

Ref	Section	Item	Comments
1	4.1.1	Does a documented site emergency plan exist?	
2	4.1.2	Have individuals been appointed to the roles defined in the plan?	
3	4.1.3; 4.1.4	Is the plan tested annually and then updated accordingly?	
4	4.1.5	Have one or more Fire Safety Advisors been appointed for the site?	
5	4.2.1	Have Building fire Managers been appointed to cover all buildings used by the department?	
6	4.2.2	Have sufficient Building wardens been appointed, and are the records kept up to date?	
7	4.2.3	Have Hot Works Permit Issuers been appointed?	
8	4.3.2	Has the BFM chaired a FRA review meeting in the last year?	
9	4.5.1	Is there evidence of suitable and sufficient maintenance of the relevant site infrastructure?	
10	4.5.5	Do a comprehensive and up to date set of building drawings exist?	
11	4.5.6; App 2	Is there evidence that the work on Fire Detection Systems is being done using a Permit to Work system?	
12	4.6.2	Do complete FRAs exist for all buildings?	
13	4.6.4	Has a Fire Drill been carried out for every building within the last 12 months?	
14	4.6.3	Is there evidence of inspection - and where necessary maintenance - of all Fire Extinguishers – portable or fixed?	
15	4.6.6	Have all False Fire Alarms been investigated to determine the route cause?	
16	4.7.1	Are frequent fire training sessions provided for those on the site?	
17	4.7.1	Are training records updated regularly?	
18	4.8.2	Has advice been sought to produce PEEP's when required?	
19	4.8.5; 4.9.2; App 3	Is there evidence that Hot Works are being done under a Hot Works Permit?	
20	4.1.2; 4.1.3; 4.1.5; 4.4.1; 4.4.1; 4.8.1; 4.9.1; 4.10.1; App 5	Have staff, long term contractors, tenants etc undertaken relevant training/refresher training for their role within the appropriate timescale?	