

## NSW Health Fire Safety Compliance Guideline

**Summary** The NSW Health Fire Safety Guideline has been developed to assist Health organisations in meeting their obligations in relation to Essential Fire Safety Measures (EFSM) installed across NSW Health facilities.

**Document type** Guideline

**Document number** GL2020\_012

**Publication date** 04 June 2020

**Author branch** Strategic Capital Planning and Asset Management

**Branch contact** (02) 9391 9000

**Review date** 31 March 2026

**Policy manual** Not applicable

**File number** H19/126378

**Status** Active

**Functional group** Corporate Administration - Asset Management, Governance, Records

**Applies to** Local Health Districts, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Health Pathology, Public Health System Support Division, Cancer Institute, NSW Ambulance Service, Dental Schools and Clinics, Public Hospitals

**Distributed to** Public Health System, NSW Ambulance Service

**Audience** All Chief Executives; Asset & Facility Managers; Engineering; Asset Managers; Capital Works Managers

## **FIRE SAFETY COMPLIANCE GUIDELINE**

### **GUIDELINE SUMMARY**

This Fire Services Compliance Guideline has been developed to assist Health Organisation (HO) Chief Executives (CE's), Asset Managers and Fire Safety Managers/Officers in meeting their legal obligations with respect to Essential Fire Safety Measures installed in their facilities.

The Guideline outlines the activities which are in line with legislative and policy best practice that govern Essential Fire Safety Measures (EFSMs) and Critical Essential Fire Safety Measures (CFSMs) and defines the assessments and processes that should be followed to ensure that facilities are fire safety compliant with best practice.

### **KEY PRINCIPLES**

Building Owners need to be aware of their legislative and best practice fire safety obligations which are vital in managing safety risk in the event of a potential fire situation. The primary focus is the process in issuing the Annual Fire Safety Statement (AFSS) which is a declaration confirming each fire safety measure has been assessed by a Competent Fire Safety Practitioner and is capable of performing to the relevant minimum standard. Other legislative obligations include ensuring exits and paths of travel to exits are well maintained and clear at all times.

### **USE OF THE GUIDELINE**

This Fire Safety Compliance Guide describes the best practice requirements for existing buildings. Fire safety documentation and assessment for new construction or other works requiring building approval is assumed to already follow the current ministerial guidelines and/or related legislation. The document is designed to be used by local fire safety personnel to ensure appropriate activities are undertaken and regularly reviewed across NSW Health entity facilities. Utilisation of the Guideline will also provide more readily available information and transparency regarding fire safety compliance with standards and other regulatory/legislative requirements to improve executive's awareness of local compliance status.

It should be noted that in instances where this document provides a lower fire safety standard than the requirements of NSW Health Fire Safety in Health Care Facilities (PD2010\_024), EP&A-R, NCC or the Australian Standards, then the most onerous requirements take precedence.

### **REVISION HISTORY**

Version	Approved by	Amendment notes
June-2020 (GL2020_012)	Deputy Secretary and Chief Financial Officer	Initial Document

## CONTENTS

<b>1</b>	<b>BACKGROUND.....</b>	<b>1</b>
1.1	About this document.....	1
1.2	Key definitions.....	1
1.3	Legal and legislative framework .....	1
<b>2</b>	<b>ANNUAL FIRE SAFETY STATEMENTS .....</b>	<b>2</b>
2.1	Annual Fire Safety Obligations.....	2
2.2	How to issue an AFSS.....	3
2.3	Issuing an AFSS – Detailed Process .....	3
<b>3</b>	<b>NON-COMPLIANCE CONSEQUENCES .....</b>	<b>5</b>
3.1	Essential Fire Safety Measures to be Maintained.....	6
3.2	Fire Safety Notices .....	6
<b>4</b>	<b>DOORS AND PATHS OF TRAVEL RELATING TO EXITS .....</b>	<b>6</b>
<b>5</b>	<b>SMOKE ALARMS .....</b>	<b>7</b>
<b>6</b>	<b>EQulPNational ACCREDITATION AND 4-YEAR FIRE SAFETY AUDITS.....</b>	<b>8</b>
6.1	Roles and Responsibilities .....	8
<b>7</b>	<b>APPENDIX LIST.....</b>	<b>10</b>

## 1 BACKGROUND

### 1.1 About this document

This Fire Services Compliance Guide has been developed to assist Health Entity (HE) Chief Executives (CE's), Asset Managers and Fire Safety Managers/Officers in meeting their legal obligations with respect to Essential Fire Safety Measures installed in their facilities.

An awareness of the legal obligations and risk management benefits of fire safety requirements is essential for building owners. Non-compliance can result in substantial legal and financial penalties for the owner and an unsafe environment for building users. Annual Fire Safety Statements (AFSSs) are declarations which describe fire safety measures, their capacity to meet minimum relevant standards and their assessment by a Fire Safety Practitioner. The issuance of AFSSs is a means of complying with relevant laws, protecting building owners from liability and ensuring the safety of the community.

### 1.2 Key definitions

See the [Glossary & Definitions](#) list in the appendix for key definitions and terms.

### 1.3 Legal and legislative framework

The following table outlines the statutory and health policy fire safety compliance requirements applicable to HE facilities:

*Table 1: Mandated Fire Safety Practices: Fire Services Compliance*

Assessments/Mandates	Frequency	Mandated by	Agencies/Instrument
Annual Fire Safety Statement	Annual	Clause 175	EP&A-R
ITM of EFSM's/CFSM's	As per AS1851	Clause 182	EP&A-R
Doors Relating to Exits	Unobstructed at all times	Clause 185	EP&A-R
Paths of Travel to Fire Exits	Kept clear at all times	Clause 186	EP&A-R
Fire Safety Notices	Displayed at all times	Clause 183	EP&A-R
4- year FSA (Under review)	Quadrennial	PD2010_24	MoH
Smoke Alarms	As per AS1851	Clause 186A	EP&A-R
Fire Safety Schedules	-	Clause 186A	EP&A-R

The following sections describe the process and procedural requirements for these mandates. For detailed information contained in the Environmental Planning and Assessment Regulation 2000 (EP&A Regulation) refer to the [Legislation online resource](#)<sup>1</sup>.

## 2 ANNUAL FIRE SAFETY STATEMENTS

### 2.1 Annual Fire Safety Obligations

Australian Standards, NSW Health Fire Safety Policy Directive (PD2010\_024), Environmental Planning and Assessment Regulation 2000 (EP&A-R) and National Construction Code (NCC) set the standards for fire safety management. Where other legislation, regulations, standards, policies or guidelines dictate more stringent requirements then those take precedence. The NSW Ministry of Health Fire Safety Guidelines in conjunction with related legislation provide a framework for fire safety documentation of new and existing facilities.

An AFSS declares that buildings have been inspected by an accredited Competent Fire Safety Practitioner and complies with the Environmental Planning and Assessment Regulations 2000. This means that fire safety measures (e.g. fire extinguishers /fire doors/fire hydrants etc) are capable of meeting the Fire Safety Schedule minimum performance standards. Each fire safety measure specified in the Fire Safety Schedule is to be assessed by an accredited Competent Fire Safety Practitioner engaged by the building owner. A fire safety schedule specifies each of the applicable fire safety measures, minimum standards of performance (design and installation standards) that apply to a building's premises. (Example - Appendix B).

Building owners are required to have both critical and essential safety measures evaluated when submitting the AFSS. Essential safety measures have a mandatory submission cycle of 12 months. Critical fire safety measures are assessed at a frequency less than 12 months, as dictated by a Fire Safety Engineer and/or Private Certifier.

An initial fire safety schedule is created by an accredited certifier when the building is in final construction phase. A Fire Safety Schedule must be re-issued every time fire safety measures have either been upgraded or replaced.

NSW Health buildings require an AFSS to be issued and publicly displayed (**Note** - class 1a (ie. a single dwelling) or class 10 (minor structures e.g. garden shed) are exempt). In the instance that an agent issues the AFSS, the consent of the owner must be documented and supplied in the Council submission.

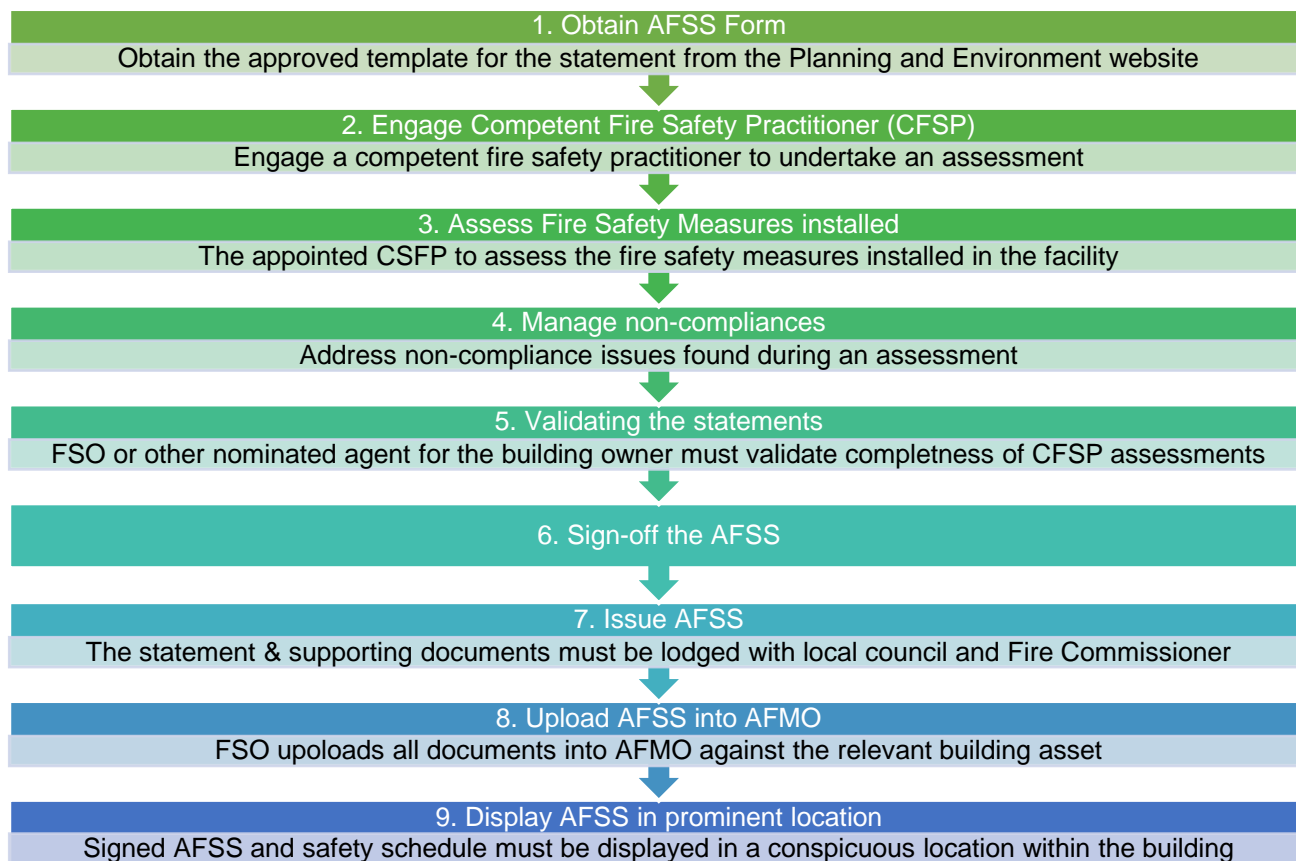
Repairs to a fire safety measure typically do not trigger the reissue of the Fire Safety Schedule as the relevant design standard may not have been changed

---

<sup>1</sup> <https://www.legislation.nsw.gov.au/#/view/regulation/2000/557/part9>

## 2.2 How to issue an AFSS

### High-level process map



## 2.3 Issuing an AFSS – Detailed Process

The following section describes the AFSS process in detail. It should be noted that some Local Government Councils prefer an AFSS for a group of buildings. However, the EP&A-R require one statement per building.

### Step 1: Obtain the approved template for the statement

In alignment with the regulation amendments, the most current approved template of AFSS must be used.

The electronic copy of the template can be accessed from the [Planning and Environment](http://www.planning.nsw.gov.au/Policy-and-Legislation/Buildings/Building-Regulation-and-Certification-Reform)<sup>2</sup> website. (template – Appendix A)

### Step 2: Engage an accredited [Competent Fire Safety Practitioner](#) to undertake an assessment

EP&A Regulation (2017 Amendment) requires an accredited Competent Fire Safety Practitioner (CFSP) to undertake the assessment and inspection of the essential fire

<sup>2</sup> <http://www.planning.nsw.gov.au/Policy-and-Legislation/Buildings/Building-Regulation-and-Certification-Reform>

safety measures installed in the building within 3 months of the date in which the AFSS is issued.

The government has recognised the Fire Protection Associations scheme (FPAS) that accredits Fire Safety Practitioners as being competent. Confirm your CFSP is accredited (Fire Protection Accreditation Scheme) and holds the accreditation for the applicable fire safety measures. <https://connect.fpaa.com.au/FireSafetyAssessor>.

### **Step 3: The appointed CSFP to assess the fire safety measures installed in the facility**

It is the responsibility of the engaged CFSP to assess and validate the fire safety measures installed in all the facilities. It must be ensured that all the safety measures listed on the building's fire safety schedule are assessed and referenced in the statement.

Once the inspection has been carried out and recorded, the CFSP must initial every inspection line item in Section 5 on the statement.

The CFSP is also required to assess and sign-off on paths of travel (Section 5 in the AFSS form – grey rows indicate paths of travel).

In addition to completing the AFSS form, it is essential that the CFSP submit a report to validate their assessment and adherence to this process.

### **Step 4: Addressing non-compliance issues found during an assessment**

If compliance issues are found during the assessment, they must be addressed through a rectification program.

The Fire Safety Officer (FSO) must ascertain the potential for the AFSS to be submitted after the due date and escalate within the HE accordingly. Co-ordination with the local council is advised to consider options including;

- requesting an extension of time to submit;
- if rectifications are extensive, the submission of an action plan for the defective measures; and
- issuing a part-AFSS for the defect-free measures and a rectification work plan for the defective measures.

Rectification works may cause delays in signing/submitting the AFSS. In this event, consideration must be given to the time from the inspection/assessment date to the anticipated date the AFSS is signed (when rectifications are completed). This time period cannot exceed 3 months.

If the AFSS is signed/submitted outside the 3 month window, it is unlikely to be accepted by Council and the assessment will need to take place again. If a part AFSS is issued for the complying measures, any future reassessment will be limited to the measures not included in the part AFSS. The process for sign-off and submission (as described in the steps below) is the same when issuing/re-issuing a fully or partly compliant AFSS.

### **Step 5: Validating the statement and attachments**

Once the assessment has been completed and required details on the statement have been filled out, the FSO or a contracted agent (this cannot be the CFSP) must:



- Validate the statement for completeness
- Ensure the statement lists all the required safety measures
- Supplement the signed-offline items with the following attachments
  - Annual Fire Safety Statement (*Appendix A*)
  - Fire safety schedule (*Appendix B*)
  - Request form from selected CFSP (*Appendix C*)
  - Written record of opinion of CFSP (*Appendix D*)
  - Upgrade Program (If submitting the statement with inconsistencies on advice of the council)

### Step 6: Sign-off on the AFSS

The *HE Chief Executive* or contracted owners' agent must sign off on the statement (Section 7 citing their name and contact details) before the statement can be lodged.

### Step 7: Issue the AFSS

The AFSS (along with the supporting documents) must be lodged with both the local council and the Fire Commissioner.

- Lodge via email with the Fire Commissioner - [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)
- Contact the relevant local council for their preferred lodgement approach

### Step 8: Upload the relevant documents in AFMO

After the AFSS has been issued, the FSO is required to upload the following documents into AFMO against the relevant building asset:

- AFSS
- Fire Safety Schedule
- Program of works for rectification

### Step 9: Display the statement in a prominent location in the building

The FSO must display a copy of the signed annual fire safety statement and safety schedule in a conspicuous location within the building, preferably within the main entry of the building adjacent to the fire indicator panels.

## 3 NON-COMPLIANCE CONSEQUENCES

It is the HE's responsibility to issue AFSS every 12 months, on or before the anniversary date. The inspection/assessment is required to be carried out within three months of the sign off date. The reason for this is to ensure the inspection/assessment occurred recently so the previous years' inspection/assessment can't be used again. Late submissions to the Council are considered an offence under the EPA Regulations.

Although the relevant Council may choose to send a reminder notice, it is not required by law to do so. The following weekly penalty notices apply for this offence:



Late Period	Fine
1 week	\$1000
2 weeks	\$2000
3 weeks	\$3000
4 weeks each week there after	\$4000

It should be noted every week of delay is considered a separate offence. Therefore, if the submission is 2 weeks late it is possible to be fined for being 1 week late and also fined for being 2 weeks late.

Failure to submit an AFSS could also lead to legal proceedings in the Land and Environment Court, where the maximum penalty for a breach is \$110,000.

### 3.1 Essential Fire Safety Measures to be Maintained

Clause 182 of the EPA Regulations requires the owner of a building to maintain all essential fire safety measure in and around the building. An on-the-spot fine of \$3000 (per offence) or court issued fine up to \$110 000 can be issued to the HE if a breach exists.

HE's are to ensure that their fire contractors are inspecting, testing and maintaining their fire systems in accordance with AS1851 and issuing the yearly condition reports, which is a requirement of AS1851.

### 3.2 Fire Safety Notices

Clause 183 of the EPA Regulations requires offence notices to be displayed in a conspicuous position-adjacent to a doorway providing access to (but not within) any fire-isolated stairway, passageway or ramp.

An on-the-spot fine of \$1500 (per offence) or court issued fine up to \$110 000 can be issued to individuals if caught creating a breach of the legislation and/or the HE could be fined if a breach exists.

## 4 DOORS AND PATHS OF TRAVEL RELATING TO EXITS

Clauses 184-186 of the EPA Regulations holds both individuals and the HE responsible for ensuring exit doors are not interfered with, obstructed or impeded. Further, any paths of travel to exits are kept clear of anything that may impede the free passage of persons.

This includes the hardware used to operate a door (or the door has subsequently be replaced) which, at a minimum, the exit hardware must allow the door to open with a single-handed action without recourse to a key, thus multiple pieces of hardware and locks are not permitted. If the building was constructed after 1992 the hardware must be a door handle not a doorknob.

An on-the-spot fine of \$1500 (per offence) or court issued fine up to \$110 000 can be issued to individuals if caught creating a breach of the legislation and/or the HE could be fined if a breach exists

## 5 SMOKE ALARMS

*Dwellings or relocatable homes (class 1a) or residential apartment buildings (class 2):* must ensure that the building or home is equipped with smoke alarms that are located, on or near the ceiling in the following locations:

- In any storey that contains bedrooms: — in every corridor or hallway associated with a bedroom, and if there is no such corridor or hallway associated with a bedroom, between that part of the building or home containing the bedroom and the remainder of the building or home.
- In any other storey of the building not containing bedrooms.

*Boarding houses and the like with a class 1b classification:* must ensure that the building is equipped with smoke alarms that are located, on or near the ceiling:

- in any storey of the building containing bedrooms:
  - in every bedroom, and
  - in every corridor or hallway associated with a bedroom, and if there is no such corridor or hallway associated with a bedroom, between each part of the building containing the bedroom and the remainder of the building, and
- in any other storey of the building not containing bedrooms.

*Boarding houses and the like with a class 3 classification:*

- Each sole-occupancy unit, in any storey of the unit containing bedrooms, is equipped with smoke alarms that are located, on or near the ceiling in every corridor or hallway associated with a bedroom, and if there is no such corridor or hallway associated with a bedroom, between each part of the unit containing the bedroom and the remainder of the unit, and
- Each sole-occupancy unit, in any storey of the unit not containing bedrooms, is equipped with smoke alarms that are located on or near the ceiling, and
- If the building does not have a functioning sprinkler system, each habitable room not within a sole-occupancy room, each public corridor and any other internal public space is equipped with smoke alarms that are located in those places where AS 1670.1 requires smoke detectors to be located.

*Health care building (class 9a):* must ensure that each patient care, each public corridor and any other internal public space associated with a patient care area, are equipped with smoke alarms that are located in those places where AS 1670.1 requires smoke detectors to be located:

- Specifications for smoke alarms: smoke alarms are to comply with the requirements of AS 3786.

- A smoke alarm installed in a moveable dwelling must be fitted with a hush button (being a button designed to silence false alarms).
- A smoke alarm that is required to be installed in a class 1b, class 3 or class 9a building is to be powered;
  - from the mains electricity supply; or
  - by a non-removable battery with a minimum life expectancy of 10 years that is connected to the smoke alarm.
- A heat alarm may be used in the place of a smoke alarm in any kitchen or other area where it is likely to be inappropriately activated, other than in a moveable dwelling.

## **6 EQulPNational ACCREDITATION AND 4-YEAR FIRE SAFETY AUDITS**

EQulPNational accreditation was developed in response to the Australian Commission on Safety and Quality in Health Care's (ACSQHC's) National Safety and Quality Health Service (NSQHS) Standards ('National Standards') First Edition.

Requirements under the accreditation are not only aligned with the NSQHS First Edition standards but also offer an additional five standards around compliance of non-clinical systems, previously including fire safety inspection of healthcare buildings and other buildings where occupants sleep (including Class 1b, 2, 3, 4 and 9c).

As of January 2019, EQulPNational standards were replaced by NSQHS Standards - Second Edition. Under the new accreditation mandates, there is no explicit requirement to undertake exclusive fire safety audits for buildings or to have an exclusive fire safety audit.

Under the existing NSW Health Ministry of Health Policy Directive Fire Safety in Health Care Facilities PD2010\_024, the 4-year Fire Safety Audit is included as an instrument in alignment with the EQulPNational accreditation requirements. The audit mandates a regular review of building fire safety systems and processes, to be carried out using BCA compliance as a benchmark.

For more information on revised certification requirements, please refer *EQulPNational (Standard 15 and Criterion 3.2.4)*, *NSQHS First Edition Standards Action 1.10* and *NSQHS Second Edition* standards.

### **6.1 Roles and Responsibilities**

The responsibility assignment matrix lists the roles within the HE and the required tasks of the AFSS process.

Task \ Position	HE Chief Executive	Owners Agent	Fire Safety Officer	Facility Manager	CFSP	Health Infrastructure
Selecting a CFSP	A	R	R	I	C	C
Assessing Essential Fire Safety Measures			A		R	C
Endorsing fire safety statements	R	R				
Issuing Annual Fire Safety Statements	A		R			I
Displaying Annual Fire Safety Statements and schedule in the HE facilities	A			R		I
Co-ordinating with Council and Fire Commissioner to manage impact of rectification works on submission deadlines	A	I	R			C
Ensuring rectification works are carried out in conjunction with inconsistencies found	A		R			C
<i>R = Responsible (Roles that are required to execute a task)</i>						
<i>A = Accountable (Roles that are ultimately accountable for the completion of the task – including sign-off and approval)</i>						
<i>C = Consulted (Roles that provide input and expertise to the roles executing the task)</i>						
<i>I = Informed (Roles that need to be kept updated with the progress of the task)</i>						

---

## **7 APPENDIX LIST**

1. Glossary & Definitions
  - A. Annual Fire Safety Statement
  - B. Fire Safety Schedule for Health Facilities
  - C. Building Works Checklist
  - D. Implementation / Compliance Checklist

## Glossary & Definitions

Abbreviation/Term	Definition
ACSQHC	Australian Commission on Safety and Quality in Health Care
AFMO	Asset & Facilities Management Online (NSW Health asset register and management system)
AFSS	Annual Fire Safety Statement
CCMP	Combustible Cladding Management Plan as defined by the NSW Health Infrastructure Cladding Remediation Program
CFSM	Critical EFSM's that require less than 12-month ITM frequencies
CFSP	Competent Fire Safety Practitioner as defined by the EP&A-R
EPA Regs	<a href="#">Environmental Planning &amp; Assessment Regulations 2000</a>
EFSM	Essential Fire Safety Measures as defined by EP&A-R
FSO/FSM	Fire Safety Officer/Fire Safety Manager as referenced in PD2010_24
FSER	Fire Safety Engineering Report as per Clause A2.2 of the NCC
HE	Health Entities including Local Health Districts, Specialty Health Networks, Specialty Health Services and Pillar Organisations including the MoH
MoH	Ministry of Health
NCC	National Construction Code Vol 2
NSQHS	National Safety and Quality Health Service
Owner's Agent	Certifying agency who is authorised to act on behalf of the Building Owner
PD24	NSW Policy Directive PD2010_024 – Fire Safety in Health Care Facilities
Private Certifier	A building inspector/surveyor who is authorised under <a href="#">section 109D</a> of the <i>Environmental Planning and Assessment Act 1979</i> (EP&A Act) and typically holds a current accreditation with the Building Professionals Board
Fire Safety Engineer	An engineer who accredited to certify alternative solutions involving building fire safety with the relevant performance requirements of the BCA.
The Guide	Fire Services Compliance Guide
The Schedule	Fire Safety Schedule as required by clause 168 of the EPA-R
4YFSA	4 Year Fire Safety Audit or 4-Y FSA

## Appendix A: Annual Fire Safety Statement – [Approved Format](#)



Version 2.0

Effective from 1 December

**How to complete this form**

1. Please print in CAPITAL LETTERS
2. Please complete all relevant sections in full

**Note**

1. A reference to 'the Regulation' in this statement is a reference to the Environmental Planning and Assessment Regulation 2000
2. A reference to a CFSP in this statement is a reference to a 'competent fire safety practitioner' as defined by clause 167A of the Regulation

**Section 1: Type of statement**

- This is (mark applicable box) ☐ an annual fire safety statement (complete the declaration at [Section 7](#) of this form)  
☐ a supplementary fire safety statement (complete the declaration at [Section 8](#) of this form)

**Section 2: Building the subject of this statement**

Street No.	Street Name	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lot No (if known)	DP/SP (if known)	Building Name (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

- This statement applies to (mark applicable box) ☐ the whole building  
☐ part of the building

**Section 3: Description of the building or part of the building the subject of this statement**

Storeys above ground in the building (No.)	Storeys below ground in the building (No.)
<input type="text"/>	<input type="text"/>

If statement relates to a part – describe that part and its location in the building

Uses of building or part subject to this statement (e.g. retail, offices, residential, assembly, carparking)

**Section 4: Name and address of owner of the building or part**

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street No.	Street Name	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## Section 5: Fire Safety Measures

1. All essential fire safety measures (including critical fire safety measures) must be listed for an annual fire safety statement
2. Only critical fire safety measures must be listed for a supplementary fire safety statement

Fire Safety Measure	Date Assessed	CFSP*	Minimum Standard of Performance

\* Insert initials of CFSP

## Section 6: Details of competent fire safety practitioners (CFSPs)

The table must include details of:

1. Each CFSP who endorsed a fire safety measure referred to in [Section 5](#) of this form
2. Each CFSP who inspected the building in accordance with clause 175(b) of the Regulation (in a shaded row)

Initials	Given Name/s	Family Name	Phone	Email	Signature

**Section 7: Annual fire safety statement declaration**I, [Click here](#) (insert full name)being the (mark applicable box) ☐ owner☐ owner's agent

certify that: a) each essential fire safety measure specified in this statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:

- i. in the case of an essential fire safety measure identified in Section 5 of this form and the fire safety schedule - to a standard no less than that specified in the schedule, or
- ii. in the case of any other essential fire safety measure identified in Section 5 of this form - to a standard no less than that to which the measure was originally designed and implemented, and

- b) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of the Regulation.

Owner/Agent Name	Owner/Agent Signature	Date

**Section 8: Supplementary fire safety statement declaration**I, [Click here](#) (insert full name)being the (mark applicable box) ☐ owner☐ owner's agent

certify that each critical fire safety measure specified in this statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement is issued.

Owner/Agent Name	Owner/Agent Signature	Date

**Section 9: Owner's authorisation**

(To be completed where an agent makes the declaration in Section 7 or Section 8 of this form)

I, being the owner, authorise the agent named in Section 7 or Section 8 to act on my behalf to make the declaration.

Owner's Name	Owner's Signature	Date

**Section 10: Contact details of person issuing this statement**

Title	Given Name/s	Family Name

Phone	Email

**Section 11: Fire safety schedule**

A current fire safety schedule for the building must be attached to this statement.

## Appendix B: [Fire Safety Schedule for Health Facilities](#)



### EXAMPLE FIRE SAFETY SCHEDULE – HEALTH FACILITIES

Issued under Clause 168 of the Environmental Planning & Assessment Regulation 2000

#### SCHEDULE

Statutory Fire Safety Measure	Design / Installation Standard
Access Panels, Doors & Hoppers	BCA Clause C3.13 & AS 1530.4 – 2014 and Manufacturer's specifications
Alarm Signalling Equipment	AS 1670.3 – 2004
Automatic Fail Safe Devices	BCA Clause D2.21
Automatic Fire Detection & Alarm System	BCA Spec. E2.2a & AS 1670.1 – 2015
Automatic Fire Suppression Systems	BCA Spec. E1.5 & AS 2118.1 – 1999 or AS 2118.4, 6 – 2012
Building Occupant Warning System activated by the Sprinkler System	BCA Spec. E1.5, Clause 8 and / or Clause 3.22 of AS 1670.1 – 2015
Emergency Lifts	BCA Clause E3.4 & AS 1735.2 – 2001
Emergency Lighting	BCA Clause E4.4 & AS 2293.1 – 2005
Emergency Evacuation Plan	AS 3745
Exit Signs	BCA Clauses E4.5, E4.6 & E4.8; and AS 2293.1 – 2005
Exit Signs (non-illuminated)	BCA Clause E4.7
Exit Signs (photo luminescent)	BCA Clause E4.8; BCA Specification E4.8 and manufacturer's specification
Fire Control Centres and Rooms	BCA Spec E1.8
Fire Blankets	AS 3504 – 1995 & AS2444 – 2001
Fire Dampers	BCA Clause C3.15, AS 1668.1 – 2015 & AS 1682.1 & 2 – 1990 and manufacturer's specification
Fire Doors	BCA Clause C2.12, C2.13, C3.2, C3.4, C3.5, C3.6, C3.7, C3.8 & C3.11; and AS 1905.1 – 2015 and manufacturer's specification
Fire Hose Reels	BCA Clause E1.4 & AS 2441 – 2005
Fire Hydrant Systems	Clause E1.3 & AS 2419.1 – 2005
Fire Rated Elements (including fire walls)	BCA Spec C1.1
Fire Seals	BCA Clause C3.15, AS 1530.4 – 2014 & AS 4072.1 – 2005 and manufacturer's specification
Fire Shutters	BCA Spec C3.4 & AS 1905.2 – 2005
Fire Windows	BCA Spec C3.4
Lightweight Fire Rated Construction	BCA Clause C1.8 & AS 1530.3 – 1999 and manufacturer's specification
Mechanical Air Handling Systems	BCA Clause E2.2, AS/NZS 1668.1 – 2015 & AS 1668.2 – 2012

Statutory Fire Safety Measure	Design / Installation Standard
Paths of Travel & Egress Strategy	EP&A Regulation Clause 186
Perimeter Vehicular Access	BCA Clause C2.4
Portable Fire Extinguishers	BCA Clause E1.6 & AS 2444 – 2001
Pressurising Systems	BCA Clause E2.2 & AS/NZS 1668.1 – 2015
Required Exit Doors (power operated)	BCA Clause D2.19(b)
Residential Automatic Sprinkler System	AS 2118.4 – 2012
Safety Curtains in Proscenium Openings	BCA NSW Clause H101.10 or H101.10.1 as applicable
Self-Closing Fire Hoppers	BCA Clause C3.13 & AS 1530.4 – 2014
Smoke Alarms	BCA Spec E2.2a and AS3786
Smoke and Heat Vents	BCA Spec E2.2c & AS 2665 – 2001
Smoke Hazard Management Systems	BCA Part E2 & AS/NZS 1668.1 –2015
Smoke and/or Heat Detectors (auto shutdown or smoke exhaust)	Clause 5(b) of BCA Spec E2.2a and AS 1668.1 – 2015
Smoke Dampers	AS/NZS 1668.1 – 2015
Smoke Doors	BCA Spec C3.4 & C2.5
Smoke Proof Walls	BCA C2.5
Solid Core Doors	BCA Clause C3.11
Sound System & Intercom Systems for Emergency Purposes (SSISEP)	BCA E4.9, Clause 5 of BCA Spec G3.8 and AS1670.4 – 2015
Stand-by Power Systems	BCA Clause E1.3, E3.4, E4.2 & E4.5; and AS 3000 – 1991
Wall-Wetting Sprinklers	BCA Clause C3.4 & AS 2118.2 – 1995
Warning & Operational Signs	Section 183 of the EP&A Regulation 2000, AS1905.1 – 2015, BCA Clause C3.6, D2.23, D3.6, E3.3 & H101.8
Fire Engineered Alternative Solutions	Design / Installation Standard
Fire engineered Alternative Solutions relating to: + + + +	BCA Performance Requirements ... Fire Safety Engineering Report prepared by ..... Report No. .... Revision .... dated .....
Critical Fire Safety Measure	Design / Installation Standard

## Appendix E: Building Works Checklist

<b>Location:</b>	
<b>Building:</b>	
<b>Department:</b>	
<b>Room:</b>	
Do the works completed match the works proposed? (Yes/No)	
Were any fire rated walls penetrated? (Yes/No) If yes has the penetrated been fire stopped correctly and certified? (Yes/No)	
Is the work area clean? (Yes/No)	
Are paths of travel to the exit doors clear to allow occupant evacuation? (Yes/No)	
Are any fire doors damaged from the works or materials transport? (Yes/No)	
If fire sprinklers are installed, will the completed works affect the spray pattern or create potential dry sections on the floor? (Yes/No)	
Have the works compromised the ability to view any illuminated exit signs? (Yes/No)	