



ASSA ABLOY

Record of Maintenance

Building: Building XYZ

Address: 123 Sample St

Suburb: Sampleton

Inspector: Craig Rogers

QBCC Licence No: 1184361

Inspection Date: 19/10/2007

Signature:

A handwritten signature in black ink, appearing to be "M. Rogers", written over a horizontal line.

No.	Location	Tag	Comments	Compliance
FD2	Electrical Riser	3934	Repair Closer to allow door to latch on closure. Repair Door binding on frame. Replace External Handle damaged components.	N
FD3	L10 Fire Stair		Remove Security Latch hardware is non-compliant. Replace Door Non compliant to AS 1851. No tags fitted to door. Require Fire Door Sign to AS 1851.	N
FD5	L8 Fire Stair		Require Fire Door Sign to AS 1851.	N
FD6	L7 Fire Stair		Replace Door Non compliant to AS 1851. No tags fitted to door. Require Fire Door Sign to AS 1851.	N
FD7	L6 Generator Room	3476	Require Door access due to no key available at time of inspection.	N
FD12	L2 Fire Stair		Repair Closer to stop door from slamming on closure. Repair Door service required. Replace Lock lock not latching on closure. Require Fire Door Sign to AS 1851. Require Lorient Seals due to excessive gap to hinge stile.	N
FD13	L1 Fire Stair		Replace Door Non compliant to AS 1851. No tags fitted to door. Require Fire Door Sign to AS 1851. Require Striker plate damaged components.	N
FD14	Ground Floor Fire Stair	5384	Repair Head Latch fitted to wrong side of door.	N
SD17	Side Reception		Require Closer removed from door. Require Lock no latching device in door.	N
SD17	Side Reception		Repair Closer to stop door from slamming on closure. Repair Door binding on floor. Require Lock no latching device in door.	N

Sample

Inspection ID: 5274 Craig Rogers

Inspection Date: 19/10/2007

IMPORTANT NOTICE: We attach for your attention the required remedial works to non-compliance doors and panels as outlined above as nominated that this building is inspected and tested at intervals in compliance with QDC, part MP6.1 and A.S 1851

When we inspect a fire door under QTC6.1 It is assumed that any repairs carried out on a fire door since last inspected has been carried out by an appropriate qualified person and have provided all compliant documentation as required under QFRS Regulations, see extracts below but it is strongly recommended to read all the regulations to fully understand your required obligations

Division 3 Obligations of occupiers

54 Maintenance of prescribed fire safety installations

- (1) The occupier of a building must ensure that maintenance of each prescribed fire safety installation for the building is carried out by an appropriately qualified person.
Maximum penalty—30 penalty units.
- (2) The occupier of a building must ensure each prescribed fire safety installation for the building is inspected and tested at intervals in compliance with QDC, part MP6.1.
Maximum penalty—30 penalty units.
- (3) Subsection (4) applies if the record of maintenance for a prescribed fire safety installation for a building shows that repair or other corrective action is required for the installation.
- (4) The occupier of the building must ensure the repair is carried out or the corrective action is taken no later than month after the maintenance of the installation was carried out, unless the occupier has a reasonable excuse.

Examples of a reasonable excuse—

- No appropriately qualified person was available to attend the occupier's premises to carry out the repair or take the corrective action because of the remoteness of the building's location.
 - The repair or corrective action was not able to be finished because of the complexity of the work involved or difficulty obtaining parts required for the repair or corrective action.
- Maximum penalty—30 penalty units.

55 Keeping record of maintenance

- (1) The occupier of a building must keep a record of maintenance, in compliance with subsections (2) and (3), for the maintenance of each prescribed fire safety installation for the building.
Maximum penalty—20 penalty units.
- (2) The record of maintenance must state each of the following—
 - (a) a description of the prescribed fire safety installation on which the maintenance was carried out;
 - (b) if the maintenance was carried out by an appropriately qualified person—the name and licence number of the person who carried out the maintenance;
 - (c) if the maintenance was not carried out personally by an appropriately qualified person—the name and licence number of the appropriately qualified person under whose personal supervision the maintenance was carried out;
 - (d) the date the maintenance was carried out (the *maintenance date*);
 - (e) a brief description of the maintenance carried out;
 - (f) that the maintenance was carried out in compliance with QDC, part MP6.1;
 - (g) the results of the maintenance of the installation, including—
 - (i) whether or not the person carrying out the maintenance considered the installation was in proper working order; and
 - (ii) the details of any repair or other corrective action the person considered was required for the installation; and
 - (iii) the details, including the date, of any repairs made to the installation or any other corrective action taken.
- (3) Also, the record of maintenance must include—
 - (a) a statement, signed by the person who carried out the maintenance, certifying that the matters stated in the record of maintenance under subsection (2) are correct; and
 - (b) if the occupier has been given a critical defect notice relating to a prescribed fire safety installation mentioned in the record of maintenance—the notice

Division 3 Maintenance of prescribed fire safety installations

85 Particular persons taken to be appropriately qualified persons

- (1) This section applies to a person who holds a current certificate of accreditation, issued by the Fire Protection Industry Board, relating to a prescribed fire safety installation of a particular type.

(2) The person is taken to be an appropriately qualified person under section 54(1) for carrying out maintenance of a prescribed fire safety installation of that type.

(3) Subsection (2) applies until 1 January 2011.

(4) For subsection (1), a reference in a certificate of accreditation to the Fire Protection Contractors Registration Board of Queensland Inc. is taken to be a reference to the Fire Protection Industry Board.

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