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ANNUAL  
CERTIFICATION  
PROCESS



## ANNUAL FIRE SAFETY STATEMENTS

### What is the Annual Fire Safety Statement (AFSS)?

In New South Wales the fire safety systems installed within buildings are called Essential Fire Safety Measures and are an integral part of the life and safety of occupants within commercial and public buildings in the event of an emergency or fire.

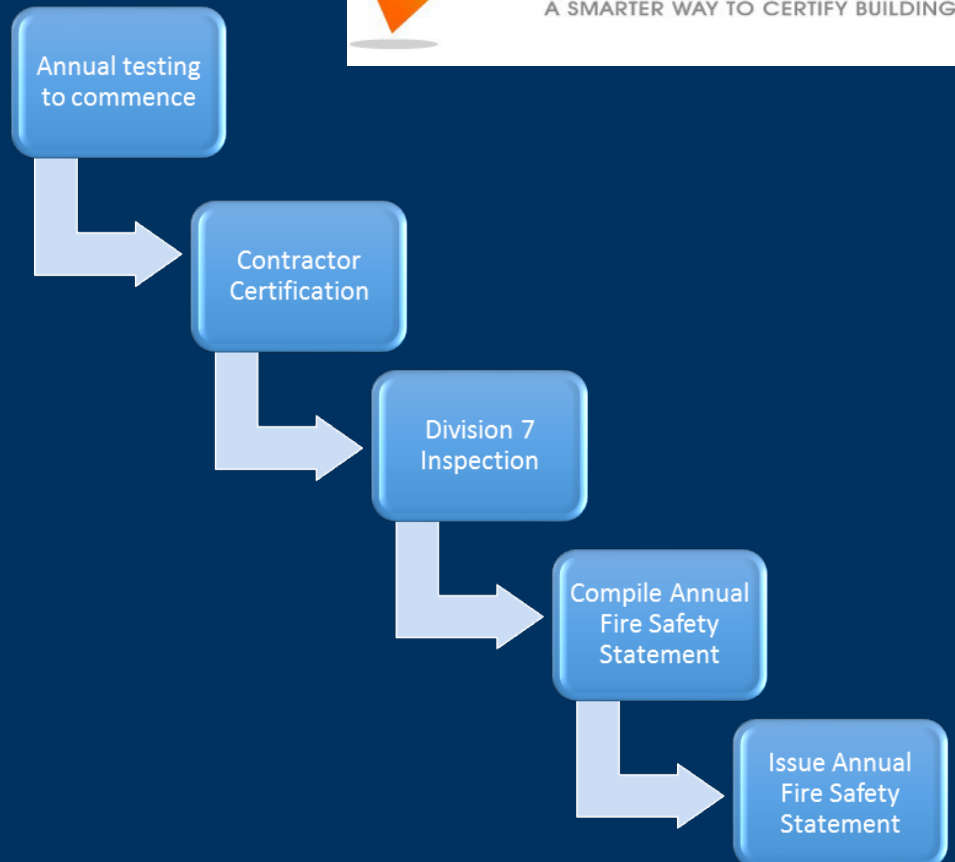
Every twelve months your Annual Fire Safety Statement must be prepared and forwarded to your local Council and Fire Brigade. The Annual Fire Safety Statement must certify that a Competent Fire Safety Practitioner has inspected the building, assessed the fire safety measures, and found that the measure is capable of performing to the relevant standard.

### How can BCA Performance Assist?

BCA Performance can assist with all stages of the annual certification process by means of monitoring, checking and finalising all aspects from beginning (notifying contractors) to end (compiling, endorsing) and issuing the Annual Fire Safety Statement

BCA's Annual Certification Administration System (ACAS) will store all contractor Certificates / Reports and each Annual Fire Safety Statement that's been issued with online access available to our clients if required.

1. Notify contractors advising annual testing is due to commence;
2. Provide an update report for each stage;
3. Collect contractor reports and certificates once testing is complete and assess outcomes;
4. Review all fire measures and standards are current and compare against the buildings fire schedule;
5. Provide a Division 7 inspection and report of the building (required under the latest regulations);
6. Consolidate and Endorse the Annual Fire Safety Statement and the Division 7 inspection as a "Competent Fire Safety Practitioner";
7. Issue the final Annual Fire Safety Statement for submission to Council and NSW Fire and Rescue;



### KEY ESSENTIAL FIRE SAFETY MEASURES INSTALLED WITHIN BUILDINGS

- Access panels, doors and hoppers to fire-resisting shafts
- Automatic fail-safe devices
- Automatic fire detection and alarm systems
- Automatic fire suppression systems
- Emergency lighting
- Emergency Warning and Intercommunication Systems (EWIS)
- Exit signs
- Fire control centres and rooms
- Fire doors
- Fire hydrant systems
- Fire seals protecting openings in fire resisting components of the building
- Fire shutters
- Fire windows
- Fire hose reel systems
- Lightweight construction
- Perimeter vehicle access for emergency vehicles
- Portable fire extinguishers
- Safety curtains in proscenium openings
- Smoke and heat vents
- Smoke detectors and heat detectors
- Solid core doors
- Standby power systems
- Wall-wetting sprinkler and drencher systems
- Warning and operational signs
- Paths of travel to exits



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