



**FIRE &
RESCUE**

**Fire Safety Guideline
FSG-09**

**Fire Safety Building
Inspections**

September 2022

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Fire Safety Building Inspections
Issued September 2022

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Glossary of terms

Acronym / term Meaning

ACTF&R	Australian Capital Territory Fire & Rescue
ASE	Alarm Signaling Equipment
Baseline Data	Data either provided by or derived from the approved design and commissioning thereof, which, when and where provided, would serve as a basis for verification of results and routine testing.
Cause and Effect Matrix	A document which details all smoke detection and smoke control zone input criteria of the system and the resultant output operational requirements of all interfaced systems. The matrix should be presented in a grid format with the inputs on one axis and the corresponding outputs on the other axis. This document needs to clearly and concisely indicate the full automatic functionality of the smoke detection and smoke control system from 'end to end'
Competent Person	Fire service industry trained and accredited professional working for an accredited fire service company.
FIP	Fire Indicator Panel, also referred to as Fire Brigade Panel. The FIP forms part of the FDCIE.
FDCIE	Fire Detection Control and Indicating Equipment
Fire Appliance	Any device or piece of equipment or building feature forming part of the buildings fire safety system. Fire appliances include but are not limited to: hydrants, alarm systems, fire doors, emergency warning systems, extinguishers, passive fire protection, automatic sprinkler systems etc.
Fire Appliance Approval Certificate	A certificate issued by ACTF&R after the satisfactory completion of the final inspection. This is used to meet the requirements of Section 35 of the Building Regulation, 2008 (ACT).
NCC	National Construction Code
Performance Solution	a method of complying with the Performance Requirements other than by a Deemed-to-Satisfy Solution.

FSG-09

Fire Safety Building Inspections

Purpose

This guideline has been developed by ACTF&R to provide consistent advice regarding ACTF&R expectations and requirements for fire safety building inspections.

Intent

To streamline the ACTF&R fire safety inspection process, and to ensure that all fire safety inspections allow for a genuine holistic assessment of all fire safety systems within the building. To allow ACTF&R to fulfill the requirements of Section 35 of the Building Regulation, 2008 (ACT).

Application

This fire safety guideline applies to all class 2 – 9 buildings over 500m² and buildings containing performance solutions that have been referred to the Emergency Service Agency (ACTF&R) under Section 19 of the ACT Building Regulation, 2008 (ACT).

Policy position

Under section 35 of the Building Regulation, 2008 (ACT) approval of the installation of any fire appliance in the building or new part of the building is required from the Emergency Services Agency (ACTF&R). This approval is provided in the form of a fire appliance approval certificate. Generally, ACTF&R will undertake a building inspection prior to issuing the fire appliance approval certificate. ACTF&R require the building to be complete at the time of the inspection. An inspection of an incomplete building does not allow for valid integrated end-to-end testing of all building elements and fire safety systems.

Booking an inspection

Final inspections are to be booked by or on behalf of the certifier who has referred the Building Approval Application to the Emergency Services Agency (ACTF&R) for review. Preliminary walkthroughs may be booked by the onsite project manager or similar. To book a final inspection the ACTF&R Fire Safety Building Inspection Form (Attachment a) should be filled in and submitted. The fire safety section should be contacted using:

actrfiresafety@act.gov.au or (02) 62078370 to find an available inspection time.

Generally, 3 to 5 working days' notice is required to book an inspection. This time can vary depending on workload.

Preliminary inspections

A preliminary inspection may be scheduled after consultation with the ACTF&R fire safety section. This is generally for large scale projects where it is difficult to coordinate all testing and inspection elements in a single visit. An ACTF&R fire appliance approval certificate will not be provided after a preliminary inspection.

End to end integrated testing of systems tested at a preliminary inspection may be retested at a final inspection to observe interactions with other systems.

A preliminary inspection will be charged as a separate inspection based on an hourly rate as specified in the Emergencies Fees Determination disallowable instrument.

Expected suitable standard of completion

At the time of inspection, the building is to be at a standard where it is practically complete.

- All fire services are to be complete and ready for end-to-end integrated testing / commissioning
- All signage related to the NCC, Performance Solutions and Australian standards is to be installed
- All measures related to NCC Volume 1 sections C, D, E and G are to be complete and installed
- Egress paths are to be finished and clear of all obstructions and construction related material
- All external areas used for ACTF&R appliance hardstand are to be finished and unobstructed by fencing or construction material
- Power is to be connected to all areas
- All documentation including compliance certificates and required baseline data is to be provided to ACTF&R prior to issuing of a fire appliance approval certificate.

Inspection requirements

During the inspection a representative from the installer and or designer of the fire appliance is required to assist in the testing of the system. All specialty equipment required to correctly test the fire appliances is to be provided by the installer or builder. Examples of this include an Anubar flow meter to test hydrant flow, and CO gas to initiate mechanical systems. ACTF&R will bring a smoke machine for testing detectors, smoke exhaust systems and stair pressurization etc.

The design of all test apparatus integrated into fire appliances within the building, such as remote test drains, must facilitate usable and straightforward testing of the fire appliance both at the time of inspection and throughout the life of the building to allow for ongoing routine service of fire protection systems required by AS 1851.

Failure to achieve expected standard of completion

If the expected standard of completion, specified above, is not met when ACTF&R fire safety staff arrive at a final inspection the inspection will be cancelled and will need to be rebooked at the next available time slot. As many fire safety systems are integrated it is essential that ACTF&R witness an end-to-end test of all fire safety systems. To consider the fire safety systems in the building holistically it is generally not appropriate to test or witness individual systems in isolation.

Fees and charges

Inspections fees are charged at an hourly rate as dictated by the Emergencies (Fees) Determination disallowable instrument available at [ACT Legislation Register](#)

Further clarification

For further information or clarification please consult the original legislation [ACT Legislation Register](#) or contact the ACTF&R Community Safety Section (actrfiresafety@act.gov.au or (02) 62078370) .

Attachment a – Application Form

	Community Resilience Section Inspection Request Ph 62078370 Email : ActfrFireSafety@act.gov.au
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Inspection details

Preferred Inspection Date: Click or tap to enter a date.

Inspection/site Address: Click or tap here to enter text.

Block: Click or tap here to enter text.

Section: Click or tap here to enter text.

Division: Click or tap here to enter text.

Requesting certifier details

Inspection Requested By: Click or tap here to enter text.

Company: Click or tap here to enter text.

Contact: Click or tap here to enter text.

Mobile No: Click or tap here to enter text.

Please Complete.

- All fire services are complete and ready for end-to-end integrated testing / commissioning
- All signage related to the NCC, Performance Solutions and Australian standards is installed
- All measures related to NCC Volume 1 sections C, D, E and G are complete and installed
- Egress paths are finished and clear of all obstructions and construction related material
- All external areas used for ACTF&R appliance hardstand are finished and unobstructed
- Power is to be connected to all areas
- Documentation will be provided after inspection
- Baseline data including cause and effect matrix will be provided at the inspection
- Invoice details for ACTF&R inspection fees have been provided

Invoice To:

Company: Click or tap here to enter text. *ABN:* Click or tap here to enter text.

Contact Name: Click or tap here to enter text. *Contact No:* Click or tap here to enter text.

Purchase Order: Click or tap here to enter text.

Name: Click or tap here to enter text. *Signature:* Click or tap here to enter text.

Related legislation and documents
Building Act 2004 (ACT)
Building Regulation 2008 (ACT)
Emergency Act 2004 (ACT)
Emergency Regulation 2004 (ACT)
Emergency Fees Determination (ACT)
National Construction Code (NCC)
AS 1851 2012 – Routine service of fire protection systems and equipment.

Table 1: Relevant Legislation