



Fire Safety Plan (FSP) Review Checklist¹

Date: _____

(Component of a BC Fire Code (BCFC) compliance inspection)

COMPANY INFORMATION			
Company Name:		Building Name:	
Address:			
	Street # and Name	City/Province	Postal Code

Instructions: Place a '✓' for 'Yes', an 'X' for 'No', or 'N/A' for 'Not Applicable' to each statement.
 Relevant information can be recorded in the space provided under each item.

At minimum, a fire safety plan (FSP) should include the following information:

1. Fire Safety Plan Review by Building Owner or Occupier (BCFC section 2.8.2.1.(2)):	
<input type="checkbox"/>	<p>The fire safety plan is current:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed within the past 12 calendar months <input type="checkbox"/> There has not been any significant process or other operation changes since the last review that should be added to the plan
<input type="checkbox"/>	<p>The individual(s)/company who prepared the fire safety plan or conducted the review is identified.</p> <p>Optional: Determine if the preparer(s) or reviewer(s) had the knowledge and experience to adequately prepare or review a fire safety plan. E.g., a strong background in fire prevention, fire code consulting, inspection procedures, planning or fire protection engineering.</p>
<p>Note: Physical site visit can be used to determine if:</p> <ul style="list-style-type: none"> I. Fire Safety Plan implemented as designed. II. All reasonably foreseeable fire and explosion hazards, in this building or property, have been identified. <p>Site visit observations can be recorded on the Fire Prevention Inspection Report</p>	

¹ Can be used in conjunction with the one or more following:
 Fire Hazard Identification Checklist and/or the Fire Prevention Inspection Report

2. Emergency Procedures and Information Needed to Plan for an Emergency (BCFC section 2.8.2.1.(1)(a)):

<input type="checkbox"/>	Contact personnel in the event of an emergency. <input type="checkbox"/> A list of names and telephone numbers of persons to be contacted during and after normal operating hours or in the event of an emergency is included <input type="checkbox"/> Evidence demonstrates the contact personnel are able to respond within a specified time. E.g., their estimated response time is known
<input type="checkbox"/>	FSP includes written instructions on the procedures to follow when an alarm is sounded.
<input type="checkbox"/>	Fire emergency procedures developed for prominent posting on each floor.
<input type="checkbox"/>	Special provisions for persons requiring assistance developed.
<input type="checkbox"/>	Muster point(s) (or meeting place) identified.
<input type="checkbox"/>	List of on-site personnel is regularly updated to remain current – ensures ability to accurately account for everybody on site.
<input type="checkbox"/>	Personnel are assigned to carry out critical tasks: <input type="checkbox"/> Sound the fire alarm (designate and backup person) <input type="checkbox"/> Notify the fire department (9-1-1) (designate and backup person) <input type="checkbox"/> Meet the fire department upon arrival and give information, such as the location of the fire or injury

	<input type="checkbox"/> Site fire warden duties (ensuring various trades are represented) <input type="checkbox"/> Assist persons requiring assistance <input type="checkbox"/> Confine or control the fire <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Other (please specify) _____
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3. Appointment and Organization of Fire Emergency Supervisory Staff (BCFC section 2.8.2.1.(1)(b)):
 (Note: Designated fire emergency “supervisory staff” does not have to be from management or be a supervisor. They do need authority consistent with their assigned duties.)

<input type="checkbox"/>	Managers, supervisors and/or staffs have been appointed and organized to respond to a fire emergency in a pre-determined way.
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<input type="checkbox"/>	Appointed personnel are directed and trained to confine or control the fire.
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4. Training of Site Personnel in their Responsibilities for Fire Safety (BCFC section 2.8.2.1.(1)(c)):

<input type="checkbox"/>	Managers, supervisors and/or staffs appointed to respond to a fire emergency are trained in their assigned duties, <u>before</u> they are given responsibility for fire safety (BCFC section 2.8.1.2.(1)). For example: <ul style="list-style-type: none"> <input type="checkbox"/> fire warden duties to coordinate evacuation <input type="checkbox"/> duties to provide access and assistance to local government fire fighters <input type="checkbox"/> duties to lead a fire brigade, trained and equipped to confine and extinguish a fire
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<input type="checkbox"/>	<p>Security personnel have knowledge of and understand their role in the site's fire safety plan. For example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Security personnel have access (keys) to locked areas <input type="checkbox"/> The fire department can effectively communicate with the security personnel during an emergency
<input type="checkbox"/>	<p>Site orientation is provided using the Fire Safety Plan. Topics should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire and explosion hazards identified in the fire safety planning and risk management assessments <input type="checkbox"/> How to prevent or minimize fire and explosion hazards in the workplace <input type="checkbox"/> Familiarization with emergency escape routes, exits, and muster points <input type="checkbox"/> What to do upon discovery of a fire <input type="checkbox"/> What to do upon hearing a fire alarm <input type="checkbox"/> Confine or control the fire
<input type="checkbox"/>	<p>Site fire safety meetings are a part of regular safety meetings. For example, meetings used to review/refresh staff knowledge with a different part of the fire safety plan.</p>
<input type="checkbox"/>	<p>Site personnel are trained to perform fire prevention duties including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Control the amounts of potential fuel sources on the site and around the buildings to mitigate fire and explosion hazards <input type="checkbox"/> Carry out general site housekeeping

- Carry out maintenance activities based on schedules created and followed for manual management or process system management of potential fuel sources with activity completion records signed off by site supervisor

- Removal of excess pallets, garbage/waste material and other potential fuel sources on a regular basis

- Separation of potential fuel sources from open flame devices

- Maintenance of clear unobstructed access route(s) for fire department apparatus and to fire hydrants

- Maintenance of designated exit routes from every floor

- Separation of access routes from stored combustible materials, equipment, etc

- Provision to park vehicles or delivery trucks so they do not obstruct fire department access routes to site or to adjacent buildings or, otherwise, provision for off-site parking and storage

- Other (please specify) _____

- Other (please specify) _____

5. Building Fire Emergency Systems (BCFC section 2.8.2.1.(1)(d)):

- Diagrams are available on-site. These diagrams should indicate:
 - Plans of each floor area

 - Muster point(s)

 - Location of nearest hydrant(s)

	<ul style="list-style-type: none"> <input type="checkbox"/> Location of fire protection equipment <input type="checkbox"/> Exit paths; and <input type="checkbox"/> Service rooms
<input type="checkbox"/>	<p>Fire Fighting Services – hydrants, fire department connections, sprinklers, and access routes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> FSP contains provisions for accessibility, testing and maintenance of installed services <input type="checkbox"/> Firefighter access route(s) to the building are documented <input type="checkbox"/> Drawings provided to the fire department are current showing the location of firefighting systems that are operational <input type="checkbox"/> Fire suppression and explosion prevention systems incorporated within dust collection systems and duct work are described in the FSP and contains provisions for testing and maintenance <input type="checkbox"/> Explosion venting gates on the dust collectors and buildings are described in the FSP, which also contains provisions for site identification, inspection and maintenance
<input type="checkbox"/>	<p>Fire Extinguishers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> There is sufficient quantity and type on-site to meet the minimum extinguisher rating (confirm with BCFC & NFPA 10). Examples include: <ul style="list-style-type: none"> - Light Hazard (low): 2A - Ordinary Hazard (Moderate): 2A - Extra Hazard (High): 4A - Movable equipment: 30B:C (minimum) - Fuel Dispensing: 40B:C <input type="checkbox"/> They are provided at or near fuel operated equipment

	<p><input type="checkbox"/> They are mounted with proper signage at exit locations within the required travel distance</p> <p><input type="checkbox"/> They are adjacent to any hot works work stations (e.g. cutting torch, welding, grinding, etc)</p> <p>Note: During site tour, check that fire extinguisher servicing is up-to-date (i.e., within the last 12 months)</p>
<p>6. Fire Drills (BCFC section 2.8.2.1.(1)(d)):</p>	
<p><input type="checkbox"/></p>	<p>Fire drill procedures have been developed in accordance with BCFC section 2.8.3.</p>
<p><input type="checkbox"/></p>	<p>Simulated fire drills are conducted when applicable and warranted:</p> <p><input type="checkbox"/> For fire emergency "supervisory staff" (BCFC section 2.8.3.1.(1))</p> <p><input type="checkbox"/> For all staffs</p>
<p>7. Control of Fire Hazards (BCFC section 2.8.2.1.(1)(f)): (Refer to the Fire Hazard Identification Checklist for potential fuel sources and potential ignition sources) (Refer below to Item #10, Additional Information, for applicable BCFC requirements.)</p>	
<p><input type="checkbox"/></p>	<p>Fire and explosion hazards have been identified through a fire safety planning and risk management assessment or other means.</p> <p><input type="checkbox"/> Potential Fuel Sources</p> <p><input type="checkbox"/> Potential Ignition Sources</p> <p><input type="checkbox"/> How the fire triangle could be completed</p> <p><input type="checkbox"/> How the explosion pentagon could be completed</p>

<input type="checkbox"/>	<p>For each identified hazard, the best control option has been used.</p> <p>Hierarchy of Controls:</p> <ul style="list-style-type: none"> I. Elimination for fuel source, ignition source or oxygen source, or II. Substitution with something less hazardous, and/or III. Institute Engineering Controls, and/or IV. Institute Administrative Controls, and/or V. Use Personal Protective Equipment (PPE).
<input type="checkbox"/>	<p>Where required, safe work procedures have been developed to ensure control measures are used as designed.</p>
<input type="checkbox"/>	<p>Where required, monitoring equipment have been identified and installed to alert when engineering control measures are no longer effective.</p>
<input type="checkbox"/>	<p>Where required, emergency fire and explosion suppression equipment have been identified and installed.</p>
<input type="checkbox"/>	<p>Flammable and Combustible Storage.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flammable and combustible liquids are properly stored, handled and used in and around the building <input type="checkbox"/> Non-petroleum based compressed gases are properly stored, handled and used in and around the building

	<ul style="list-style-type: none"> <input type="checkbox"/> The storage area is separated from combustible material by three metres <input type="checkbox"/> The storage area is locked and vented <input type="checkbox"/> The storage area is protected from vehicular/ industrial motorized traffic <input type="checkbox"/> Containers and/or storage areas have proper signage/placards in place <input type="checkbox"/> There is a current or updated list of dangerous goods on-site such as material safety data sheets (MSDS), as per WHMIS/GHS <input type="checkbox"/> There are portable extinguishers provided in close proximity to storage and work areas of sufficient quantity and type on-site to meet the minimum extinguisher rating (confirm with BCFC & NFPA 10). Examples include: <ul style="list-style-type: none"> - Light Hazard (low): 2A - Ordinary Hazard (Moderate): 2A - Extra Hazard (High): 4A - Movable equipment: 30B:C (minimum) - Fuel Dispensing: 40B:C <input type="checkbox"/> The storage area is away from egress and access routes to the site
<input type="checkbox"/>	<p>Electrical Installations and Petroleum Gases:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The electrical installations and the storage and use of petroleum gases comply with the requirements of the Safety Standards Act and pursuant regulation? (Contact the British Columbia Safety Authority 1-866-566-7233.)

8. Inspection and Maintenance (BCFC section 2.8.2.1.(1)(g)):	
<input type="checkbox"/>	The Fire Safety Plan describes, where required, an effective preventive maintenance program to ensure all measures to control fire and explosion remain effective
<input type="checkbox"/>	The Fire Safety Plan describes, where required, the inspection and testing of fire and explosion suppression systems
<input type="checkbox"/>	The Fire Safety Plan describes, where required, the inspection and testing of fire and emergency alarm systems
9. Security:	
<input type="checkbox"/>	On-site security is provided: e.g. locked gate, monitored alarm and/or CCTV, 24 hour or nightly walk around Other, please describe _____
<input type="checkbox"/>	There are provisions to secure vacant buildings against unauthorized entry
<input type="checkbox"/>	There are provision to keep electrical equipment vaults and electrical service rooms locked so that unauthorized persons will not have access to them
10. Additional Information - FSP requires additional information if the following specific items exist in the operation:	
<input type="checkbox"/>	Information, as required by BCFC section 2.8.2.4, is included because of the building height
<input type="checkbox"/>	Information, as required by BCFC section 3.1.2.6, is included for dangerous goods (e.g., radioactive, explosives, compressed gases, reactive) stored or handled on site

<input type="checkbox"/>	<p>Information, as required by BCFC section 3.2.1.1, is included for certain products stored indoors</p>
<input type="checkbox"/>	<p>Information, as required by BCFC section 3.3.1.1, is included for certain products stored outdoors</p>
<input type="checkbox"/>	<p>Information, as required by BCFC section 4.1.6.1(4), is included for spill control and drainage systems because flammable and combustible liquids are stored, handled, used, and/or processed in the operations</p>
<input type="checkbox"/>	<p>Information, as required by BCFC 4.3.14.5, is included for storage tanks containing flammable or combustible liquids</p>
<input type="checkbox"/>	<p>Information, as required by BCFC 5.1.5.1, is included for processes and operations involving a risk from explosion, high flammability or related conditions that create a hazard to life safety. Examples include Hot Works, Dust-Producing Processes, Special Processes involving Flammable and Combustible Liquids and Materials, and Laboratories.</p>
<input type="checkbox"/>	<p>When there are plans for construction, alteration, or demolition, they are being prepared in accordance with BCFC section 5.6.1.3</p>

