

Section A4.1 – New Building/Area Refurbishment Fire Sign Off pro-forma



**Science & Technology
Facilities Council**

SHE Group - Building Fire Safety 'Sign Off' prior to beneficial occupation – only to be signed by a site Fire Safety Advisor

Site..... **Building**.....
Area..... **Room**.....

For use with new works, refurbishments, change of use of premises, revised access or egress routes, and any changes or modifications to Fire Alarm System.

Fire Alarm Systems						
	Certificate Provided Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Designed to BS 5839-1, as revised				Category Designed by		
Installed to BS 5839-1, as revised				Installed by		
Commissioned to BS 5839-1, as revised				Commissioned by		

Witnessed Tests	Verified Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Sounder Compatibility						
Sounder Audibility						
Data Link to Monitoring Station						
Detector Type						
½ Hour Bell Test						
Cause & Effect Scheme Verified						
Dampers						

Correctly Located						
Damper Operation						
Dampers Identified						
Access Control Doors to Fail Safe on Fire Condition						
Lift Registered (SHE Group)						
Lift operation on Fire Condition						
Lift emergency phone operation						
Smoke Extract System						
Soak Test (1 week Fault Free)						

Devices Labelled	Verified Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Manual Call Points						
Point Detectors						
Other Detectors						
Sounders						
Remote Indicators						
Batteries						
I/O Units						

Fixed Fire Suppression System						
	Certificate Provided Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Designed to						

BS ISO 14520-1, as revised, 						
Installed to BS ISO 14520-1, as revised, 						
Commissioned to BS ISO 14520-1, as revised, 						

Witnessed Tests	Verified Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Room Integrity Tested						
1st knock						
2 nd knock						
Gas Type						
System Operational						

Fire Management						
	Verified Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Building Control Approval						
Zone Charts in place						
O&M Manuals						
As installed Drawings						
Signage provided under contract to BS 5499						
Fire Stopping through Vertical & Horizontal compartmentation						
Means of Escape Incl. External						
Fire Hydrants						

Fire Doors						
	Verified Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
3 rd party Certified						
Correctly Fitting						
Correct Number of Hinges						
All screws correct length & fitted						
Self Closing Device Fitted						
Penetrations						
Vision Panels Fire Rated						
Hold Open Devices						
Fire Signage to BS 5499						

Fire Extinguishers						
	Verified Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Appropriate for the Risk						
Appropriately Located						
Correctly Fitted to Wall						
Signage to BS 5499						

Emergency Lighting						
	Declaration of Conformity	Variations Yes/No	Not Applicable	Notes	Signed	Date
Designed to BS EN 50172, as revised, 						

Installed to BS EN 50172, as revised,						
Completion Certificate						

Witnessed Tests	Verified Yes/No	Variations Yes/No	Not Applicable	Notes	Signed	Date
Ave. illuminance level (lux)						
Design Duration						
Full Duration Test						

Building Fire Safety Acceptance

All the above have been Verified and therefore I am satisfied that beneficial occupancy may take place

Name	
Signed	
Date	

Site Fire Safety Advisor

Circulation:

Contractor
 Contract Supervising Officer
 BPG – to
 SHE Group