

BUILDING OCCUPIER (QLD)– FIRE COMPLIANCE DOCUMENTATION

18th October 2021

Proving fire compliance is no mean feat. Particularly when it’s one aspect of your work and it’s tangled in a web of legislation that on one gives clear unbiased advice on. We are here to demystify one element of that process, namely, what documents do you need to prove fire maintenance compliance?

The primary documents that detail the requirements are the Building Fire Safety Regulation 2008, the Queensland Development Code Mandatory Part 6.1, and the Australian Standard for the Routine service of fire protection systems and equipment, AS1851:2012. The document required to ensure you have met your legal obligations to ensure the safety of any person in the building in the event of a fire are detailed here.

Document	Managed by	Description
Fire maintenance records¹	The <i>service provider</i> issues the records to the building owner/occupier to be stored onsite	A record that’s issued for each type of equipment (<i>fire safety installation</i>) at the required <i>service frequency</i> . It details the work conducted, pass/fail result, actions required, non-conformances and/or defects should be clearly stated. It is required to be signed by the owner/occupier as well as the QBCC licenced maintenance provider. See [015 Example HTC Group Report.pdf] for an example HTC Group annual hydrant maintenance report. It can also include a summary record.
Form 72²	<i>Service provider</i> issues the records to the building owner/occupier	A form issued by the Department of Housing and Public Works Queensland to document results of the maintenance flow and pressure testing on the hydrant and sprinkler systems. See [015 Example HTC Group Form 72.pdf] for an example HTC Group Form 72.
Critical defect notices³	<i>Service provider</i> issues the records to the building owner/occupier	A critical defect notice is issued by the <i>service provider</i> if a <i>fire safety installation</i> defect is likely to make it inoperable and is likely to adversely impact the safety of the occupants in the event of an emergency. The <i>Service provider</i> must give the occupier the critical defect notice within 24 hours of being aware of the defect. The critical defect notice template can be found [015 QFES Critical Defect Notice.pdf] .
Annual Occupier Statement⁴	Building owner/occupier, or <i>service provider</i>	A register listing the <i>fire safety installations</i> including and any <i>critical defect notices</i> . The occupier must, within 10 days, send a copy to the QFES (occupier.statements@qfes.qld.gov.au) within 10 days of receiving it and it must be kept on-site for 2 years. The Annual Occupier Statement template can be found [015 QDC MP6.1 - Annual Occupier Statement.pdf] .
Building Approval Documents⁵	Building owner/occupier	<ul style="list-style-type: none"> ● <i>Certificate of Classification</i>, (For buildings built prior to 1 July 1997 a Certificate of Approval or other approval document is sufficient) ● A list of <i>fire safety installations</i> within the building.

¹ Required by the *BFSR 2008*, Section 55 (2) which mandates the *QDC MP6.1*, A1 (a) which mandates AS1851:2012. AS1851:2012 Section 1.16.3 provides details of the elements that are required in the report.

² Required by the *QDC MP 6.1*, Section A4(a).

³ Required by the *BFSR 2008*, Sections 49 and 53.

⁴ Required by the *BFSR 2008*, Section 55A which mandates the *QDC MP 6.1*, A2 (b).

⁵ Required by the *BFSR 2008*, Section 25

Further information for building owners and occupiers can be found in the Building Fire Safety: Management Tool & Advisory Notes document released by the QFES.

If you are unsure if your sites comply with these requirements HTC Group can help. We are here to make your life easier. We set our own customer service standard by striking the balance between assured compliance, and minimising defect rectification expenses.

Definitions

BFSR 2008. The Building Fire Safety Regulation 2008 available at

<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2008-0160>

Certificate of Classification (CoC). The CoC is issued by the Local Government or certifier. It documents the building classification⁶. Buildings approved after 1 July 1997 must display the CoC near the main entrance⁷.

Fire safety installations. Equipment that is required to protect occupants from a fire. It includes evacuation, detection, and firefighting equipment. Examples include fire detection and alarm system, sprinkler system, fire extinguishers, fire hose reels, fire hydrant systems including pumps and tanks, emergency lighting and passive fire features such as fire doors. A full list is given in Schedule 2 of the Building Act 1975 under the heading *fire safety installation*.

QDC MP 6.1. The Queensland Development Code Mandatory Part 6.1 available at

<https://www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code/fire-safety-installations>.

Service frequency. Fire sprinklers, fire pumps, emergency lighting and detection and alarm systems are inspected monthly. Fire hydrants, fire hose reels, extinguishers, blankets and passive systems are maintained 6 monthly. See AS1851:2012 Table 1.11(A) for complete details.

Service provider. A QBCC licenced fire maintenance contractor.

Summary record. A register including a list of the equipment, scheduled dates of service, details of non-conformances and defects, name and signature of the owner/occupier, name, signature and QBCC licence of the *service provider*. It is required for the Fire hydrant valves, fire hose reels, extinguishers and fire blankets. See AS1851:2012 Section 1.16.3 for complete details.

⁶ BFSR 2008, Section 25.

⁷ Building Act 1975, Section 108A.