

# European guideline



## *Internal Fire Protection Control*

## FOREWORD

The European fire protection associations have decided to produce common guidelines in order to achieve similar interpretation in the European countries and to give examples of acceptable solutions, concepts and models. The Confederation of Fire Protection Associations Europe (CFPA E) has the aim to facilitate and support the fire protection work in the European countries.

The market imposes new demands for quality and safety. Today fire protection forms an integral part of a modern strategy for survival and competitiveness. This guideline "Internal Fire Protection Control" gives a method for a systematic fire protection work.

The guideline is primarily intended for those responsible for safety in companies and organisations. It is also addressed to the rescue services, consultants, safety companies etc so that, in the course of their work, they may be able to help companies and organisations to increase the levels of fire safety.

This guideline has been compiled by Guidelines Commission and adopted by all fire protection associations in the Confederation of Fire Protection Associations Europe.

Zurich, 30 November 2002

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## 1 Introduction

Well designed fire protection forms an integral part of a modern strategy for survival and competitiveness. Markets and individuals impose new demands for quality and safety. Being responsive to customer concerns is an essential factor for success. Good relations are just as important as products and services. Business between companies is also characterised by increasing demands for quality. The open European market makes it essential to formulate systems to secure competence, precision of delivery, environmental considerations and ethics. Many companies and organisations have established Internal Fire Protection Control in order to systematically pinpoint risks, set up goals, organise, train, check, document, monitor and protect their business.

Internal Fire Protection Control is a tool for business fire protection activity as part of its total management system the aim of which is to ensure, secure etc the survival of the company. In order that a system for fire protection work may be put into operation, the following elements can provide guidance as to what needs to be established and resolved.

## 2 Scope

This code comprises the following elements of Internal Fire Protection Control which are briefly described below:

- Fire protection policy
- Action plan
- Fire protection organisation
- Training plans
- Fire protection guidelines
- Description of fire protection
- Operating and maintenance instructions
- Control system
- Documentation
- Monitoring



## 3 Fire protection policy

For the fire protection activity of the company, management must lay down its fire protection policy. The fire protection policy is a statement of results to be achieved and sets out the fundamental principles and safety level which shall apply for fire protection in the business. Before the policy is confirmed, the risks associated with the activity must be identified and the consequences which would ensue if these occurred must be evaluated. An appropriate fire protection policy for the company is as follows:

The company shall have:

1. Active leadership for fire protection issues
2. Management of fire protection
3. Plans for training in fire protection
4. Fire protection rules
5. A description of fire protection
6. Operating and maintenance instructions for fire protection
7. A control system for fire protection
8. Monitoring procedures for fire protection

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The policy will then form the basis for the development of fire protection work in the total management system.

### 4 Action plan

An action plan for the companies fire protection activity should be drawn up so that those responsible for the development of the different components may be appointed. The start and completion dates and the budgets for the different components must be specified.

Work to be performed:	Person responsible	Start	Completion	Budget
Identify fire hazards and assess the consequences of a fire				
Review fire protection <i>- As regards the building structure</i> <i>- As regards the organisation</i>				
Set up and ratify a fire protection organisation <i>- Allocate responsibilities and tasks</i>				
Draw up and ratify rules for e.g. smoking, welding, waste handling, flammable substances etc				
Draw up a description of fire protection <i>- Escape routes</i> <i>- Compartmentation</i> <i>- Extinguishing equipment</i>				
Draw up and ratify operating and maintenance instructions for the fixed fire protection system				
Establish a fire protection control system for fire protection				
Develop procedures for reporting and monitoring fire protection <i>- Technical defects and shortcomings</i> <i>- Organisational defects and shortcomings</i> <i>- Remedial measures</i>				
Develop procedures for monitoring and developing the fire protection policy				

## **5 Management of fire protection**

The company organisation for fire protection work must be clearly set out. Within the company there must be a person who has overall responsibility for the management of fire protection as well as individuals who have been given written specifications of their duties and powers. The chief fire officer and the fire protection surveyors shall be given the required training.

## **6 Training plans**

The aim is to make all personnel aware of fire safety issues in the workplace. They must be able to act on their own initiative and to play their part in ensuring that the company has proper fire protection. The chief fire protection officer and other responsible persons may need additional specialist training.

## **7 Fire protection guidelines**

With the help of the fire protection guidelines, the fire risks can be limited or eliminated. The fire protection guidelines are to be drawn up to enhance safety in hot work, for electrical systems, in conjunction with smoking, the use of naked light (candles), handling of flammable substances, etc. The fire protection guidelines are your tool in achieving the greatest possible safety at a place of work.

## **8. Description of fire protection**

In order that the chief fire protection officer (and also the fire protection surveyors) may understand and control the technical design of fire protection, he will need drawings and other descriptions of the fire protection systems. It is essential that these drawings etc should be produced by your own organisation; knowledge is then available where it is most needed.

Drawings of the building generally depict the fundamental protection which is required by way of loadbearing and separating structures, escape routes and protection against surface spread of flame, etc. These drawings often provide a good basis for you to build upon and to produce a description of fire protection, and to keep it up to date.

A complete description of fire protection comprises drawings and text concerning fire compartment boundaries, escape routes, access routes for the rescue service, ventilation of fire gases, the fixed extinguishing system, positioning of fire extinguishers, etc. It also shows the storage and handling of flammable and explosive substances, and plans for the classification of these substances.

The descriptions should set out the current conditions, preferably by means of uniform or standardised symbols. When the fire protection system is inspected, the description will be used by the chief fire protection officer and the fire protection surveyors as a joint basis for the inspection.

## **9. Operating and maintenance instructions**

Fire protection comprises many technical and other details which require constant supervision and maintenance. The instructions shall relate to aims and targets, function, test method, testing intervals.

## **10. Control systems**

Preventive safety work that is unplanned is not monitored and reported on, is both irrational and expensive. Security is not achieved until the fixed fire protection systems are controlled systematically and continuously.

Control of the fire protection systems shall be carried out regularly, and preferably by the fire protection surveyors appointed in the company. The control is to be based on the description of fire protection and the operating and maintenance instructions.

Control implies that a large quantity of data and information must be collected and effectively processed. Depending on the quantity of information and the control requirements, the tools you will use to have a proper overview of this information will vary. It is today increasingly common to use computers for the collection and processing of data.

When you have established the inspection areas, inspection techniques and procedures, you can determine the inspection intervals. It is essential that the internal control activity should not become a matter of superficial routine. Control shall be carried out properly, and a lot of imagination and ingenuity may be needed to increase the interest and commitment of those who perform the inspections.

In-house control of the electrical equipment should also form part of the regular inspections. It is at all times the duty of the owner of the plant to maintain his plant in such a condition that it provides the necessary safety for people, domestic animals, and property in accordance with the requirements of the appropriate authorities.

## **11 Documentation**

Documentation should consist of a report on how the different components of the fire protection policy have been performed. The documentation must reflect the way control activity functions. Documentation is important for those who are responsible for fire safety in the company, and it is also of interest for the auditor, fire inspector and the representatives of the insurer, etc.

## **12. Monitoring**

This refers to a summary report on the inspections, both external and internal, which are carried out within the company. This summary is to be regarded as an aid for the chief fire protection officer and managing director in monitoring that these controls have been carried out, and it will also enable them to improve fire protection.

It is appropriate for reports on incidents to be included in this summary. Incident reporting means that information concerning the equipment in which fire incidents occur, and the causes of these incidents, is collected and compiled. The aim of incident reporting is to help the company to identify the risks in the company and to make it easier to assess the probability of occurrence of a certain event that may result in a fire.