

Monthly Fire & Life Safety Inspections – SOP Sample

Purpose & Scope

This document outlines each property's responsibility in regard to conducting monthly Fire & Life Safety inspections. In accordance to legislation, this standard operating procedure outlines the minimum checks, inspections and tests that are to be completed on a Monthly basis.

This document applies to all properties that are owned and operated by ABC Company.

Intent Statement

The intent of monthly fire & life checks as outlined within this standard operating procedure is to ensure that the fire protection systems in place within the facility are in working order on a regular basis and that any corrective action, when required, are carried out quickly to ensure the safety of building occupants as well as protecting the property from damage should a fire occur.

Definitions

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

Applicable Legislation

Ontario Fire Code as amended to date CAN/ULC-S536-19 – Inspection and Testing of Fire Alarm Systems NFPA 25-2017 – Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems

Duties and Responsibilities

SITE MANAGEMENT

- Schedule and audit monthly inspections as required
- Ensure routine patrol standard operating procedures capture monthly checks, where required in this procedure.
- Review reports, schedule repairs and complete deficiencies in a timely manner
- Ensure procedure is implemented at the facility & staff trained on requirements
- Maintain equipment to legislative standard
- Maintain inspection documents on site for review
- Maintain an up-to-date inventory list/site plan of all equipment

EMPLOYEES

- Attend training scheduled by site management or designate
- Conduct monthly inspections within prescribed timelines and complete documentation as required by supervisory staff
- Report deficiencies to site management or designate
- Understand and execute duties assigned in standard operating procedures developed by site management

CONTRACTORS

To comply with this procedure when performing inspection, service or maintenance on any property owned and operated by ABC Company.

Monthly Requirements

(See Appendix A – Monthly Inspection Form)

- Inspect all doors in fire separations:
 - Ensure doors are unobstructed and closed at all times unless connected to a fire alarm system to automatically close upon activation of the system.
 - Inspect door hardware and other ancillary components to ensure they latch and close, and make adjustments or repairs as necessary.
- Inspect and Test emergency lighting system, batteries, units, lamps and exit signage. Check pilot lights on self-contained units to ensure proper operation. Confirm lights function upon function of primary power. Inspect battery control unit to ensure terminal connections are clean and tight.
- Inspect all portable fire extinguishers:
 - Ensure fire extinguishers are charged, have not been tampered with and are undamaged.
 - Check nozzle for obstruction
 - Ensure seal or tamper indicators are in place
 - Check that pressure gauge reading is in operable range
 - Ensure that there are no signs of physical or mechanical damage
 - Ensure that operation instructions on nameplate are legible and face outwards
 - Ensure that access and visibility of extinguisher are not obstructed.
- Test fire alarm system (Use MONTHLY FIRE ALARM SYSTEM TEST AND INSPECTION REPORT form)

Monthly inspections & tests of Fire Alarm Systems shall include the following:

NOTE: The inspection and test requirements may be omitted during the month when the annual tests required by CAN/ULC-S536 is conducted. While on the emergency power supply, inspect and test the following to confirm the operability of the fire alarm system.

NOTE: It is recommended that tests be coordinated with emergency power generator tests.

- A. One initiating field device or manual station shall be operated on a rotational basis and the system inspected for operation as follows:
 - i. An alert signal and an alarm signal confirmed on a rotational basis to a minimum of one zone or as may be required by the Fire Safety Plan for the Building
 - ii. The primary annunciator inspected to determine that the tested device annunciated correctly and that the alarm signal activated;
- B. Inspect initiating device for damage
- C. Operation of the common audible and visual trouble signals;

- D. Confirmation of alarm and trouble transmission to the fire signal receiving centre where applicable;
 - E. One emergency telephone shall be tested on a rotational basis for two-way communication and correct indication at the control unit or transponder; and,
 - F. Voice paging capability to one zone confirmed on a rotational basis
- Inspect all fire hose cabinets, indicate hose inspection by checking Hose. Inspect hose stations to ensure hose is in its proper position and all equipment is in place and in operable condition.
 - Test the sprinkler system alarm by flowing the water. The alarm bell water gong must be tested by flowing water through the test connection located at the sprinkler valve. This test must be performed on sprinkler systems that do not have electrical supervisory signal service (transmitters and water flow actuated devices.) Any alarm freezing after the test.
 - For buildings with gravity fire protection water tanks, inspect the water level gauge is in the normal operating range to ensure water supply.
 - Inspect sprinkler valves that are locked open or electrically supervised to confirm they are in the open position
 - For those buildings with an emergency generator, check all components of emergency generator system set under at least 30% of the rated load for 60 minutes to ensure the equipment is operational and there are no fuel or exhaust leaks.
 - For those buildings with interconnected smoke alarms and pull station(s), test the operability of interconnected smoke alarms and pull stations by testing at least one smoke alarm.
 - For buildings with dry sprinkler systems with Drum Drips. Open valves to allow water to be released and filled back up with air and pressurized. These devices permit draining of the low points of a dry pipe sprinkler system. They collect condensation that accumulate in a dry pipe sprinkler system and must be drained to prevent freezing.
 - Close the Upper valve first.
 - Remove plug from outlet.
 - Open Lower Valve and allow water to drain.
 - Replace plug in outlet.
 - Close Lower Valve.
 - Open Upper Valve
 - For those buildings that require it, conduct a monthly Fire Drill as per the OFC and your fire safety plan (Group B & C Buildings)
 - Test smoke alarms within the time frame indicated in the manufacturer's instructions
 - Test carbon monoxide alarms within the time frame indicated in the manufacturer's instructions

Training

- Training on how to conduct the abovementioned monthly checks, inspections and tests must be provided by a component supervisor or contractor
- Training must be provided before assignment to ensure that employee understand the purpose and function of conducting monthly inspections and that the knowledge and skills required for these inspections are acquired.
- Training records must be maintained verifying that the employee has received adequate training to perform the assigned inspections
- In the event, no Competent Person is available at site level; external resources will be required to be arranged.

Records

- All records will be maintained and retained as per legislation and ABC Company policy on record retention.
- All monthly checks, inspections and tests must be recorded, either in the Fire Log Book or another form of file management system that is readily available.
- A record of all corrective measures as required by the Ontario Fire Code (Fire Log Book) will be retained for period of two years after they are made.

Appendix A – Monthly Inspection Form

INSPECTION ITEM	YES	NO	N/A	COMMENTS
Inspect fire separation doors (unobstructed, closed, hardware functional)				
Inspect emergency lighting & exit signs (lamps, batteries, pilot lights, power-failure function)				
Inspect portable fire extinguishers (charged, undamaged, accessible, gauge OK, nozzle clear, instructions legible)				
Test fire alarm system – monthly requirements – Use Monthly Fire alarm System Test and Inspect Report Form				
Inspect fire hose cabinets (hose in place, equipment operable)				
Test sprinkler alarm by flowing water (water gong test)				
Inspect gravity tank water level (normal operating range)				
Inspect sprinkler valves (locked open or electrically supervised)				
Test emergency generator (≥30% load for 60 minutes, no leaks)				
Test interconnected smoke alarms & pull stations (at least one device)				
Drain dry sprinkler drum drips (full valve sequence)				
Conduct monthly fire drill (if required by OFC / Fire Safety Plan)				
Test smoke alarms (per manufacturer instructions)				
Test carbon monoxide alarms (per manufacturer instructions)				