

FIRE SAFETY MANAGEMENT PLAN CHECKLIST

To assist with the implementation of a Fire Safety Management Plan (FSMP), use the following checklist to ensure the components of the FSMP have been included. The tick boxes will assist in determining if all requirements have been met.

Is the Fire Safety Management Plan readily accessible, located on the premises, regularly updated and presented in an acceptable format?

- YES NO

Does the Fire Safety Management Plan include:-

Information regarding the building?

Including:

- building name (if applicable)
- building address
- building owner's name, address and contact details

- YES NO

A record of the maximum allowable number of occupants for each sleeping area of the building?
Including:

- bedroom, or sleeping area, measurements (length x breadth)
- floor area of each bedroom or sleeping area (m²), divided by 2.5m², to ascertain the maximum number of allowable occupants
- acknowledgment of a 900mm clear path of travel to the exits of the bedroom or sleeping area

- YES NO

A record of the building's prescribed fire safety installations?

Including:

- date of installation (if known)
- name of person, or company, who installed this equipment
- brand name
- model number or type of equipment (if applicable)
- mounting location of portable equipment (e.g. fire extinguishers)

- YES NO

A maintenance schedule for all prescribed fire safety installations within the building?

Including:

- a record of when each prescribed fire safety installation requires servicing, inspection or maintenance

- YES NO

An effective evacuation plan for all occupants of the building?

Including:

- provision for any occupants with disabilities
- actions required by staff (if applicable)
- procedures to be followed by residents, visitors, contractors and any other people who may be in the building during an evacuation
- copy of the fire and evacuation sign that is posted throughout the building

- YES NO

A proposed training program for residents and staff for fire management and prevention, and emergency evacuation?

Including:

- when future training/instruction has been planned to be undertaken
- who the planned training/instruction is for

- YES NO

A copy of the building plans identifying the location of the prescribed fire safety installations?

Including:

- plans are drawn to a reasonable scale
- these plans are separate from any floor plans shown on fire and evacuation plans

- YES NO

A record of any alternative solutions applied to the fire safety installations in the building that still enables compliance with the performance criteria of the Fire Safety Standard, as approved by both local government and QFRS.

- YES NO NOT APPLICABLE



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IF YOU TICKED THE 'NO' BOX FOR ANY QUESTION, THE FIRE SAFETY MANAGEMENT PLAN IS NOT ACCEPTABLE.

