



# Technical Fire Safety

## Technical Bulletin No 11

Subject	Claimable Time Codes: Definitions
Date	22/06/2007
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Review Date	26/11/2009

Claimable Time is time accrued by an officer that can be recorded against a premises file or general fire safety file. This time is reported to the Communities and Local Government Department (CLG) at the end of each financial year. This time is also used to monitor workloads on Community Safety Inspectors and establishment levels. Therefore it is important that all claimable time is recorded.

On CFRMIS the claimable time is recorded as an activity code prefixed with the letter J.

In order to simplify recording for Inspector any activity conducted before and during a physical inspection can be recorded as J3 inspection/activity. Any activity conducted recorded after the physical inspection can be recorded as J4 Administration. J2 travelling is self explanatory.

If an Inspector wishes to more accurately record their time, they may wish to use the other codes. The IRMP return are not effected as all time recorded as a J code is collected.

The following definitions apply to these codes for recording purposes.

Code	Description	Definition
J1	Reading	The reading of a fire safety file or associated guidance before or after an inspection.
J2	Travelling	Time taken to travel from origin to destination for a Fire Safety Activity
J3	Inspection/ Activity	The time taken to actually carry out a physical inspection/ audit including the examination of associated documents
J4	Administration	The creation of letters/reports or other related documentation and communication and is to include proof reading and amending.
J5	Discussion	Time spent discussing a fire safety activity with another officer, supervisor or external body.
J6	Plans	Time spent preparing plans for alterations notices or for CAD filing
J7	Documentation	This can be used for detailing time spent in preparation of documentation for case files for the purposes of production of evidence under PACE. Most other documentation can be recorded under J3
J8	Other	
J12	Home fire safety check	This can be used to record time supplying technical support to CFS in relation the carrying out of a HFSC. This may be relevant in Houses of Multiple Occupation or Sheltered accommodation
J13	Telephone Calls	This can be used to record time spent on the telephone in respect of a specific activity in relation to a premises or general file.