



NORTHERN TERRITORY FIRE AND RESCUE SERVICE

BUILDING INSPECTION PROGRAM

FIRE SAFETY CHECKLIST

For Owner/Occupier to assist with Building Fire Safety Requirements

Instructions for use

If you are the owner/occupier of a building in the Northern Territory you have a legal obligation to ensure the safety of any person in that building in the event of a fire or other emergency. Buildings that must comply with Building Fire Safety requirements are listed in *Schedule 2* of the *Fire and Emergency Regulations*.

This checklist when used in conjunction with NTFRS Advisory Note - "Maintenance of Building Fire Safety Measures", provides further details referenced in the Building Fire Safety Inspection Report. If further clarification is required the Northern Territory Fire and Rescue Service recommends consulting an appropriately qualified/competent person specialising in building fire safety systems.

Important: The *Building Inspection Program Fire Safety Checklist*, *Building Fire Safety Inspection Report* and the NTFRS Advisory Note are guides only. The documents do not indicate compliance with all requirements of the *Northern Territory Fire and Emergency Act and Regulations*, *Australian Standards* or *National Construction Code/Building Code of Australia*.

Full details of the *Northern Territory Fire and Emergency Act and Regulations* can be accessed at www.dcm.nt.gov.au.

BUILDING FIRE SAFETY INSTALLATION CHECKLIST

The check-list below may assist documenting the fire safety installations in your building. Detail on the pages following provides an overview of maintenance required to comply with the *NT Fire and Emergency Act and Regulations* and *AS1851-2012*.

- FIRE EXTINGUISHERS
 - FIRE BLANKETS
 - FIRE HOSE REELS
 - EMERGENCY LIGHTING & EXIT SIGNS
 - EVACUATION DIAGRAM
 - LICENSED PREMISES
 - STAFF EMERGENCY PROCEDURES TRAINING
 - FIRE EXITS
 - FIRE/SMOKE DETECTION & SUPPRESSION/SPRINKLER SYSTEMS
 - FIRE HYDRANT & HYDRANT BOOSTER SYSTEMS
 - MAINTENANCE RECORDS TO BE PRODUCED
 - HOUSEKEEPING
-

BUILDING FIRE SAFETY INSTALLATION CHECKLIST

1 & 2 - FIRE EXTINGUISHERS

Are fire extinguishers correctly maintained?

- Installed fire extinguishers must be tested/checked by an appropriately qualified person six monthly, tag in place & current, as per AS 1851-2012.
- Extinguishers are to be mounted in an accessible position with appropriate signage.
- Base of extinguishers are not to be less than 100mm from the ground; handle to be between 900 – 1200mm from ground level.
- Type of extinguisher to be appropriate to the main risk in the area it is installed. e.g. Dry Chemical Powder, CO2, Water, Wet Chemical, Foam, Vaporising Liquid.

3, 4 & 5 – FIRE BLANKETS

Are fire blankets correctly maintained?

- Installed Fire Blankets must be tested/checked by an appropriately qualified person six monthly, tag in place and current, as per AS 1851-2012.
- Required in large kitchens and where deep fryers are installed or in use.
- Minimum size 1200mm X 1800mm.
- Mounted in an accessible position with appropriate signage.

6 & 7 – FIRE HOSE REELS

Are fire hose reels correctly maintained?

- Installed Fire Hose Reels must be tested/checked by an appropriately qualified person six monthly, tag in place and current, as per AS 1851-2012.
- Area around fire hose reels to be kept clear and unobstructed. When installed in a fire hose reel/fire equipment cupboard ensure other items are not stored inside (i.e. cleaning equipment).

8, 9 & 10 – EMERGENCY LIGHTING & EXIT SIGNS

Are emergency lights and exit signs functional, undamaged with maintenance records kept?

- Installed Emergency Lighting and Exits Signs must be tested by an appropriately qualified person and results recorded in an Emergency Lighting Logbook six monthly as per AS 2293.
- Emergency lighting circuits are to be labelled with “WARNING: INTERRUPTING SUPPLY WILL DISCHARGE EMERGENCY LIGHTING BATTERIES.”
- Emergency lighting test switches (if installed) are to be labelled as per AS 2293.1.
- Exits lights should be visible, mounted not less than 2 metres and not more than 2.7 metres from the ground.

11, 12 & 13 – EVACUATION PLANS & PROCEDURES

Is there a fire and evacuation diagram displayed?

- All premises listed in Schedule 2 of the NT Fire and Emergency Regulations are to have an evacuation diagram in place & displayed prominently, as per AS 3745.
- Evacuation Diagrams must show: “You Are Here”, Date created/reviewed, Muster/Gathering Point, Fire Equipment, Exits and Orientation (e.g. North, street name and orientated correctly in line with building floor plan) some diagrams may require additional information refer AS3745.
- All commercial visitor accommodation (Boarding Houses, Hostels, Hotels and short stay accommodation), are to have an evacuation diagram prominently displayed in each room.
- Multi story buildings with fire stairs and exits to display evacuation diagrams on each floor.
- Evacuation diagrams to be reviewed 12 monthly and after any certifiable building alterations.

14 – LICENSED PREMISES

- The Northern Territory Fire and Rescue Service (NTFRS) Community Fire Safety Command calculates and issues Maximum Patron Number Stickers for licensed premises on behalf of the NT Department of Business – Liquor Licensing.
- All licensed premises must display a NTFRS issued Maximum Patron Number Sticker/s prominently in licensed public areas.

15 & 16 – STAFF EMERGENCY PROCEDURES TRAINING

Are staff familiar with emergency procedures and is a register kept?

Planning for Emergencies:

- As per Regulation 11 of the NT Fire and Emergency Regulations and AS3745 section 6 , owner/occupiers are to ensure all persons working in the building are given instruction on fire related emergencies within 30 days of commencement of employment and at 12 month intervals there after.
- The owner/occupier must also keep an “Emergency Procedures Training Register” that complies with Regulation 11.
- The owner/occupier must have a program of “Evacuation Drills” in place and these are to occur at least once every 12 months drills must be recorded as per AS 3745 Section 7.3.
- Emergency Control Organisation (ECO) – An ECO must be implemented when a building has multiple stories or is large with multiple exits as it becomes more problematic for occupants to exit safely in the event of an emergency evacuation (refer AS 3745 - 2010 Section 5).
***The NTFRS recommends consulting suitably qualified persons and/or a specialist fire training company to assist in the creation of an ECO for your building.**

17, 18, 19 & 20 – FIRE EXITS

Are exit doors fitted with Public Safety Hardware?

- Required exit doors are to be fitted with public safety hardware. Exit doors must open from the inside at all times without a key by a single hand downward/pushing motion on a single device.
- Exits and paths of travel are to be kept clear at all times.
- **No** non approved or secondary locking devices are to be fitted to exit doors.
- Fire and/or Smoke doors (if installed) are to remain unobstructed, maintained with door and frame compliance tags in place and function as designed.
- Childcare Centres have unique requirements as per the Building Code of Australia that allow them to have secondary locking devices (not key lockable) to comply with security requirements in childcare licensing.

21, 22 & 23 – FIRE/SMOKE DETECTION & SUPPRESSION/SPRINKLER SYSTEMS

Is the fire/smoke detection system tested as required?

- Maintenance of installed systems are as follows as per AS 1851-2012
 - Monthly (on all systems)
- Records of testing and maintenance are to be logged.
- Zone Block Plan is to be displayed prominently at the Fire Indicator Panel (FIP).
- Approved smoke alarms are to be in working order.

Does the building have a sprinkler system?

- Installed sprinkler systems must be tested/checked and maintenance records kept on a monthly basis as per AS 1851-2012

24, 25 & 26 – FIRE HYDRANT & HYDRANT BOOSTER SYSTEMS

Are the hydrant & hydrant booster systems maintained?

- Ensure fire hydrant booster inlets are undamaged and tested/checked by an appropriately qualified person every 12 months, tag in place.
- Hydrants are to be tested/checked tag in place by an appropriately qualified person every 6 months.
- If hydrant booster pumps are installed they are to be tested monthly and maintenance records kept.
- Hydrant and hydrant booster systems to be hydrostatically tested every 5 years.

27, 28, 29, 30 & 31– MAINTENANCE RECORDS TO BE PRODUCED

Additional items requiring maintenance records to be kept.

- Stairwell Pressurisation: To be tested by an appropriately qualified person every 3 months, maintenance and test results to be recorded in a log book.
- Mechanical Ventilation: To be tested by an appropriately qualified person every 6 months, maintenance and test results to be recorded in a log book.
- Standby Power Supply: To be tested by an appropriately qualified person every 6 months, maintenance and test results to be recorded in a log book.
- Emergency Lift: To be tested by an appropriately qualified person every 12 months, maintenance and test results to be recorded in a log book.
- YEARLY CONDITION REPORT: AS1851-2012
Yearly condition report(s) shall provide a summary of service records for the years activities and shall be issued yearly to the responsible entity. NTFRS enforcement from 1 July 2016.

32 & 33 – HOUSEKEEPING (all buildings)

- Fire Stairs: Ensure fire stairs are kept clear at all times with no items placed or stored within them. Fire Doors are not to be chocked open and must function as designed.
- Storage: Ensure any flammable, combustible, hazardous materials or any other products don't accumulate causing a fire risk. Items stored in the building must not interfere or obstruct paths of egress or installed fire safety systems.

IMPORTANT NOTE: The NTFRS recommend the above checklist be used in conjunction with the NTFRS AS 1851-2012 Advisory Note: Maintenance of Building Fire Safety Measures.