Notes

Building Code of Australia Classification of Buildings and Structures

Below is a classification summary of buildings and structures as defined in the Building Code of Australia for reference in later sections of this document:

Class 1	One or more buildings which constitute -	
	Class 1a	a single dwelling being a detached house or one or more attached dwellings, including a row house, terrace house, town house or villa unit,
	Class 1b	a boarding/guest house or hostel not exceeding 300m² in which not more than 12 people reside,
	which is not located above or below another dwelling or another Class of building other than a private garage.	
Class 2	A building containing 2 or more sole occupancy units each being a separate dwelling.	
Class 3	A resident building, other than a Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons (e.g. boarding house, hostel, backpackers, hotel, residential part of school etc.).	
Class 4	A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.	
Class 5	An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.	
Class 6	A shop or other building for the sale of goods by retail or the supply of services direct to the public (e.g. café, restaurant, bar, kiosk, hair dresser's shop, showroom, service station).	
Class 7	**Class 7a**	A building which is a car park
	Class 7b	A building for storage, or display of goods or produce for sale by wholesale.
Class 8	A laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain.	
Class 9	A building of a public nature -	
	Class 9a	a health care building.
	Class 9b	an assembly building, including workshop, laboratory or the like, in a primary or secondary school, but excluding any other parts of the building that are of another class.
	Class 9c	an aged care building.
Class 10	A non-habitable building or structure -	
	Class 10a	a private garage, carport, shed or the like.
	Class 10b	a structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like.

Class 1a and **Class 10** buildings are not subject to the requirements of the *Building Fire Safety Regulation 2008*.

See the link below for an explanation of terrace house, row houses etc.
https://www.fire.qld.gov.au/sites/default/files/2021-08/BFS-TownhouseRowHouseVillaClass-Link.pdf

Means of Escape

Evacuation Routes - All Buildings

1. Are evacuation routes clear of obstructions?

- The *occupier* must ensure that no *thing* impedes or *obstructs* travel on the *evacuation route*.
- The regulation defines a *thing* that may impede or *obstruct* travel as a *vehicle*, an animal, fixtures or fittings, goods, or materials.
- An *evacuation route* is a path of travel from any place in the building, through a final exit of the building, to a *place of safety* outside the building. An *evacuation route* includes the space above the path of travel. An *evacuation route* must be indicated on the *evacuation diagram* (refer to items 9 and 44 for further details regarding *evacuation diagrams*).
- *Evacuation routes* must be a minimum of one metre wide, unless certified otherwise.
- A *final exit* must lead directly to a *place of safety,* road, or open space with access to a roadway where people are safe from the effects of a fire or *hazardous materials emergency* in the building.
- *Evacuation routes* start in *common areas*, not inside sole occupancy units, meeting rooms or individual offices. A *common area* is a passageway, stairway, corridor, or mall on an evacuation route.

This item relates to Section 5, 6, 7 and 8 of the *Building Fire Safety Regulation 2008*.

2. Are final exits clear of obstructions for two metres?

- The *occupier* must ensure a clear *evacuation route* for two metres outside the *final exit* of the building (i.e. that no *thing* impedes or *obstructs* travel for two metres outside the *final exit*).
- A *final exit door* is the last exit door from the building.
- A *final exit door* must lead directly to a *place of safety*.
- The regulation defines a *thing* that may impede or *obstruct* travel as a *vehicle*, an animal, fixtures or fittings, goods, or materials. It may also include people.

This item relates to Section 8 of the *Building Fire Safety Regulation 2008*.

3. Are the final exits of any adjoining properties clear?

- The *occupier* of one building must not obstruct the *final exit* from an adjoining building or tenancy.
- The *occupier* must ensure that the *final exits* of the adjoining property are clear (i.e. that no *thing* impedes or *obstructs* travel for two metres outside the *final exit*).
- A *final exit door* is the last exit door from the adjoining building or tenancy and leads to a *place of safety* without any further impediments such as locked gates.
- The regulation defines a *thing* that may impede or *obstruct* travel as a *vehicle*, an animal, fixtures or fittings, goods, or materials. It may also include people. (An example of a *thing* obstructing travel would be *placing* a rubbish bin within two metres of the *final exit of an adjoining tenancy*).

This item relates to Section 9 of the *Building Fire Safety Regulation 2008*.

Exit Doors

4. Is the door hardware the correct type?

- Exit doors are doors that are in the *evacuation route* or are doors at the *final exit* of the building.
- Exit doors must be opened by a single handed downward or pushing action on a single device.
- Lever type handles or panic bars are the only acceptable door hardware for exit doors.
- Additional hardware such as barrel bolts must be locked in the open position when the building is occupied.
- Knob type handles are not acceptable door hardware for exit doors in the *evacuation route*.
- Automatic opening doors that open on activation of the fire detection system are acceptable, providing if they fail they can be manually opened with a force of 110 Newtons (the force required to lift 11 kilograms) or less.
- Sliding doors, if certified, are acceptable. It is recommended that an arrow showing the direction of slide and signage indicating SLIDE TO OPEN be attached to the door.

This item relates to Sections 10 and 11 of the *Building Fire Safety Regulation 2008*.

5. Are the doors along the evacuation route/s unlocked/unobstructed?

- The *occupier* must ensure doors on *evacuation routes* are not locked if people are known to be in the building.
- Doors on *evacuation routes* must be able to be opened by a single handed downward or pushing action on a single device. Knob type handles are not acceptable door hardware for these doors on evacuation routes.
- The door hardware of buildings used as detention centres, mental health facilities, child care centres (including Prep and After-School Care where full-time adults are present) and secure parts of banks, are required to comply with the Building Code of Australia, Part D3D26.
- Where special door *locking* arrangements are in place the method of operation and the information provided to staff/*occupants* is required to be retained in the *evacuation coordination procedures*, which must be kept with the *fire and evacuation plan*. (For more information regarding *fire and evacuation plans* refer to item 44).

This item relates to Sections 10, 11 and 12 of the *Building Fire Safety Regulation 2008*.

Fire/Smoke Doors and Walls

6. Are the fire/smoke doors unobstructed and undamaged?

- The *occupier* must ensure that fire/smoke doors are not *obstructed* nor damaged.
- Fire or smoke doors are not to be 'chocked' or held open. Fire doors must automatically close and fully latch after each opening.
- An exception to this is when the door is held open by a device connected to the buildings fire alarm system that allows the door to close on activation of a fire alarm. Such devices must be approved by a building certifier.

This item relates to Section 13 and 50 of the *Building Fire Safety Regulation 2008*. See the Queensland Development Code MP 6.1 at www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code for further details regarding maintenance requirements.

7. Can compliant maintenance records for fire doors / solid core doors be produced upon request?

- A record of maintenance is required to record routine service inspections.
- Fire doors in Class 5, 6, 9a and 9c buildings must be inspected at 6 monthly intervals.
  - A Class 5 building is defined as an office; Class 6 buildings include shops, hotels, service stations; Class 9a buildings are health care buildings and Class 9c are aged care buildings.
- Fire doors in all other buildings must be inspected annually.

This item relates to the Queensland Development Code MP 6.1 schedule 1.

8. Are the fire/smoke walls free from unprotected penetration?

- The *occupier* must ensure that fire/smoke walls are free from unprotected penetration.
  - Occupiers must ensure contractors or persons fitting equipment (such as air conditioning, electrical etc) through fire rated construction (such as fire walls/ceilings etc), must ensure these penetrations are filled with the appropriate fire rated compound, or in the case of smoke walls, sealed and certified by an appropriately qualified person.
- A penetrations register is often kept from the time of construction and should be maintained. To assist in identification, building plans should indicate whether walls are fire or smoke walls.

This item relates to Section 13 of the *Building Fire Safety Regulation 2008*.

Links to relevant information sheets or templates:

- www.fire.qld.gov.au/compliance-and-planning/building-owners-and-occupiers

Evacuation Signs/Diagrams – General

9. Do the evacuation signs/diagrams contain the required information?

- Every building with a total floor area greater than 300 sqm must have *evacuation signs/diagrams* (except Class 1a and Class 10 buildings).
- An *evacuation sign* comprises evacuation procedures and an *evacuation diagram*.
- An evacuation procedure outlines the procedure to follow in the event of a fire or *hazardous materials emergency*.
- An *evacuation diagram* must show the following details (*fire safety reference points*):
  - The place that corresponds to the place in the building where the diagram is displayed (e.g. 'You are here' signage).
  - The route from (you are here) to the nearest exit.
  - Each exit of the building.
  - Any *intercommunication devices* in the *common areas* (e.g. Warden Intercommunication Points).
  - The locations of *manually operated fire alarms* (e.g. break glass alarms).
  - The location of any firefighting equipment in the building e.g. fire extinguishers and hose reels.
  - The *designated assembly area* outside the building.
  - The route from each exit to the assembly area.

This item relates to Sections 18, 29 and 30 of the *Building Fire Safety Regulation 2008*.

10. Are the evacuation signs/diagrams securely fastened and orientated for the building?

- *Evacuation signs/diagrams* must be displayed in a conspicuous position, securely attached to a wall or the *internal side* of a door and orientated in line with the building layout. Sticky tape, blue tac or velcro is not securely fastened, however screws or sufficient double sided tape providing sufficient strength is acceptable.
- *Evacuation signs/diagrams* must be appropriately located on each *evacuation route* of the building.
- 'Orientated' means the diagram must be understandable to a person reading the sign and the instructions must be accurate and correspond to the building layout.
- Class 2 buildings with direct exits to a road or open space that do not have *common areas* (i.e. corridors, stairways or hallways) must have the *evacuation signs/diagrams* displayed in line with the requirements for *accommodation units*. (This includes *owner/occupied sole occupancy* units and residencies with long term tenancies or registered tenancy agreements). For more information regarding *accommodation units* refer to item 11.
- Some Class 2 and Class 3 buildings may require both types of signs.
- See Item 58 for explanation on instruction to residents and visitors to the building.

This item relates to Sections 18, 29 and 30 of the *Building Fire Safety Regulation 2008*.

Links to relevant information sheets or templates:

- www.fire.qld.gov.au/sites/default/files/2021-05/Evacuation-sign-A4-landscape.doc

Evacuation Signs - Accommodation Units

11. Are accommodation unit evacuation signs securely fastened and orientated for the building?

- *Accommodation unit evacuation signs* must be displayed in *accommodation units*. (Residential units, other than those mentioned in item 10, that are *owner* occupied or have a tenancy agreement/lease in place and registered with the Residential Tenancy Authority are exempt from this requirement).
- Types of *accommodation units* required to have these *evacuation signs* include:
  - An apartment used by holiday makers.
  - A serviced apartment.
  - A room in a guest house, hotel, motel.
- Some Class 2 and Class 3 buildings will be required to have both accommodation and general *evacuation signs*.
- These signs must be securely attached to a wall in a conspicuous position or on the inside of the front door and orientated to the building. The sign must be securely attached without compromising the integrity of any fire doors or walls. 'Orientated' means the diagram must be understandable to a person reading the sign and the instructions must be accurate and correspond to the building layout.

This item relates to Sections 47 and 48 of the *Building Fire Safety Regulation 2008*.

12. Do the evacuation signs contain the required information for the accommodation units?

- *Accommodation unit evacuation signs* in *accommodation units* must show the following information:
  - Each *evacuation route* from the unit to a *place of safety* outside the building.
  - The location of firefighting equipment such as fire extinguishers and fire hose reels in the vicinity of the unit.
  - The location of *manually operated fire alarms* (break glass alarms).
  - The procedure for evacuating the building in the event of a fire or *hazardous materials emergency*.

This item relates to Sections 47 and 48 of the *Building Fire Safety Regulation 2008.*

Links to relevant information sheets or templates:

- www.fire.qld.gov.au/sites/default/files/2021-05/Evacuation-sign-accommodation-unit-A4-Portrait.doc

Occupancy Limits for Buildings

Obligations for All Buildings

13. Have steps been taken to ensure the building is not overcrowded?

- The *occupier* of a building must ensure that the number of persons in the building at any one time does not exceed the maximum number that may be accommodated under the National Construction Code - Building Code of Australia, Clause D2D18.
  - Exempt from the latter of these requirements are *budget accommodation buildings* and buildings used for *residential services* which must ensure that *occupancy numbers* do not exceed the maximums set out by *Building Act 1975* in conjunction with the Queensland Development Code, Mandatory Part (MP) 2.1 and the Queensland Development Code, MP 5.7, respectively.
- Clause D2D8 of the Building Code of Australia outlines the required dimensions of exits and paths of travel to exits.
- Clause D2D18 outlines the method of calculating the number of persons which can be accommodated in a storey, room or mezzanine with consideration of the purpose for which it is used and layout of the floor area.
- Clause D2D18 of the Building Code of Australia refers to the amount of space a person requires in different types of buildings.
- A *building certifier* may give advice on the number of persons allowed by these Clauses.
- A copy of the Building Code of Australia can be obtained at: www.abcb.gov.au

This item relates to Sections 14, 15 and16 of the *Building Fire Safety Regulation 2008*.

Obligations for At-Risk Licensed Buildings

14. If an Occupancy Notice has been issued by the Commissioner, is the building compliant?

- *Occupancy Notices* are issued by the Commissioner of Queensland Fire Department (QFD) to *occupiers* of buildings which have a liquor licence and may be deemed at *risk of overcrowding*.
- If an *Occupancy Notice* has been issued the *occupier* must conspicuously display a sign stating the *occupancy number* above each public entrance and ensure each staff member is aware of the *occupancy number*.
- The *occupier* must ensure the *occupancy number* is not exceeded.
- A *counting system* must be implemented in 'At-Risk' *licensed buildings*:
  - Where the *occupancy number* ranges from 200 to 999 people, a *manual counting system* or an *automatic counting system* is required.
  - Where the *occupancy number* exceeds 999 people an *automatic counting system* is required.
- The *occupancy number* must be included in the building's *fire and evacuation plan*.
- The *occupier* must notify the Commissioner of QFD if there are changes to the building that may increase the *risk of overcrowding*.
- A *Fire Safety Adviser* must be appointed within one month of an *Occupancy Notice* being issued.

This item relates to Sections 147M, 147N, 147O, 147P, 147Q, 147R of the *Fire Services Act 1990* and Section 34 of the *Building Fire Safety Regulation 2008*.

Maintenance of Fire Safety Installations

Prescribed Fire Safety Installations are installations that are required to be maintained for the building in question by or under any Act, including as a prerequisite to the granting of any approval or the issue of any notice, certificate or instrument (Section 146M of the *Fire Services Act 1990*).

Maintenance of *prescribed fire safety installations* is required to be conducted by an *appropriately qualified person* which is someone who holds a licence stated in the *Queensland Building and Construction Commission Regulation 2003*, schedule 2A; or stated in the *Plumbing and Drainage Regulation 2003*, schedule 2, items 4 to 6; or stated in the *Plumbing and Drainage Regulation 2003*, schedule 3, items 4 and 5.

- This means the person actually conducting the maintenance must have an individual licence for each class or type of *fire safety installation* they work on.

NOTE: The requirements for maintenance are now contained in the Queensland Development Code MP 6.1 at https://www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code.

A Record of Maintenance (*Building Fire Safety Regulation2008,* S55) must state -

1. Which prescribed fire safety installation maintenance was carried out on;
2. The name and licence number of the person who carried out the maintenance (or who personally supervised the maintenance carried out;
3. The date the maintenance was carried out;
4. A brief description of the maintenance;
5. That the maintenance was carried out in compliance with Queensland Development Code MP 6.1;
6. The results of the maintenance of the installation including -
7. Whether or not the person carrying out the maintenance considered the installation was in proper working order (e.g. pass or fail); and
   a. The details of any repair or corrective action the person considered was required for the installation; and
   b. The details, including the date, of any repairs made to the installation or any other corrective action taken.
8. The record must include-
   a. A statement, signed by the person who carried out the maintenance, certifying that the matters stated in the record of maintenance are correct; and
   b. If the occupier has been given a critical defect notice (Building Fire Safety Regulation 2008 S49,53) relating to a prescribed fire safety installation mentioned in the record of maintenance – the notice.

Exit Signs/Emergency Lighting

15. Are the exit signs/emergency lighting undamaged?

- The *occupier* must ensure that exit sign covers are clean, in place and unbroken.
- Lamps for exit signs and emergency lighting must also be clean, in place and undamaged.

16. Can records of maintenance for exit signs and emergency lighting be produced upon request?

- A log book (can be electronic) is required to record six monthly and annual inspections. Logbooks must meet requirements for a record of maintenance as above.
- A licensed electrician or *appropriately qualified person* is required to conduct the maintenance inspections.

Fire Extinguishers

17. Are all fire extinguishers correctly maintained?

- The *occupier* must ensure maintenance of prescribed fire extinguishers are carried out in accordance with QDC MP 6.1 and by an *appropriately qualified person*.
- Prescribed fire extinguishers are those required to be installed in the building.

18. Can records of maintenance for fire extinguishers be produced upon request?

- A *record of maintenance* for 6 monthly, yearly and 5 yearly maintenance tested by an appropriately qualified person is required as appropriate.
- An *appropriately qualified person* is required to conduct service inspections.
- Evidence of rectification of defect is required.
- The maintenance tag, invoice or summary report are not acceptable as a *record of maintenance*, however they may indicate routine service is being carried out.

Fire Hose Reels

19. Are all fire hose reels correctly maintained?

- The *occupier* must ensure maintenance of prescribed fire hose reels is carried out in accordance with QDC MP 6.1 and by an *appropriately qualified person*.
- Prescribed fire hose reels are those required to be installed in the building.

20. Can records of maintenance records for fire hose reels be produced upon request?

- The maintenance tag, invoice or summary report are not acceptable as a *record of maintenance*; however they may indicate routine service is being carried out.
- An *appropriately qualified person* is required to conduct six monthly and yearly service inspections.

Fire Detection and Alarm System

21. Is the Fire Detection and Alarm System operating with no isolations or faults indicating?

- The *occupier* must ensure no devices or zones are isolated or showing a fault unless work is being carried out in those areas and a plan to reinstate the device or zone is in place.

22. Can current maintenance records for Fire Detection and Alarm Systems be produced upon request?

- A log book is required to record monthly inspections/record of maintenance.
- An *appropriately qualified person* is required to conduct the maintenance inspections.

23. If the Fire Detection and Alarm System is not connected to QFR.

- If the Fire Alarm System is only a local alarm system and is not connected to QFR monitoring, it is recommended that Manual Call Points (break glass alarms) have adjacent signage indicating 'LOCAL ALARM ONLY — In case of fire break glass AND ring 000' to ensure persons activating these devices are aware that it will only raise the alarm in the building but it will not alert the *fire service*.

24. Is the number of unwanted alarms activations below the prescribed average?

- The *occupier* must ensure that the number of *unwanted alarms* signalled from a *monitored system* in any financial year does not exceed four or the prescribed average (whichever is the greater) as published in the Queensland Government Gazette.

This item relates to Section 146N of the *Fire Services Act 1990*. Further details can be found at www.fire.qld.gov.au/planning-and-compliance/alarm-monitoring/unwanted-alarm-activation.

25. If a Class 2 accommodation building, are smoke alarms installed in the sole occupancy units?

- All accommodation buildings built since 1 July 1997 are required to install, as a minimum, hard-wired battery back-up smoke alarms. Photoelectric smoke alarms are recommended over ionisation type alarms.
- The *owner* must ensure that each *sole occupancy unit* within a *Class 2 building* built prior to 1 July 1997 has, as a minimum; a nine volt battery operated smoke alarm installed.
- The smoke alarm must comply with AS 3786-2014 and be located as specified in the Building Code of Australia specification E2.2a Clause 3 (c) (i) as in effect from 1 January 2017.
- Smoke alarms must be tested in compliance with the *manufacturer's instructions*.
- This item also applies to Class 1A dwellings.

This item relates to Section 147Y of the *Fire Services Act 1990*. Full details of *tenant* and *owner* responsibilities can be found at: www.fire.qld.gov.au/prepare/fire/smoke-alarms.

Evacuation System (includes warning, control and intercommunication systems)

26. Is the Evacuation System in 'auto' mode with no zones isolated or in fault?

- The *occupier* must ensure that the evacuation system is in the 'Auto' mode and that no zones on the evacuation panel are isolated or showing a fault.

27. Can current maintenance records for Evacuation System be produced upon request?

- A log book/record of maintenance is required to record prescribed inspections.
- An *appropriately qualified person* is required to conduct the maintenance inspections.

Sprinkler System

28. Is the Sprinkler Booster Installation undamaged?

- The *occupier* must ensure the cabinet and internal components are undamaged and hand wheels are fitted to inlets and outlets.

29. Can current maintenance records for the Sprinkler System be produced upon request?

- A log book/record of maintenance is required to record maintenance inspections.
- An *appropriately qualified person* is required to conduct maintenance inspections.

On-site Hydrant System

30. Is the on-site Fire Hydrant Booster Installation undamaged?

- The *occupier* must ensure the cabinet and internal components are undamaged and hand wheels are fitted to inlets and outlets.

31. Are the on-site Fire Hydrants undamaged?

- The *occupier* must ensure on-site fire hydrants are undamaged i.e. not bent or creased and hand wheels are fitted.

32. Can current maintenance records for the on-site Hydrant System be produced upon request?

- A log book/record of maintenance and tag is required to record current prescribed inspections.
- All maintenance including the 5 yearly hydrostatic test is to be recorded on a 'Form 72 - fire hydrant and sprinkler system periodic testing and maintenance'.
- Form 72 can be downloaded from the Department of Housing and Public Works web page at
- https://www.hpw.qld.gov.au/__data/assets/pdf_file/0026/9827/form72firehydranttestingandmaintenance.pdf
- An *appropriately qualified person* is required to conduct maintenance inspections.

Hydrant/Sprinkler Pumpsets

33. Are the Hydrant/Sprinkler Pumpsets correctly maintained?

- The *occupier* must ensure pumpsets are maintained by an *appropriately qualified person*.

34. Can current maintenance records for Pumpsets be produced upon request?

- A log book/record of maintenance is required to record prescribed inspections.
- An *appropriately qualified person* is required to conduct maintenance inspections.

Stairwell Pressurisation

35. Can current maintenance records for Stairwell Pressurisation be produced upon request?

- A log book/record of maintenance is required to record prescribed inspections.
- An *appropriately qualified person* is required to conduct maintenance inspections.

Smoke and Heat Ventilation Systems

36. Can current maintenance records for Smoke and Heat Ventilation systems be produced upon request?

- A log book/record of maintenance is required to record prescribed inspections.
- An *appropriately qualified person* is required to conduct maintenance inspections.

Standby Power Supply

37. Can current maintenance records for Standby Power be produced upon request?

- Where installed, maintenance must be carried out in accordance with manufacturer's recommendations.
- Only certain buildings require Standby Power Supplies (e.g. Class 9a building that has emergency lifts that service patient care areas, buildings containing some atriums and some hydrant systems that have a backup electric pump).

Emergency Lift – Fire Service Control

38. Emergency lifts apply to buildings above 25m in effective height and some Class 9a buildings.

- Where installed, maintenance must be carried out in accordance with manufacturer's recommendations, but in no case at intervals of more than one year.
- Has an operational test of the Fire Service Controls been conducted.
- An *appropriately qualified person* is required to conduct maintenance inspections and complete record of maintenance.

Critical Defects

39. If a Critical Defect Notice has been received, has action been taken to rectify within one month?

- If, following a maintenance inspection, an *appropriately qualified person* has deemed the *fire safety installation* to be defective and the defect will make the installation inoperable or have an adverse impact on the safety of occupants (i.e. a *critical defect*), the *appropriately qualified person* is obligated to notify the *occupier* within 24 hours of the *critical defect* occurring by issuing the *occupier* with a *Critical Defect Notice* in the approved form.
- The *Building Fire Safety Regulation 2008* requires the *critical defect* to be rectified within one month of notification.
- The *Critical Defect Notice* issued by the *appropriately qualified person* should detail the corrective action required.
- The *occupier* should be able to show evidence of taking/initiating this corrective action.
- It may be necessary to put in place interim measures for the protection of occupants. (See item 58)
- A list of *Fire Safety Installations* can be found at the link below or in Schedule 2 of the *Building Act 1975* (www.legislation.qld.gov.au/browse/inforce).
- A copy of the approved *Critical Defect Notice* with corresponding Explanatory Notes can be found at the link below.

This item relates to Sections 49 and 53 of the *Building Fire Safety Regulation 2008*.

40. If a Critical Defect Notice has been received, have interim measures been put in place?

- In certain cases interim measures may be required to be put in place by the *occupier* for the safety of occupants in the building as the *Fire Services Act 1990* Section 146M requires the *occupier* to maintain *prescribed fire safety installations* to a standard of safety and reliability at all times.

This item relates to Sections 49 of the *Building Fire Safety Regulation 2008*.

Links to relevant information sheets or templates:

- www.fire.qld.gov.au/sites/default/files/2021-05/Critical-defect-notice_1.doc
- www.fire.qld.gov.au/compliance-and-planning/forms-and-templates

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Miscellaneous

Housekeeping

41. Is housekeeping acceptable?

- The *occupier* must ensure there are no excessive *flammable materials* under buildings or stairways.
- It must be ensured that there are no tripping hazards such as lifting tiles and power cords in *evacuation routes*.

This item relates to Section 145G of the *Fire Services Act 1990*.

Evacuation Planning, Instruction and Practice

Fire and Evacuation Plans

42. Is there a fire and evacuation plan in place for each building?

- **Every** building must have a written *fire and evacuation plan* in place (except Class 1a and Class 10 buildings).
- This may be a hard copy or in electronic format.
- See item 44 to understand the items required in the *fire and evacuation plan*.

This item relates to Section 21 of the *Building Fire Safety Regulation 2008*.

43. Is there a managing entity and secondary occupiers' fire and evacuation plan for multi-occupancy buildings?

- A *multi-occupancy building* is a building where there is more than one *tenant*, for example a high-rise building or a shopping centre.
- A *managing entity* is, for example, a Body Corporate or Centre Manager.
- *Secondary occupiers* are *occupiers* of part of a *multi-occupancy building*, other than the *managing entity*.
- The *managing entity* is responsible for evacuating people from the *common areas* of a *multi-occupancy building*, to a *designated assembly area* on the *fire and evacuation plan*. A *common area* is a passageway, foyer, stairway, corridor, or mall.
- *Secondary occupiers* are responsible for evacuating people from their tenancy. For example a retailer in a shopping centre will evacuate shoppers to the mall area, and then the *managing entity's* plan will evacuate them out of the building to the *designated assembly area*.
- Both parties are responsible for ensuring their plans complement the other.
- See item 44 to understand the items required in the *fire and evacuation plan*.

This item relates to Sections 22 and 23 of the *Building Fire Safety Regulation 2008*.

44. Are all the fire and evacuation plans kept in the specified form?

- The *fire and evacuation plan* must incorporate all the requirements of the *Building Fire Safety Regulation 2008*. The plan must be in written form. This can be either as a hard copy or in electronic format as long as it is available on request in the building (see item 62). It must include:
    - The *evacuation diagram/sign* of the building (as mentioned in Item 9).
    - Name and address of the building.
    - Name, address, telephone number and electronic contact details of the *owner* and *occupier* of the building.
    - The *evacuation coordination procedures* for the building.
    - Instructions for evacuating the building in line with the *evacuation coordination procedures*.
    - The method of operation of firefighting equipment and manual fire alarms in the building.
    - The procedures for giving *fire and evacuation instructions* to persons *working* in the building and ensuring the instructions are given.
    - The name and contact details of persons responsible for carrying out the evacuation procedures.
    - The date each person became responsible for carrying out the procedures.
    - The names and contact details for persons responsible for giving the *fire and evacuation instructions*.
    - Name of the person who developed, changed, and reviewed the *fire and evacuation plan*.
- In instances where a number of persons fill a position across rotational shifts, QFR will accept a position title rather than person's name. For example – 'Nurse in Charge of Acute Care' may be listed as the *responsible person.*
- If the building is a *high occupancy building* (requires a *Fire Safety Adviser* – as detailed in Item 57) the *fire and evacuation plan* must incorporate additional requirements:
    - The name of the *Fire Safety Adviser*
    - Contact details for the *Fire Safety Adviser* (e.g. Phone number and electronic contact details).
    - A description of the qualification/s held by the *Fire Safety Adviser.*

- The *Registered Training Organisation* that issued the qualification.
- The date the qualification was issued.

This item relates to Section 21 of the *Building Fire Safety Regulation 2008*.

45. Do fire and evacuation plans reflect performance solutions for the building?

- A performance solution is one that has been assessed and agreed between parties such as fire engineers, QFR and *building certifiers*. It allows for a building solution to be put in place meeting the performance, rather than the prescriptive, requirements of the Building Code of Australia.
- Performance solutions for your building can be found on your building's Certificate of Classification/Occupancy.
- If there is a performance solution for the building, the performance solution is to be included in the *fire and evacuation plan*. For example, if a building has extended travel distances, the *fire and evacuation plan* must reference this.

This item relates to Section 24 of the *Building Fire Safety Regulation 2008*.

46. Is there a procedure in place to evacuate persons with special needs?

- If *persons with special needs* are in the building the *occupier* is responsible for ensuring there is a procedure in place to evacuate them safely.
- A *person with special needs* can be:
  - A person with a disability.
  - A child.
  - A person affected by medication or alcohol.
  - A person in lawful custody.
  - A person *working* in the building where access is restricted (e.g. a basement, false ceiling cavity).
  - A person *working* in a hazardous area of a building.
- An example of a procedure to evacuate *persons with special needs* may be to identify one or more persons who, on activation of the alarm, are to proceed to the area where the *persons with special needs* are and assist them in evacuation.
- A record of this procedure must be retained with the *fire and evacuation plan* and other documents required to be kept.

This item relates to Section 19 of the *Building Fire Safety Regulation 2008*.

47. Are all fire and evacuation plans available upon request?

- All *fire and evacuation plans* must be made available to *interested persons* for inspection, free of charge, upon request during normal business hours. This includes electronic copies.

  This item relates to Section 26 of the *Building Fire Safety Regulation 2008*.

48. Are all fire and evacuation plans current and reviewed annually?

- All *fire and evacuation plans* must be reviewed annually.
  - An example of reviewing the plan may be to walk through the building with the plan to ensure that the *evacuation routes* have not changed and checking that the same persons remain in the roles listed on the *fire and evacuation plan*.
- The review process must be recorded and kept with other relevant documents.
- If changes are made to the building which affects the *fire and evacuation plan*, the plan must be altered to reflect the changes as soon as practical but no later than one month after the change occurred.
  - Examples of this include refurbishment or a change in the use of the building.

This item relates to Sections 27 and 28 of the *Building Fire Safety Regulation 2008*.

Links to relevant information sheets or templates:

- www.fire.qld.gov.au/compliance-and-planning/building-owners-and-occupiers
- www.fire.qld.gov.au/compliance-and-planning/forms-and-templates

Fire and Evacuation Instruction

49. Have general evacuation instructions been given?

- The *occupier* of the building must give *general evacuation instructions* to workers within two days of commencing work and then annually.
- These instructions include the location of *fire safety reference points* and the procedures for evacuating the building safely in the event of a fire or *hazardous materials emergency*. (*Fire safety reference points* are those detailed in item 9).
- There is no qualification required to provide these instructions.

This item relates to Sections 32 and 35 of the *Building Fire Safety Regulation 2008*.

50. Are records for general evacuation instructions kept and available upon request?

- A record of *general evacuation instructions* must be kept. This can be in electronic form. (See item 62)
- Details on the instruction records must include:
  - The name of each person receiving the instruction.
  - The name of the person who gave the instruction.
  - The date instructions were given.
  - A description of the instructions.
  - These records must be retained with other documents required to be kept.

This Item relates to Section 45 of the *Building Fire Safety Regulation 2008.*

51. Have first-response evacuation instructions been given?

- The *occupier* of the building must give *first-response evacuation instructions* to workers within one month of commencing work and then every two years.
- *First-response evacuation instructions* are instructions concerning the operation of *manually operated fire alarms* and firefighting equipment in the building. These instructions can be given by practical hands on training or instruction via a CD, DVD or Internet etc.
- There is no qualification required to provide these instructions.
- If a *Fire Safety Adviser* is required for the building, the *Fire Safety Adviser* or a *Registered Training Organisation* must give or arrange for the training or instructions to be given (A *Fire Safety Adviser* is required in *high occupancy buildings* as defined in item 57 of these Advisory Notes).

Note: For buildings used for temporary events (3 months or less), *First-Response* and *General Evacuation Instructions* must be given to persons before they start *working* in the building. *Evacuation coordination instructions* must also be given to persons responsible for carrying out the evacuation.

This item relates to Sections 36 and 37 of the *Building Fire Safety Regulation 2008*.

52. Are records for first-response evacuation instructions kept and available upon request?

- A record of *first-response evacuation instructions* must be retained. This can be in electronic form. (See item 62)
- Details on the instruction records must include:
  - The name of each person receiving the instruction.
  - The name of the person who gave the instruction.
  - The date instructions were given.
  - A description of the instructions.

This item relates to Section 45 of the *Building Fire Safety Regulation 2008*.

53. Have evacuation coordination instructions been given?

- The *occupier* of a building must give *evacuation coordination instructions* to the person/s responsible for carrying out the *evacuation coordination procedures* yearly and within one month of any changes to the procedures or personnel.
  - If a new occupant starts to occupy a building, the new occupant must, within two months, give *evacuation coordination instructions* to the *responsible person/s*.
- *Evacuation coordination procedures* include:
  - Means of alerting and communicating with persons in the building (e.g. public address messages).
  - Alerting the fire service, by phone or manually operated fire alarms.
  - Arranging the evacuation of all persons in the building including those with special needs.
  - Checking whether all persons have been evacuated.
  - Meeting and advising the fire service on arrival at a suitable place as stated on the evacuation plan.

This item relates to Sections 17, 38, 39 and 40 of the *Building Fire Safety Regulation 2008*.

54. Are records for evacuation coordination instructions kept and available upon request?

- A record of *evacuation coordination instructions* must be retained. This can be in electronic form. (See item 62)
- Details on the instruction records must include:
  - The name of each person receiving the instruction.
  - The name of the person who gave the instruction.
  - The date instructions were given.
  - A description of the instructions.

This item relates to Section 45 of the *Building Fire Safety Regulation 2008*.

55. Has evacuation practice been conducted annually?

- All *occupiers* are required to conduct an evacuation of a building annually. The practice evacuation must be carried out by an appropriate number of people.
- It may not be feasible to evacuate, for this exercise, a person with a disability, however the process for evacuation of *persons with special needs* must be included in the *fire and evacuation plan*.
- Select numbers of staff such as receptionists may be excluded to answer telephone calls.

This item relates to Sections 43 and 44 of the *Building Fire Safety Regulation 2008*.

56. Are evacuation practice records kept and available upon request?

- A record of practice evacuations must be retained with the evacuation plan and can be in electronic form.
- Details required on the *evacuation practice record* include:
  - The date of the evacuation.
  - The times the evacuation started and ended.
  - Any action taken or required as a result of the evacuation, such as a review of the evacuation instructions.

This item relates to Section 46 of the *Building Fire Safety Regulation 2008*.

57. Has a Fire Safety Adviser been appointed?

- The *occupier* of any building that is a workplace employing 30 or more people as defined under the *Building Fire Safety Regulation 2008* must appoint a *Fire Safety Adviser* (FSA).
- Accommodation buildings (Class 2 and 3) over 25 metres in effective height and some *licensed building* regardless of the number of workers must also appoint an FSA.
- Effective height is defined by the Building Code of Australia (BCA).
- Workplace examples include:
  - A building or part of a building where individual employers employ 30 or more workers at the workplace.
  - It is recommended that in multiple tenanted buildings a FSA be appointed for the whole building in consultation with tenants and the managing entity if there are common areas, such as malls, common passageways or stairs even if the managing entity does not employ 30 or more workers in the building.
  - Individual tenants may wish to appoint their own FSA or utilise the FSA appointed by the managing entity, if
  - there is one, and they agree to do so. Either is acceptable.
- The FSA must hold a *current building fire safety qualification* as a FSA (have completed a course in the 8 competencies required within the previous three years).
- Additional information is available at www.fire.qld.gov.au/compliance-and-planning/forms-and-templates

This item relates to section 34 of the *Building Fire Safety Regulation 2008*.

58. Is there a procedure in place to provide 'adequate instruction' to prescribed persons?

- Section 146O of the *Fire Services Act 1990* requires that the *occupier* of a building must provide adequate instructions to *prescribed persons* in the building concerning the action to be taken by them in the event of fire threatening the building in order to ensure the safety of themselves and other persons.
- The *Building Fire Safety Regulation 2008* states that at any given time a person is a *prescribed person* if ,during the past three months, there have been at least two weeks in which the person worked, resided or visited the building for a total period in each week of at least 10 hours.
- Adequate instruction for persons *working* in the building are detailed in items 49, 51 and 53.
- Adequate instruction for residents and persons visiting the building may be provided by ensuring references that assist these people in evacuating the building are included in the *fire and evacuation plan* and that *evacuation signs/diagrams* are displayed in accordance with item 9 of these Advisory Notes.

This item relates to Section 31, *Building Fire Safety Regulation 2008* and Section 146O of the *Fire Services Act 1990*.

Links to relevant information sheets or templates:

- www.fire.qld.gov.au/compliance-and-planning/forms-and-templates

Record Keeping

Approval Documents

59. Are approval documents obtained and kept?

- The *occupier* is required to take reasonable steps to acquire *relevant approval documents*.
- *Relevant approval documents* consist of the following:-
  - For buildings built under the Deemed to Satisfy Provisions of the Building Code of Australia (BCA) from 01/07/1997 onwards, the following:-
    - *Certificate of Classification/Occupancy*, and
    - A list of *fire safety installations* within the building.
  - For buildings built with Performance Solutions from 1 July 1997 onwards, the following:-
    - *Certificate of Classification/Occupancy*,
    - A list of *fire safety installations* within the building,
    - The *Fire Safety Management Procedures* (Management in Use Documentation), and
    - Fire Engineering Report.
  - For buildings built prior to 1 July 1997, the following:-
    - *Certificate of Classification/Occupancy'*, Certificate of Approval or other approval documents (if either of these are not available, QFR will accept written documentation showing requests for copies of *relevant approval documents* from the relevant local government or *building certifier*), and
    - A list of *fire safety installations* within the building.
  - For Crown owned buildings the following:-
    - A list of *fire safety installations* within the building, and
    - The *Fire Safety Management Procedures* (Management in Use Documentation) if the building was built using an alternate building solution.
- A copy of these approval documents must be retained with other documents required to be kept.
- A *Certificate of Classification/Occupancy* is the document issued by a Local Government or Certifier which determines the building classification.
- The *Certificate of Classification/Occupancy* can be obtained from the local Council. If a search is conducted and no Certificate is available, the written evidence of this must be retained with the approval documents.
- Buildings owned by the Crown, including Commonwealth, State and Local Government, are not required to have or display a *Certificate of Classification/Occupancy*.
- A list of *Fire Safety Installations* can be found at www.fire.qld.gov.au/compliance-and-planning/forms-and-templates or in Schedule 2 of the *Building Act 1975* (www.legislation.qld.gov.au/browse/inforce).

This item relates to Section 25 of the *Building Fire Safety Regulation 2008*.

60. Is the 'Certificate of Classification/Occupancy' for the building displayed?

- This item only applies to buildings approved after 1 July 1997.
- The *Building Act 1975* - Section 108A requires buildings, apart from Class 1a buildings (a Class 1a building is a normal domestic family home) which were built on or after 1 July 1997, to display a *Certificate of Classification/ Occupancy*.
- It is the building owner's responsibility to obtain the *Certificate of Classification/Occupancy* from the *building certifier*.
- The *Certificate of Classification/Occupancy* must be displayed conspicuously, as near as practical to the main entrance.
- An *authorised fire officer* may require the *owner* to produce the *Certificate of Classification/Occupancy* if not displayed. (An *authorised fire officer* is defined in the *Fire Services Act 1990* as a fire officer).
- Buildings owned by the Crown, including Commonwealth, State and Local Government, are not required to have or display a *Certificate of Classification/Occupancy*.

This item relates to Section 108A of the *Building Act 1975*.

Links to relevant information sheets or templates

- https://www.fire.qld.gov.au/compliance-and-planning/forms-and-templates

Occupier Statement (Annual)

61. Can an annual occupier statement be produced upon request?

- An *occupier statement* for the maintenance of all *fire safety installations* must be kept and a copy sent each year to the Commissioner. The *occupier statement* can be emailed to occupier.statements@qfes.qld.gov.au once completed.
- A copy must be retained with the evacuation plan and can be kept electronically.
- An example of the *occupier statement* is contained in the Queensland Development Code Mandatory Part 6.1. It is acceptable to utilise a modified form (e.g. company logo/heading etc.) as long as all of the relevant information is contained.
- Any *Critical Defect Notices* received during the year must be attached to the *occupier statement*.
- A *Critical Defect* is referred to in items 39 and 40.

This item relates to MP 6.1 of the Queensland Development Code (links to online resources are provided under the 'Maintenance of Fire Safety Installations' section of these Advisory Notes, page 8), Sections 55A and 55B of the *Building Fire Safety Regulation 2008* and Section 146M of the *Fire Services Act 1990*.

Links to relevant information:

- www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code

62. Are records kept on site?

- A copy of plans and documents, including *prescribed documents* must be kept in the building.
- In Class 2 or Class 3 buildings or buildings with no *common areas* it is permissible for required documents to be located in lockable metal storage boxes affixed to a wall that allows access for inspection as required. This is not a requirement but a solution to the requirement to have the records on site in the building.
- A *prescribed document* is defined by the *Building Fire Safety Regulation 2008* as meaning any of the following for the building –
  - A record of a review of a *fire and evacuation plan*;
  - A *fire and evacuation instruction record*;
  - An *evacuation practice record*;
  - A *record of maintenance*.
- The *occupier* must keep fire safety records and *prescribed documents* for at least 2 years.
- Documents must be produced upon request of an *authorised fire officer*.
- Records required to be kept by the regulation (other than logbooks required by an Australian Standard for the maintenance of *fire safety installations*) may be kept electronically as long as they are available for inspection as required by the regulation. (See item 65 for *Fire Safety Management Plans*)

This item relates to Sections 71, 72 and 86 of the *Building Fire Safety Regulation 2008*.

63. Is a copy of all prescribed documents kept in another place?

- In addition to keeping the record mentioned above in item 62, a copy of all records must be kept in another place. These copies may be electronic.
- Copies of maintenance records can be retained by the fire contractor. Other records are to be kept by the *occupier*.

This item relates to Section 71 of the *Building Fire Safety Regulation 2008*.

Budget Accommodation

Fire Safety Management Plan

64. Are current Fire Safety Management Plans prepared and implemented?

- If you are the *owner* of a *budget accommodation building*, you are required to prepare a *Fire Safety Management Plan* (FSMP). A *budget accommodation building* is (in short) one used for accommodation for six or more persons who share bathroom or sanitary facilities. (For a full definition of a *budget accommodation building* see the *Building Act 1975*, s216).
- The plan must incorporate:
  - The allowable number of occupants, calculated by the room sizes (as defined by the Queensland Development Code MP2.1).
  - The evacuation plan for the building including provisions for disabled occupants.
  - Proposed training programs for occupants and staff.
  - A list of the *fire safety installations* in the building.
  - The proposed maintenance schedule for the *fire safety installations*.
  - The *record of maintenance* for the *fire safety installations.*
  - A floor plan of the building.
- An example of a FSMP is available at www.fire.qld.gov.au/sites/default/files/2021-05/Fire-safety-management-plan-example.pdf

This item relates to Sections 27, 216 and 217 of the *Building Act 1975*, Sections 146Q – 146V of the *Fire Services Act 1990* and Sections 75 of the *Residential Services (Accreditation) Act 2002*.

65. Are Fire Safety Management Plans available for inspection during business hours?

- A copy of the FSMP must be kept in the building and you must allow anyone access to view it, free of charge, whenever the building is open for business.
- The FSMP must be updated within a month of any change of circumstances affecting the plan (e.g. a change in the *Fire Safety Standard*).
- The FSMP must be available on request by a member of the public or an *authorised officer* of the QFR.
- The FSMP can be kept electronically as long as it is available for inspection whenever the building is open for business.

This item relates to Sections 216 and 217 of the *Building Act 1975*, Sections 146Q – 146V of the *Fire Services Act 1990* and Section 75 of the *Residential Services (Accreditation) Act 2002*.

66. Can evacuation practice records be produced upon request?

- An evacuation of the building must be carried out at least annually and a record of the evacuation practice must be kept.
- Details of this requirement can be found in items 55 and 56.

This item relates to Sections 43 and 44 of the *Building Fire Safety Regulation 2008*.

Links to relevant information:

- www.fire.qld.gov.au/planning-and-compliance/budget-accommodation-buildings

Additional Information

Community Safety Office Contact Details

To contact your nearest Community Safety Office, please go to our website using the following link:
www.fire.qld.gov.au/compliance-and-planning

Support Documents

There are a number of documents available to assist with the completion of required documentation.

Word templates are available at www.fire.qld.gov.au/planning-and-compliance/resources.

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