



Department of
Building and Housing
Te Tari Kaupapa Whare

Dear Customer

Please find enclosed Amendment 2, effective 10 October 2011, to the Compliance Schedule Handbook.

Section	Old Compliance Schedule Handbook	October 2011 Amendments to Compliance Schedule Handbook
Title pages	Remove title page and document history	Replace with new title page and document history
Contents	Remove page 3/4	Replace with new page 3/4
Introduction	Remove pages 5/6, 9/10	Replace with new pages 5/6, 9/10
SS 3/1	Remove page 21/22	Replace with new page 21/22
SS 7	Remove page 27/28	Replace with new page 27/28
SS 12/1	Remove page 43/44	Replace with new page 43/44
SS 15/2	Remove page 49/50	Replace with new page 49/50
SS 14/2 and 15/4	Remove page 53/54	Replace with new page 53/54

Compliance Schedule Handbook

Prepared by the Department of Building and Housing

This Compliance Document is prepared by the Department of Building and Housing. The Department of Building and Housing is a Government Department established under the State Sector Act 1988.

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New Zealand Government

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Compliance Schedule Handbook: Document History

	Date	Alterations
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Amendment 1	31 March 2008	p.2, Document History, Status p.3, Contents p.10, 7.0 Specified Systems pp. 55–56, SS 16 Cable Cars
Amendment 2	10 October 2011	p.2, Document History, Status p.3, Contents p.5, Introduction p.6, 1.0 p.9, 6.0 p.10, 8.0 p.22, SS 3/1 B p.28, SS 7 B p.43, SS 12/1 B p.49, SS 15/2 B p.53, SS 14/2 and 15/4 B

Document Status

The most recent version of this document, as detailed in the Document History, is approved by the Chief Executive of the Department of Building and Housing. It is effective from 10 October 2011 and supersedes all previous versions of this document.

People using this document should check for amendments on a regular basis. The Department of Building and Housing may amend any part of any document at any time. Up-to-date versions of documents are available from www.dbh.govt.nz

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Section 1 Introduction

Background

In March 2005, the parts of the Building Act 2004 (the Building Act) covering compliance schedules and building warrants of fitness (BWofFs) came into force and the Building Act 1991 (the former Act) was repealed. The Building Act and the introduction of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 have brought about significant changes to the compliance schedule and BWofF regimes, including changes to the systems required on a building's compliance schedule. These regimes ensure that systems or features that contribute to the proper functioning of a building, such as lifts and sprinkler systems, are regularly monitored and maintained.

Use of this document

The Compliance Schedule Handbook is broken into three sections. The first is the introduction. The second, *Compliance schedule regime*, is intended to provide information about the compliance schedule and BWofF regimes under the Building Act. The third section, *Compliance schedule content guidelines*, provides a guide to developing a compliance schedule for a specified system or systems in a building, including guidance on the associated inspection, maintenance and reporting procedures.

Guidance

The Compliance Schedule Handbook is intended as a guide in accordance with section 175 of the Building Act. Readers should always refer to the Building Act and Building Regulations as the source documents. In all cases, a compliance schedule must be issued by a building consent authority. However, a building owner must, if required by the building consent authority, submit proposals for the inspection and routine maintenance procedures for the purposes of the compliance schedule as part of a building consent application. A building owner may submit these proposals with the building consent application even if the building consent authority has not required them.

Regional authorities

Under the Building Act, a regional authority performs the functions of a building consent authority and territorial authority that relate to compliance schedules and BWofFs, to the extent that those functions relate to dams. For the purpose of performing functions relating to dams, every reference (with the exception of Section 2 Paragraph 8.0) to a building consent authority or territorial authority in the Compliance Schedule Handbook should be read as a reference to a regional authority.

What this document does not cover

The Compliance Schedule Handbook does not provide model compliance schedules or examples of what a compliance schedule should look like. Its use is limited to providing guidance on how to develop a compliance schedule.

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Section 2 Compliance schedule regime

1.0 Compliance schedules

A compliance schedule is a document that contains specific information about, and procedures for, specified systems within a building.

Section 103 of the Building Act requires that a compliance schedule must state:

- the specified systems that are covered by the compliance schedule
- the performance standards for the specified systems
- the inspection, maintenance, and reporting procedures to be followed for each specified system
- the specified systems that relate to the following:
 - means of escape from fire
 - safety barriers
 - access and facilities for use by persons with disabilities
 - handheld hose reels for fire-fighting
 - any signs that are required by the Building Code or section 120 of the Building Act.

Section 100 of the Building Act states that a compliance schedule is required for a building (except a single household unit) containing any of the prescribed specified systems (currently there are 15 different specified systems prescribed – see Paragraph 7.0).

From 31 March 2008 any building, including a building used wholly as a single household unit, requires a compliance schedule if the building has a cable car attached to it, or servicing it.

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Household units only require the compliance schedule for the cable car, not any other specified system.

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1.1 Owner's obligations

Section 101 of the Building Act provides that the owner of a building for which a compliance schedule is required under section 100 must obtain one. Failure to do so is an offence

carrying a fine of up to \$20,000, and a further \$2,000 for every day the offence is continued.

The owner is responsible for being aware of any specified system installed in their building and ensuring it is listed on a compliance schedule.

Owners of a building for which a compliance schedule has been issued also have a responsibility to ensure:

- each of the specified systems are performing and will continue to perform to the performance standards for that system
- they provide the territorial authority with an annual BWoF on the anniversary of the issue of the compliance schedule, accompanied by Form 12A(s) from an IQP for each specified system and any recommendations to amend the compliance schedule by an IQP
- the compliance schedule is kept at the place stated on the schedule and agreed to by the owner and the territorial authority
- the compliance schedule is available for inspection by any person or organisation with the right to inspect the building under any Act
- for the first 12 months after the compliance schedule is issued, a compliance schedule statement is displayed in a public place within the building
- they obtain annual written reports (see Paragraph 5.0) relating to the inspection, maintenance, and reporting procedures of the compliance schedule signed by the IQP
- they keep the annual written reports together with the compliance schedule for a period of 2 years and produce these reports when required by the territorial authority or person/organisation that has the right to inspect the building.

1.2 Issue of a compliance schedule

Compliance schedules for new buildings (ie, those with no existing schedule) are issued by a building consent authority when the code compliance certificate (CCC) is issued.

accordance with section 108 of the Building Act, the owner is liable for a fine of up to \$20,000.

4.0 Form 12A – Certificate of compliance

Form 12A is a form issued by an IQP to verify that the inspection, maintenance and reporting procedures on a compliance schedule for a specified system have been carried out during the previous 12 months.

In order for the BWoF to be valid, the owner must obtain Form 12A(s) covering all the specified systems in the building and attach them to the BWoF, before supplying it to the territorial authority.

There may be a Form 12A for each specified system or one Form 12A may cover several specified systems. This will depend on the number of IQPs required for a building. Whatever the case, when those certificates are considered together, they must certify that the inspection and maintenance procedures stated in the compliance schedule for all specified systems have been fully complied with during the previous 12 months.

The Form 12A cannot be amended or altered to create exceptions from the requirement to fully comply with the inspection, maintenance, and reporting procedures for the previous 12 months.

5.0 Compliance schedule reports

Section 110 of the Building Act requires that an owner of a building for which a compliance schedule has been issued must obtain annual written reports relating to the inspection, maintenance, and reporting procedures of the compliance schedule.

The owner must ensure the reports are:

- signed by an IQP who carried out one or more of the inspection, maintenance, and reporting procedures
- kept for a period of 2 years
- produced when required by the territorial authority and any other person or organisation who has the right to inspect the building under any Act.

The owner must also ensure the BWoF states where the reports, along with the compliance schedule, are kept.

6.0 Performance standard

The term 'Performance standard' for a specified system is not defined by the Building Act. However, it can be interpreted as the level of performance a specified system was intended to meet, and to continue to meet, at the time it was designed and installed in a building.

The Building Act requires that a specified system must be inspected and maintained in order to ensure that it performs, and continues to perform, to that standard.

If a specified system is designed and installed to a Compliance Document, Standard or specific documentation, this will set the performance standard for that specified system. An example is the level required by NZS 4541 for sprinkler systems.

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7.0 Specified systems

Specified systems are systems or features that contribute to the proper functioning of the building. Specified systems require ongoing inspection and maintenance to ensure they function as required, because if they fail to operate properly, they have the potential to adversely affect health or life safety.

The specified systems are listed in Schedule 1 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005, and are listed below. Where one or more of these systems exist in a building (except a single household unit), a compliance schedule is required.

- SS 1 Automatic systems for fire suppression
- SS 2 Automatic or manual emergency warning systems for fire or other dangers
- SS 3 Electromagnetic or automatic doors or windows
- SS 4 Emergency lighting systems
- SS 5 Escape route pressurisation systems
- SS 6 Riser mains for use by fire services

- SS 7 Automatic back-flow preventers connected to a potable water supply
- SS 8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings
- SS 9 Mechanical ventilation or air conditioning systems
- SS 10 Building maintenance units providing access to exterior and interior walls of buildings
- SS 11 Laboratory fume cupboards
- SS 12 Audio loops or other assistive listening systems
- SS 13 Smoke control systems
- SS 14 Emergency power systems for, or signs relating to, a system or feature specified in any of SS 1 to SS 13 above
- SS 15 Other fire safety systems or features (systems for communicating information intended to facilitate evacuation, final exits, fire separations, signs, fire separations)

Amend 1
Mar 2008 | SS 16 Cable cars

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SS 2 Automatic or manual emergency warning systems

A.	Scope	C.	Maintenance		
<p>An emergency warning system is required to be listed on a compliance schedule in all cases.</p> <p>Examples:</p> <p>Examples of emergency warning systems include, but are not limited to the following.</p> <p>Emergency warning systems that perform a function contributing to the fire safety precautions of a building, for example:</p> <ul style="list-style-type: none"> (i) manual warning systems (Type 2 alarm) (ii) automatic fire alarm system with heat detectors and manual call points (Type 3 alarm) (iii) automatic fire alarm system with smoke detectors and manual call points (Type 4 alarm). <p>Emergency warning systems installed to manage hazardous properties of, or danger from, substances stored or used within the premises that are governed by a Building Code clause. For example:</p> <ul style="list-style-type: none"> (i) a carbon monoxide gas detection system within a carpark building that warns occupants of a potentially hazardous concentration of gas. 		<p>Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure the system will operate as required in the event of a fire or other danger.</p>			
<th data-bbox="272 1115 400 1196">B.</th> <th data-bbox="400 1115 820 1196">Inspections</th> <td colspan="2"></td>		B.	Inspections		
<p>General</p> <p>Emergency warning systems require regular inspection and testing to ensure the system will operate as required by the performance standard in the event of fire or other danger.</p> <p>Content and frequency of inspections</p> <p>Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used:</p> <p>B.1 NZS 4512</p> <p>B.2 AS 1851</p> <p>B.3 a specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.</p>					

SS 3 Electromagnetic or automatic doors or windows

- SS 3/1 Automatic doors
- SS 3/2 Access controlled doors
- SS 3/3 Interfaced fire or smoke doors or windows

SS 3/1 Automatic doors

A.	Scope
	<p>An automatic door is required to be listed on a compliance schedule where the door:</p> <p>A.1 is designed to open without direct operation from any building occupant, and</p> <p>A.2 could cause injury should they fail to operate as required, and</p> <p>A.3 could trap occupants in a building should it fail to operate as required.</p> <p>Examples:</p> <p>Examples of automatic doors include, but are not limited to:</p> <ul style="list-style-type: none"> (i) automatic sliding doors (ii) automatic revolving doors.

B.	Inspections
	<p>General</p> <p>Automatic doors require regular inspection and testing to ensure the system will operate as required by the performance standard, occupants are not prevented from leaving the building in the event of an emergency, and people with disabilities are able to gain access to the internal space of the building.</p> <p>Content and frequency of inspections</p> <p>Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used:</p> <p>B.1 NZS 4239</p> <p>B.2 AS 4085</p> <p>B.3 AS 4290</p> <p>B.4 AS 5007</p> <p>B.5 a specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.</p>

Inspections (continued)
<p>As a minimum, if not already stated by the nominated Standard(s) or document, inspections should be carried out:</p> <ul style="list-style-type: none"> • daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) and for all buildings where building work is occurring that may affect an automatic door on an escape route or an accessible route • monthly, for all other occupancies • annually, for all occupancies. <p>Daily and monthly inspections</p> <p>Doors should be inspected to ensure they can be opened and that they are not:</p> <p>B.5 locked</p> <p>B.6 barred</p> <p>B.7 blocked.</p> <p>Annual inspections</p> <p>Inspection of the following should be carried out when appropriate to the installation.</p> <p>B.8 Auto door controller operation</p> <p>B.9 Activation devices</p> <p>B.10 Safety devices</p> <p>B.11 Hanger brackets and bolt fixings</p> <p>B.12 Wheels</p> <p>B.13 Anti-rise rollers</p> <p>B.14 General condition of door leaves and hardware</p> <p>B.15 Alignment and clearance of doors</p> <p>B.16 Glazing and vision panel to door leaves and over lights</p> <p>B.17 Floor guides</p> <p>B.18 Operation of any doorway illumination</p> <p>B.19 Visibility of strongly contrasting visual strip to leading edge</p> <p>In addition to being inspected, the following should be tested for effective operation when appropriate to the installation.</p> <p>B.20 Electrical and mechanical lock</p> <p>B.21 Battery back-up</p> <p>B.22 Brake settings</p> <p>B.23 Panic breakout or fail-safe devices</p> <p>B.24 Interface between the automatic doors and the building's emergency warning system</p> <p>B.25 Motion pick up of sensors at shallow angles</p> <p>B.26 Door timing (it should remain open for at least five seconds)</p>

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SS 6 Riser mains

A. Scope

A riser main for use by fire services is required to be listed on a compliance schedule in all cases.

Examples:

Examples of riser mains for use by fire services include, but are not limited to:

- (i) a dry riser
- (ii) a charged riser.

B. Inspections

General

Riser mains for use by fire services require regular inspection and testing to ensure the system will operate as required by the performance standard in the event of a fire.

Content and frequency of inspections

Depending on the type of installation and its performance standard, the following referenced Standard or document could be used.

B.1 NZS 4510

B.2 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so

C. Maintenance

Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure the system will operate as required in the event of a fire.

SS 7 Automatic back-flow preventers

A. Scope

A back-flow preventer is required to be listed on a compliance schedule where the preventer:

- A.1** is connected to a potable water supply, and
- A.2** is contained entirely within the property boundary of the building it is servicing, or
- A.3** it is contained partially within the property boundary of the building it is servicing and is not owned by the network utility operator (NUO).

Examples:

Examples of back-flow preventers include, but are not limited to:

- i) reduced pressure zone devices
- ii) double check valve assemblies
- iii) pressure type vacuum breakers
- iv) atmospheric vacuum breakers.

B. Inspections

General

Automatic back-flow preventers require regular testing to ensure they provide protection to the drinking water supply.

Content and frequency of inspections

Depending on the type of installation and its performance standard, the following referenced Standard, document or procedure could be used.

- B.1** Reduced pressure zone devices, double check valve assemblies, pressure vacuum breakers:
 - B.1.1** AS 2845.3
 - B.1.2** United States Environmental Protection Agency 'Cross-Connection Control Manual'.
 - B.1.3** NZ Backflow testing standard.
- B.2** Atmospheric vacuum breaker devices.
 - B.2.1** These should be tested annually in accordance with the following and achieve the required results.
 - (i) Operate the device by turning on the fixture or equipment and observe the operation. The poppet or float must close on increase in pressure, and
 - (ii) Operate the device by turning off the fixture or equipment and observe the operation. The poppet or float must open on decrease in pressure.

Inspections (continued)

- B.3** Any other back-flow preventer connected to a potable water supply required to meet the requirements of the Building Code:
 - B.3.1** a specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.

Non-testable automatic back-flow preventers connected to a potable water supply should be inspected annually and replaced or repaired if leaking or displaying any other fault.

Automatic back-flow preventers should be inspected and tested after repair or replacement.

C. Maintenance

Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure the back-flow preventer provides protection to the drinking water supply.

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SS 12 Audio loops or other assistive listening systems

- SS 12/1 Audio loops
- SS 12/2 FM radio frequency systems and infrared beam transmission systems

SS 12/1 Audio loops

A. Scope

An audio loop is required to be listed on a building’s compliance schedule in all cases.

B. Inspections

General

Audio loops require regular inspection to ensure they operate as required by the performance standard.

Content and frequency of inspections

Audio loops should be inspected six-monthly in accordance with the requirements below.

Six-monthly inspections

The six-monthly inspections should include, as a minimum, inspection and testing of:

B.1 magnetic field strength in the specified magnetic field area for the values defined in AS 60118.4

B.2 magnetic background noise interference from other equipment where, since the last inspection, equipment has been installed, activated or altered in the proximity of the teleloop system.

COMMENT:

Such equipment could include electrical fittings, heating systems, electrical controls or equipment, an adjacent loop system or metallic structures.

B.3 Sound amplification installations consisting of loop systems should be tested for sound pressure level and sound distortion.

Where room acoustics have been altered since the last inspection, the sound amplification installation should also be tested for spectrum analysis and speech intelligibility (RASTI).

COMMENT:

Room acoustics could have been altered or affected by such things as the addition or removal of carpet, curtains or objects.

C. Maintenance

Planned preventative maintenance and responsive maintenance should be applied to ensure continued effective operation during occupation of the building.

SS 12/2 FM radio frequency systems and infrared beam transmission systems

A. Scope

An FM radio frequency system or infrared (IR) beam transmission system is required to be listed on a building’s compliance schedule in all cases.

B. Inspections

General

FM radio frequency systems and IR beam transmission systems are required to be inspected regularly to ensure they operate as required by the performance standard.

Content and frequency of inspections

FM radio frequency and IR beam transmission systems should be inspected six-monthly in accordance with the requirements below.

Six-monthly inspections

The six-monthly inspections should include, as a minimum, inspection and testing of:

B.1 signal transmission strength

B.2 FM transmission and availability of good reception in the indicated public area – any coverage blank spots should be eliminated or marked.

COMMENT:

Where IR transmission is used, blank spots may be caused by pillars, obstructions or poor placement of the emitters, as reception is dependent on direct line transmission.

B.3 Receiver settings – these should be set for the transmission channel used at the venue.

B.4 Where only FM transmission is available and users provide their own receivers, the system should be tested for proper operation and full area coverage.

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Inspections (continued)

B.5 Where receiver units and relevant listening devices are available for public hire they should be inspected to ensure:

B.5.1 the specified number of receivers are available for use.

The following items should also be tested to ensure they are functioning properly, being used correctly, and are in good condition:

B.5.2 cords

B.5.3 connectors

B.5.4 teleloop (where used)

B.5.5 stethoclip, earplugs

B.5.6 headset.

C. Maintenance

Planned preventative maintenance should be applied to ensure continued operation during occupation of the building.

In particular the following should be carried out.

C.1 Where equipment is available for hire, earplugs, headset covers or ear pads should be sanitised and sealed in a bag or replaced after each use

C.2 Rechargeable batteries used in the receivers should be recharged after each use to ensure full operating capacity

Responsive maintenance should be applied to ensure continued operation during occupation of the building.

In particular the following should be carried out.

C.3 Where a component of the assistive listening system is found to be faulty or not operating as required it should be repaired or replaced without undue delay

SS 15 Other fire safety systems or features

- SS 15/1 Systems for communicating spoken information intended to facilitate evacuation
- SS 15/2 Final exits
- SS 15/3 Fire separations
- SS 15/4 Signs for communicating information intended to facilitate evacuation (see the end of this Part)
- SS 15/5 Smoke separations

SS 15/1 Systems for communicating spoken information intended to facilitate evacuation

A.	Scope
	<p>A system for communicating spoken information intended to facilitate evacuation is required to be listed on a compliance schedule where the system:</p> <p>A.1 forms part of a means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13.</p> <hr/> <p>Examples:</p> <p>Examples of systems for communicating spoken information intended to facilitate evacuation include, but are not limited to:</p> <ul style="list-style-type: none"> (i) a building intercom system for use by the Fire Service (ii) a public address system to facilitate staged evacuation (iii) an emergency warning intercommunications system (EWIS).

B.	Inspections
	<p>General</p> <p>Systems for communicating spoken information intended to facilitate evacuation require regular inspection and testing to ensure they operate as required by the performance standard in the event of a fire.</p> <hr/> <p>Content and frequency of inspections</p> <p>Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used.</p> <p>B.1 NZS 4512</p> <p>B.2 AS 1851</p> <p>B.3 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so</p>

C.	Maintenance
	<p>Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure the system will operate as required in the event of a fire.</p>

SS 15/2 Final exits

A.	Scope
	<p>A final exit is required to be listed on a compliance schedule where:</p> <p>A.1 the escape route in which the final exit is located contains one or more of the specified systems 1–6, 9 and 13.</p> <hr/> <p>Examples:</p> <p>Examples of final exits include, but are not limited to:</p> <ul style="list-style-type: none"> (i) an exit door from the building to the street (ii) an exit gate at the base of an external stair (iii) an exit gate between an enclosed yard of a building and the street (iv) a door between two evacuation zones in a hospital with staged evacuation (v) a door between two buildings where either building is a safe place for the adjacent building.

B.	Inspections
	<p>General</p> <p>Final exits require regular inspection to ensure occupants are not prevented from leaving the building in the event of an emergency.</p> <hr/> <p>Content and frequency of inspections</p> <p>Depending on the type of installation and its performance standard, one or more of the following documents could be used.</p> <p>B.1 Checklist from the published guidelines for the Fire Safety and Evacuation of Buildings Regulations 2006</p> <p>B.2 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so</p>

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Inspections (continued)

As a minimum, if not already stated by the nominated Standard(s) or document, inspections should be carried out:

- daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) and for all buildings where building work is occurring that may affect a final exit
- monthly, for all other occupancies.

Daily and monthly inspections

Final exits should be inspected to ensure they can be opened and are not:

B.3 locked

B.4 barred

B.5 blocked.

And that door-locking devices:

B.6 are clearly visible

B.7 are easily operated without a key or other security device

B.8 do not prevent or override the direct operation of panic bolts fitted to any door.

C. Maintenance

Responsive maintenance should be carried out to ensure occupants are not prevented from leaving the building in the event of an emergency.

In particular, the final exits should be maintained to ensure they are:

C.1 clearly identified

C.2 free of obstructions

C.3 unlocked

C.4 easily-used.

SS 15/3 Fire separations

A. Scope

A fire separation is required to be listed on a compliance schedule where the fire separation:

A.1 forms part of the means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13.

Examples:

Examples of fire separations include, but are not limited to, the following:

- (i) fire door forming part of a fire separation
- (ii) walls forming a safe path within a building
- (iii) fire rated floor in a service cupboard.

B. Inspections

General

Fire separations require regular inspection to ensure they prohibit the spread of fire and, in the case of fire doors, occupants are not prevented from leaving the building in the event of an emergency.

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following Standards or documents could be used.

B.1 Compliance Document C/AS1 Fire Safety

B.2 AS/NZS 1905

B.3 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so

As a minimum, if not already stated by the nominated Standard(s) or document, inspections should be carried out:

- daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) and for all buildings where building work is occurring that may affect a fire separation
- six-monthly, for crowd occupancies
- monthly and annually, for all other occupancies.

Daily and monthly inspections

Fire separations that bound exitways should be visually inspected for:

B.4 signs of damage or deterioration that could adversely affect their fire resistance function, particularly with respect to closures, exposed fire-stopping and surface finish

B.5 new penetrations without suitable fire-stopping.

An inspection should be carried out to ensure doors forming part of an escape route can be opened and are not:

B.6 locked

B.7 barred

B.8 blocked.

SS 14/2 & SS 15/4 Signs

A.	Scope
SS 14/2	
A sign is required to be listed on a compliance schedule for the purposes of specified system 14 where the sign:	
A.1 relates to one or more of the specified systems 1–13.	
SS 15/4	
A sign for communicating information intended to facilitate evacuation is required to be listed on a compliance schedule for the purposes of specified system 15 where the sign:	
A.1 forms part of a means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13.	
Examples SS 14/2:	
Examples of signs relating to specified systems 1 to 13 include, but are not limited to:	
<ul style="list-style-type: none"> (i) SS 2 – sign instruction on how to operate a fire alarm call point (ii) SS 3 – sign showing location of automatic door for accessibility (iii) SS 8 – sign advising not to use the lift in the event of fire (iv) SS 8 – sign indicating the lift’s rated load in persons and kilograms (v) SS 8 – sign showing location of lift for accessibility (vi) SS 12 – international symbol for deafness. 	
Examples SS 15/4:	
Examples of signs to facilitate evacuation include, but are not limited to:	
<ul style="list-style-type: none"> (i) exit sign (ii) directional sign (iii) no exit sign. 	

B.	Inspections
General	
Signs require regular inspection to ensure they operate as required by the performance standard.	
Content and frequency of inspections	
Where illumination of signage is necessary, the procedures of SS 4 should be used to verify that illumination occurs for the required duration.	
Where available, signage should be inspected in accordance with the published Standard or the performance specification of the associated specified system.	
The following minimum checks should be carried out when appropriate to the installation.	
Monthly inspection	
Illuminated signs should be inspected to ensure they are:	
B.1 of the correct type	
B.2 present and in the right locations	
B.3 legible	
B.4 illuminated.	
Annual inspection	
Signs not required to be illuminated should be inspected to ensure they are:	
B.5 of the correct type	
B.6 present and in the right locations	
B.7 legible.	
Signs required to be illuminated should be tested to ensure they:	
B.8 remain illuminated in the event of a failure of the main lighting supply, for the same duration as required by Clause F6 Visibility in Escape Routes.	

Amend 2
Oct 2011

Inspections (continued)**Specific considerations****SS 12 Audio loops or other assistive listening systems**

B.9 Checks should be made to ensure the following signs or displays are present and in the right locations, where required.

B.9.1 Approved international signage indicating audio loop availability is displayed at entrances to the venue, auditorium, room or area.

B.9.2 A map or a display of the area covered by the audio loop, its location if coverage is limited within the venue, and directions to the indicated area are displayed.

B.9.3 Where counterloops are installed, each counter displays a sign indicating availability.

B.9.4 The transmission channel used for the venue is displayed at the entrances to the venue to allow users to adjust their receivers to the frequency channel in use.

SS 13/2 Natural smoke control

B.10 Checks should be made to ensure any operational signage for the ventilator is still in place and legible.

C. Maintenance

Responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard of the associated system, and to ensure signs remain correctly-positioned and legible and where appropriate ensure the escape route is identified.