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## Fire Safety Services Reports

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QIA Group's inspection and report is fully compliant in accordance with Part 4 of the Building Fire Safety Regulation 2008, QDC Mandatory Part 6.1 and AS1851:2012, for Queensland clients. QIA Group conducts an onsite inspection by a qualified Fire Safety Advisor. We verify fire safety records for fire safety installations as per the Annual System Condition Reports supplied by the fire services contractors for each class of fire safety installation onsite.

The site is inspected to verify that a fire evacuation plan is present, intact and compliant. We inspect to confirm that annual evacuation records are present onsite, intact and in the prescribed form. We will also inspect all evacuation routes and emergency exit doors for obstructions.

QIA Group will produce a comprehensive report which includes the steps necessary to obtain compliance.

QIA Group will set up a Prescribed Fire Safety Document and Building Information Management System in accordance with Section 26 of the Building Fire Safety Regulation 2008. We will identify the type and location of each fire safety installation onsite and provide a record of same, develop required building information records. The fire safety records folder can be installed onsite, along with the installation of a copy of Certificate of Classification (as supplied) in the fire safety records folder, and install sections for equipment servicing records specific to the building in the fire safety records folder.



## Fire Evacuation Plan and Diagrams

QIA Group will provide a compliant fire and evacuation plan and diagrams for the common property areas of your building in accordance with relevant standards and safety legislation.

Evacuation diagrams are provided in an A3 format for common areas and A4 size for "Back of Door" diagrams. We can provide them laminated onto white solid foam core boards, printed directly to vinyl or perspex. Each diagram will illustrate evacuation routes and any fire fighting equipment for the common property. We will install evacuation diagrams in conspicuous locations within the defined common property evacuation routes as part of this service.

Paper copies of all evacuation diagrams will be forwarded to the strata manager or nominated representative and a full set of paper copies will be placed into the fire safety records folder - if onsite. We will supply evacuation plan and procedures suited to each building's requirements, which will be placed in the fire safety records folder (if onsite) and forwarded to the strata manager or nominated representative. Our plan and procedures will provide detailed instructions as to the use of any onsite fire fighting equipment (eg. fire extinguishers and hose reels).

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## Fire Evacuation Practice and Plan Review

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QIA Group will provide the annual compliant fire evacuation practice and occupant fire response training for your building. These are conducted during business hours, Monday to Friday.



We will train responsible person(s) onsite prior to an evacuation practice how to:

- Alert and communicate with persons in the building;
- Alert the fire brigade/service including using manually operated alarms;
- Arrange the evacuation of persons with special needs, members of the public and other persons in the building, to a designated assembly area for the building;
- Account for the number of persons evacuated;
- Liaise with the fire officers attending the building in response to the fire or emergency;

Our service will also include training as to how to operate fire fighting and inter-communication equipment in the building, for up to 20 participants. QIA Group will compile a record of onsite training and place a copy of said record in the fire safety records folder (if onsite) and send a photographic copy of the training record to the manager for offsite record keeping.

QIA Group will observe the emergency and fire response during the practice session, and provide a debrief session with the responsible person(s).

Once the evacuation practise has been completed, QIA Group will review the common property fire and evacuation plan, ensuring that any issues identified during the practise are addressed in the evacuation plan. We will compile a compliant record of the review and place it in the fire safety records folder - if onsite at the building.



## Fire Safety Records Cabinet Installation

QIA Group will supply and install an IP66 rated Fire Safety Records Cabinet, IP66 rating means "dust tight" and protected from water ingress except when immersed. This will ensure that documents stored within the cabinet will be protected from the effects of the weather, and because it is dust tight, the effects of vermin. The records cabinet is fitted with a fire services 003 lock and key. The cabinet is an unobtrusive colour and will be installed at the location specified by the owners, or if no location is specified, it will generally be located near the main switchboard.

## Fire Safety Advisor Service

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QIA Group will provide a qualified Fire Safety Advisor for the building. The Fire Safety Advisor will facilitate appointment and training of person(s) responsible for coordinating emergency evacuations.

Prior to the onsite evacuation practice we will train responsible person(s) to conduct the following:



- Alert and communicate with persons in the building;
- Alert the fire brigade/service including using manually operated alarms;
- Arrange the evacuation of persons with special needs, members of the public and other persons in the building, to a designated assembly area for the building;
- Account for the number of persons evacuated;
- Liaise with the fire officers attending the building in response to the fire or emergency;

Our service will also include training as to how to operate fire fighting and inter-communication equipment in the building, for up to 20 participants. QIA Group will compile a record of onsite training and place a copy of said record in the fire safety records folder (if onsite) and send a photographic copy of the training record to the manager for offsite record keeping.

QIA Group will observe the emergency and fire response during the practice session, and provide a debrief session with the responsible person(s).

Once the evacuation practise has been completed, QIA Group will review the common property fire and evacuation plan, ensuring that any issues identified during the practise are addressed in the evacuation plan. We will compile a compliant record of the review and place it in the fire safety records folder - if onsite at the building.

Our service includes an annual inspection of fire safety installation maintenance records and advice to owners of any discrepancies, between actual records and requirements.



## Annual Occupier's Statement

QIA Group can manage the compilation of an Annual Occupier's Statement ('AOS') in accordance with Sections 55A and 55B of the Building Fire Safety Regulation 2008, QDC Mandatory Part 6.1.

QIA Group provides preparation of the Annual Occupier's Statement for signing by a member of the Body Corporate - as per the Annual Condition Reports supplied to the Body Corporate for each class of fire safety installation by the fire safety installations contractors. QIA Group will send out the 'AOS' to Body Corporate representative(s) for signing/execution.

Once executed we shall lodge the 'AOS' with the QFES and supply a copy to the Body Corporate, as well as placement of the 'AOS' onsite into the Building Fire Safety Records Folder.