

Management of the Regulatory Reform (Fire Safety) Order 2005 Risk Based Inspection Regime

Standard Operating Procedure No. TFS - 027 (Revised)

Document Overview: -

This document replaces the previous Technical Fire Safety (TFS-027) Risk Management Strategy which is comprised of three parts.

Part 1- Risk Identification
Part 2- Risk Management Procedures
Part 3- Workflow.

This document is designed to condense these documents and build on the learning points from the previous experiences of enforcing the Regulatory Reform (Fire Safety) Order 2005 (FSO) since 1st October 2006.

The document is designed to direct the Service Delivery (Protection) Department's, (previously known as TFS Department) risk management strategy until 1st April 2013.

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| | |
|-------------------|---|
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This document has been Equality Impact Assessed in accordance with Wiltshire FRS procedure. To view the assessment [click here](#).

1.0 Introduction

1.1 The purpose of this Standard Operating Procedure is to underpin the activities of the Service Delivery (Protection) Department in pursuance of it's primary purpose;

“To reduce the risk of death and injury, due to fire, to the persons resorting in buildings other than domestic dwellings and protect the heritage and environment of Wiltshire and Swindon.”

This will be achieved by a policy of:

- a) Education
- b) Encouragement
- c) Enforcement

1.2 The Fire and Rescue Services Framework Document 2008-11 requires each Fire and Rescue Authority (FRA) to have a management strategy and risk based inspection programme to enforce the provisions of the Fire Safety Order. This is reflected in Wiltshire Fire & Rescue Service's (Wiltshire FRS) Integrated Risk Management Plan 2010-13 (IRMP) in the section “Protecting our Business Community”.

1.3 A revised IRMP Guidance Note 4 was issued to FRAs in September 2009 and this document is designed to implement this guidance. In turn IRMP Guidance Note 4 links closely with CFOA Fire Safety Guidance Notes and Audit Form (CFOA Circular 2008/1016) which have been adopted in their entirety by Wiltshire FRS. The fire safety inspection programme is designed to demonstrate that Wiltshire FRS is meeting its responsibilities in respect of the duty to enforce the FSO.

1.4 The methods of risk calculation recommended by IRMP Guidance Note 4 have been adopted by Wiltshire FRS Service Delivery (Protection) department and this is supported by the employment of the Community Fire Risk Management Information System (CFRMIS) supplied by Innogistic. The inspection frequencies derived from these risk calculations are detailed in Section 6.

1.5 Finally, and very importantly, The Statutory Code of Compliance for Regulators states one of the Hampton Principles as follows:

“No inspection should take place without a reason. Inspections can be an effective approach to achieving compliance, but are likely to be most effective when they are justified and targeted on the basis of an assessment of risk.”

1.6 This document does not detail matters of enforcement policy. This is dealt with in the Enforcement Policy TFS SOP 001.

2.0 Formulation of Inspection Programmes (Proactive)

2.1 There are a number of factors to be considered in the creation of an Inspection Programme.

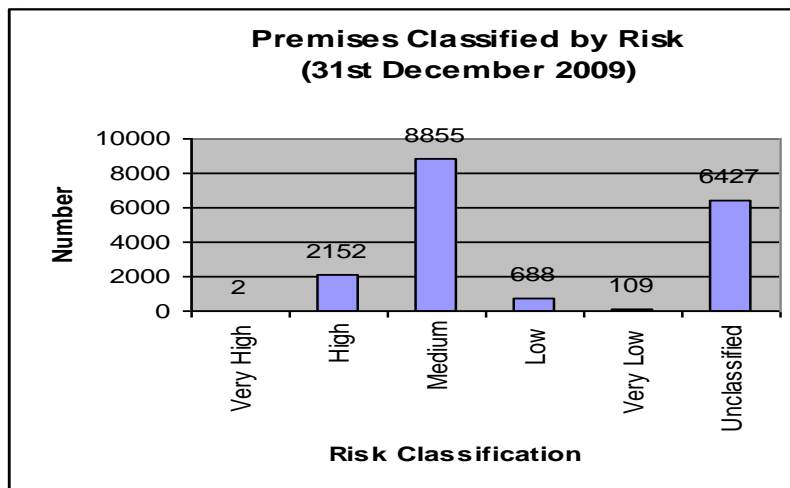
- a) Number of premises held on the database and respective risk ratings

- b) Availability of inspectors' time to undertake pre-planned audits (proactive enforcement).
- c) Workloads caused by reactive enforcement i.e. After Fire Audits, Complaints and Enquiries.
- d) Emerging Local Risks
- e) Emerging National Risks
- f) Proactive engagement in specific premises in support of risk reduction to operational fire fighters
- g) Engagement with premises which may present a political or organisational risk to Wiltshire FRS
- h) Emerging need to protect Critical National Infrastructure (CNI)

2.2 Workload Factors

As at 31st December 2009 there were 18233 "Other Buildings" premises records on CFRMIS, 2154 were categorised as Very High or High risk. On average it takes around 4 hours to complete an Audit. As such it can be calculated that to inspect all such premises would take 8616 hours. Currently the Service Delivery (Protection) department is able to achieve around 300 proactive audits per annum. To inspect every single high risk premises alone would take over 7 years. As such, to be more effective in risk reduction the inspection programme must be informed by other factors as well as just historic records alone.

As well as the 18233 premises which are known to us and recorded on our database, there will be many more premises unknown to us. We will continue to engage with our partners to ensure our database is kept up to date and also share risk intelligence.



2.3 Proactive Inspection programme Risk Factors

In order to have a proactive inspection programme the following risk factors need to be considered as well as historical risk.

- a) Incidence of fatalities and Injuries in premises subject to the FSO

Data from the Incident Recording System (IRS) is utilised to identify types of premises which indicate a propensity for fatalities and injuries which would indicate poor compliance with the FSO.

b) Incidence of fires in premises subject to the FSO

Data from the Incident Recording System (IRS) is utilised to identify types of premises which indicate a propensity for fires which would indicate poor compliance with the FSO.

c) Local Intelligence

Information from reactive enforcement activities may indicate a type of premises which give cause for concern due to discovering, typically, a lower level of compliance.

d) National Intelligence

Information provided by Communities and Local Government in the form of National Fire Statistics can be used to indicate premises which require inclusion on the inspection programme. This can be both casualty rates and also statistically a lower level of compliance.

e) Political or Organisational Risk

Premises may be included in the inspection programme as a result of recommendations from the Chief Fire & Rescue Advisor (CFRA) or Chief Fire Officers' Association (CFOA). Premises may also be included as a result of societal concern to restore public confidence.

2.4 Further to this, the following applies:

a) 100% of very high risk premises will be subject to Audit.

b) 5% Sample of High Risk Premises will be subjected to Inspection by either audit or desk top risk assessment.

2.5 Process for deriving a proactive inspection programme.

The process can be found at [Appendix A](#). Its purpose is to ensure transparency of our decisions as to what types of premises are to be included. It is also designed to ensure we consult relevant stakeholders and enforcement partners and such consultation leads to improved targeting of premises to maximise the effectiveness of resources. The process also aims to ensure, through inspector training, consistency in enforcement can be maintained. Transparency can be achieved through publication of relevant documentation on the Wiltshire FRS website.

2.6 Premises subject to Article 31 Notices

These premises have been recognised as being especially high risk and as such required the serving of a statutory Prohibition or Restriction Notice under Article 31 of the FSO. These premises will require periodic re-inspection to monitor compliance with the notice. This may be as frequent as weekly inspections. However, the local Office Manager may decide that a longer period between inspections is more appropriate depending on the circumstances and the level of cooperation of the responsible persons.

3.0 Reactive Inspections

3.1 Post Incident Inspections

Post incident inspections are carried out after every incident at premises which are subject to the FSO. These are carried out by operational crews and form part of the exchange of relevant risk information between Service Delivery (Response) and the Service Delivery (Protection) departments.

3.2 For more information regarding post incident inspections refer to the [Standard Operating Procedure](#) TFS-041.

3.3 After Fire Audits

Where a premises subject to the FSO experiences a primary fire, this may indicate a failure to comply. As such, audits will be carried out in a percentage of these premises based on the perceived risk to society in relation to their FSEC code and their position on the relative risk matrix. These are broken into two groups: Higher Risk FSEC groups and Lower Risk FSEC groups. The constituent FSEC codes for either group are decided at the start of each financial year when the performance targets are set for the department. In general they will reflect the Relative Risk Matrix published by CFOA periodically ([See Appendix B](#)).

3.4 Complaints

Complaints can be received from members of the public, partner agencies or from operational crews (as a result of their undertaking of Post Incident Inspections or other risk visits). These complaints arrive in a variety of ways including telephone, letter, and email or by a complainant visiting a station or department. They are generally received at a Service Delivery (Protection) local office. Out of hours they are often received by control, who will then notify the duty Fire Safety Manager.

3.5 When receiving such complaints the nominated Community Safety Inspector (CSI) should consider the nature of the complaint and likely risk to the public. Generally speaking, each complaint should be investigated within 48 hours of receiving the complaint. Where the nominated inspector reasonably believes there may be danger to life the complaint should be investigated within 24 hours. All other complaints should be investigated within 7 days.

3.6 Unwanted Fire Signals (UFS)

Premises which experience a large number of UFS may indicate a failure to comply with the FSO. As per the UFS SOP, each Group will audit the 10 worst offenders with a view to using education, encouragement or enforcement to reduce the instance of UFS.

4.0 Non- Audit based Activities

Almost half the time spent on TFS activities is on statutory or non-statutory consultations with other partner agencies. These are an important part of the overall risk management strategy as they offer the opportunity to ensure

appropriate standards of fire protection are included in a wide variety of premises at the time of design, alteration or change of use. It also allows the updating of our database to ensure they are included in the proactive inspection programme where the resultant management of the fire precautions can be monitored.

4.1 Building Regulations

After every Building Regulations consultation the Community Safety Inspector has the capacity to refer it for audit. Reference should be made to the Building Regulations Consultation & Enforcement [SOP No.022](#).

4.2 External Agency and Partners Consultations

Wiltshire FRS co-operate with a number of external agencies and partners. Memoranda of Understanding and/or Standard Operating Procedures exist for each of these partners. These partners are listed below:

- a) Licensing
- b) Housing
- c) Environmental Health
- d) Care Quality Commission (CQC)
- e) OFSTED Childminding
- f) OFSTED Independent Schools
- g) Building Control
- h) Gang Masters Licensing
- i) British Agrochemical Site Inspection Standards (BASIS)

4.3 Other Activities

As well as structured activities as detailed above, the department will also issue advice in line with our Advice Policy and partake in events where businesses can be actively engaged, educated and encouraged to comply with the FSO.

4.4 Wiltshire FRS also has statutory duties as enforcers under the following legislation:

- a) Construction Design and Management Regulation 2007 - Regulations 39 and 40, in so far as those regulations relate to fire, and Regulation 41.
- b) Dangerous Substances (Notification and Marking of Sites) Regulations 1990

4.5 Wiltshire FRS, whilst prepared to take enforcement action under these Regulations as a reactive strategy, resources are concentrated on enforcement of the FSO for proactive means.

5.0 Performance Measurement

5.1 Part of the performance management of Service Delivery (Protection) activities are the associated fire safety performance indicators. These are as follows:

- a) FSPI 1 The percentage of Statutory Building Regulations Consultations completed within 15 working days of receipt.

- b) FSPI 2 The percentage of After Fire Audits undertaken in higher risk (based on FSEC code) premises subject to the FSO and experience a primary fire.
- c) FSPI 3 The percentage of After Fire Audits undertaken in lower risk (based on FSEC code) premises subject to the FSO and experience a primary fire
- d) FSPI 4 The number of fatalities to persons resorting in premises subject to the FSO.
- e) FSPI 5 The number of injuries (excluding precautionary check ups) to persons resorting in premises subject to the FSO.

5.2 The targets for these performance indicators are set at the beginning of each financial year by the Group Manager Service Delivery (Protection) in consultation with the three local Office Managers.

5.3 As well as these FSPI's, the Group Manager Service Delivery (Protection) will produce an annual report and plan. Within this document the success in the reduction of risk will be reported and the enforcement activities through the proactive inspection programme will be summarised.

6.0 Inspection Frequency Planner

6.1 CFRMIS has a tool (Inspection Frequency and Officer Grade Planner) which allows determination of Inspection Frequency based on three factors.

- a) Premises type
- b) Risk Rating (Derived from Audit)
- c) Compliance level (Derived from Audit)

6.2 The premises type is further broken down into four classes of re-inspection based on FSEC groupings. These classes are based on the commonly accepted Risk Level Matrix as detailed in [Appendix B](#).

Table 1: Risk Classification of FSEC groups

| Risk Group | FSEC Groups | | | | | |
|--|---------------------------|--------------------------|---------------------------|-------------|--------------------------------|------------------------|
| Class 1 Sleeping Unfamiliar | A Hospitals | B Care Homes | C HMO | E Hostel | F Hotel | H Other Sleeping |
| Class 2 Sleeping Familiar or Licensed Premises | D Flat | G Converted Flat | L Licensed premises | | | |
| Class 3 Public Unfamiliar | J Further Education | K Public Buildings | M School | N Shop | P Other Public Buildings | |
| Class 4 Workplace familiar | R Factory | S Office | T Other Workplace | | | |

- 6.3 The following four tables (Tables 2 - 5) are provided to demonstrate the re-inspection period for each class. The compliance level range is 1 to 5, where level 1 is very compliant and level 5 is very poor.
- 6.4 Therefore for a very high risk with a low compliance level is not considered as risky as a very high risk but with a poor compliance level.

Table 2: Class 1 (FSEC groups A, B, C, E, F, H) re-inspection frequency (in months)

| Risk \ Compliance | 1 | 2 | 3 | 4 | 5 |
|-------------------|----|----|----|----|----|
| Very High | 18 | 18 | 12 | 6 | 6 |
| High | 24 | 24 | 18 | 12 | 12 |
| Medium | 90 | 60 | 60 | 24 | 24 |
| Low | 0 | 0 | 0 | 0 | 0 |
| Very Low | 0 | 0 | 0 | 0 | 0 |

Table 3: Class 2 (FSEC Groups D, G, L) re-inspection frequency (in months)

| Risk \ Compliance | 1 | 2 | 3 | 4 | 5 |
|-------------------|----|----|----|----|----|
| Very High | 18 | 18 | 12 | 6 | 6 |
| High | 36 | 36 | 24 | 18 | 18 |
| Medium | 96 | 96 | 96 | 48 | 48 |
| Low | 0 | 0 | 0 | 0 | 0 |
| Very Low | 0 | 0 | 0 | 0 | 0 |

Table 4: Class 3: (FSEC Group J, K, M, N, P) re-inspection frequency (in months)

| Risk \ Compliance | 1 | 2 | 3 | 4 | 5 |
|-------------------|-----|-----|----|----|----|
| Very High | 24 | 24 | 18 | 6 | 6 |
| High | 48 | 48 | 36 | 18 | 18 |
| Medium | 120 | 120 | 96 | 48 | 48 |
| Low | 0 | 0 | 0 | 0 | 0 |
| Very Low | 0 | 0 | 0 | 0 | 0 |

Table 5: Class 4 (FSEC Groups R, S,T) re-inspection frequency (in months)

| Risk \ Compliance | 1 | 2 | 3 | 4 | 5 |
|-------------------|-----|-----|-----|----|----|
| Very High | 24 | 24 | 12 | 6 | 6 |
| High | 60 | 60 | 48 | 36 | 18 |
| Medium | 120 | 120 | 120 | 60 | 60 |
| Low | 0 | 0 | 0 | 0 | 0 |
| Very Low | 0 | 0 | 0 | 0 | 0 |

- 6.5 As recognised in IRMP Guidance Note 4 the derived inspection frequency for a specific premises, based on risk calculation, can be altered at the discretion of a competent CSI. This decision should be justified and recorded in a note for file.

7.0 Administration (Workflow)

- 7.1 Workflow is an organised system of carrying out activities in a standardised manner. This allows for consistency in reporting and recording by giving clarity to what type of activity requires which code. Workflow is required to gather data for three purposes:
- a) Population of Integrated Risk Management Planning Returns (IRMP).
 - b) Demonstration of the various risk management activities.
 - c) Detailed analysis of work activities and time spent to ensure best use of resources.
- 7.2 The IRMP returns (required annually by CLG) require the Service Delivery (Protection) department to log the time from the beginning of a piece of work all the way through to its logical conclusion as an activity.
- 7.3 In order to achieve this, workflow requires that each job is designated two codes, as follows:
- a) Inspection Code: This code describes what type of activity has taken place, e.g. an audit, consultation or educational activity. These codes are primarily used to gather data for the IRMP returns.
 - b) Job Reason Code: This code describes the reason for the activity e.g. Inspection as a result of a complaint, or proactive inspection. These codes are primarily used to monitor and report progress towards the departments risk management objectives.

The list of available Inspection Codes is contained in [Appendix D](#)

The list of available Job Reason Codes is contained in [Appendix C](#)

- 7.4 The system is designed to provide a robust system of workflow while providing flexibility to incorporate most activities that generate direct claimable time.
- 7.5 Part of the risk management workflow process is the prioritisation of work. In order to assist this there are a number of priority codes with associated time limits for completing the job. These codes can be entered in CFRMIS when a job is created. These codes can then be used later to analyse the department's performance against it's own time limits. The list of available Priority Codes is to be found in [Appendix E](#).
- 7.6 To assist staff in identifying which codes to use for the majority of the departments activities a number of flowcharts have been created as follows:

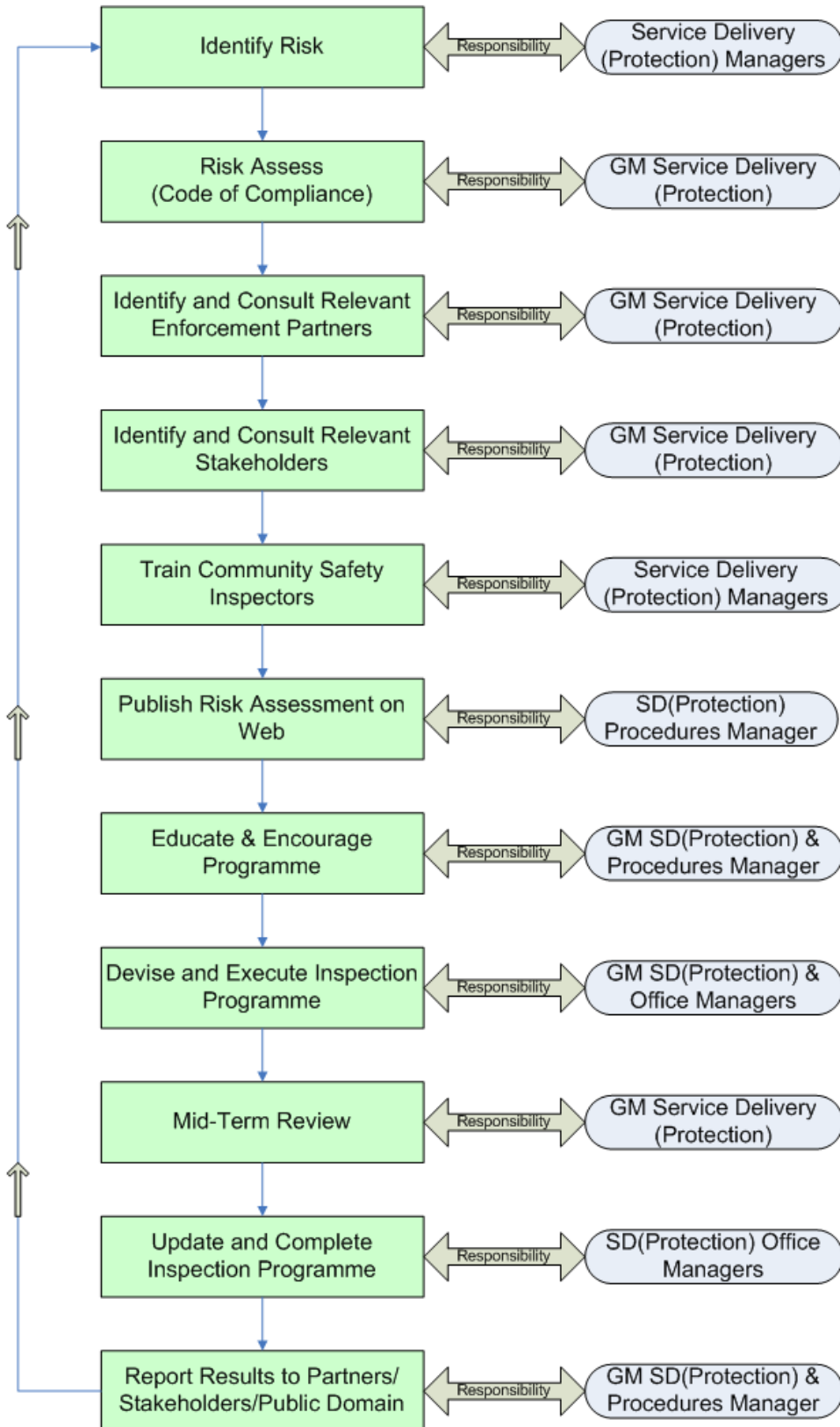
Appendix F - [Initial Inspection Type Decision Flowchart](#)

Appendix G - [Building Regulations Consultations](#)

Appendix H - [Other Consultations](#)

Appendix I - [Enforcement Action](#)

Proactive Inspection Programme Process



Appendix B - CFOA Relative Risk Matrix

| Table 11: Relative Risk Level Matrix - Fire Safety Inspections | | | | | | | | | | | | | | | | | | |
|---|----------|-----------|--------------|----------------------------------|--------|-------|--------------------------|------------------------------|-------------------|-----------------|-------------------|--------|------|-------------------------------|----------------------|--------|-----------------|----|
| Rules applied to display data - Relative Risk Rating box includes lower integer value, if 2 values from table fall into same box default to higher risk, VH and VL range keeps 2 boxes to allow for > or < values | | | | | | | | | | | | | | | | | | |
| Premises Use Group | Hospital | Care Home | HMO Tenement | Purpose Built Flats => 4 Storeys | Hostel | Hotel | House Converted to Flats | Other Sleeping Accommodation | Further Education | Public Building | Licensed Premises | School | Shop | Other Premises Open to Public | Factory or Warehouse | Office | Other workplace | |
| FBEC Group | A | B | C | D | E | F | G | H | I | J | K | L | M | N | P | R | S | T |
| Relative Risk Rating | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | |
| 7.75 | | | | | | | | | | | | | | | | | | |
| 7.5 | | | | | | | | | | | | | | | | | | |
| 7.25 | | | | | | | | | | | | | | | | | | |
| 7 | ▲ | | | | | | | | | | | | | | | | | |
| 6.75 | VH | | | | | | | | | | | | | | | | | |
| 6.5 | H | | | | | | | | | | | | | | | | | |
| 6.25 | H | ▲ | ▲ | ▲ | ▲ | | ▲ | | | | | | | | | | | |
| 6 | M | VH | VH | VH | VH | ▲ | VH | | | | | | | ▲ | | | | |
| 5.75 | M | H | H | H | H | VH | H | ▲ | | | | | | VH | | | | |
| 5.5 | M | H | H | H | H | H | H | VH | | | | | | H | | | | |
| 5.25 | M | M | M | M | M | H | M | H | ▲ | ▲ | ▲ | ▲ | | H | ▲ | | | |
| 5 | L | M | M | M | M | M | M | H | VH | VH | VH | VH | | M | VH | | | |
| 4.75 | L | M | M | M | M | M | M | M | H | H | H | H | | M | H | ▲ | | ▲ |
| 4.5 | VL | L | M | M | L | M | M | M | H | H | H | H | | M | H | VH | ▲ | VH |
| 4.25 | ▼ | L | L | L | L | L | L | M | M | M | H | M | | M | M | H | VH | H |
| 4 | | L | L | L | VL | L | L | M | M | M | M | M | | L | M | H | H | H |
| 3.75 | | VL | VL | VL | ▼ | L | VL | L | M | M | M | M | | L | M | M | H | M |
| 3.5 | | ▼ | ▼ | ▼ | | VL | ▼ | L | M | M | M | M | | VL | M | M | M | M |
| 3.25 | | | | | | ▼ | | VL | L | L | L | L | | ▼ | L | M | M | M |
| 3 | | | | | | | | ▼ | L | L | L | L | | | L | L | M | L |
| 2.75 | | | | | | | | | VL | VL | VL | VL | | | VL | L | L | L |
| 2.5 | | | | | | | | | ▼ | ▼ | ▼ | ▼ | | | ▼ | L | L | L |
| 2.25 | | | | | | | | | | | | | | | | VL | VL | VL |
| 2 | | | | | | | | | | | | | | | | ▼ | ▼ | ▼ |

Appendix C

| Inspection Type Code | Description | Associated Job reason Codes | Explanatory Notes |
|-----------------------------|--|------------------------------------|--|
| BR | Building Regulation Consultation | BR1, BR2, BRFU, BRCP | For use with statutory consultations |
| CS | Care Standards Consultation | CPR, CFU, CO | |
| HG | Housing Consultation | CPR, CFU, CO | For use with Consultation over Houses in Multiple Occupation. Priority is usually 4 |
| ED | Education consultation | CPR, CFU, CO | |
| LI | Licensing consultation | CPR, CFU, CO | |
| OF | Ofsted consultation | CPR, CFU, CO | |
| OC | Other Consultation | CPR, CFU, CO | Gangmaster licensing authority, Gaming act etc. |
| PPI | During performance/Peak Period Inspection | ANR | |
| FI | Full Inspection | | This can be used with a variety of other Inspection codes where a full audit is required |
| FU | Follow Up | FSA, ANR, CO, NP | |
| SPT | Specific telephone | PGA, CI, CE, CG | |
| SP | Specific | FSA, ANR, | |
| O | Planning/ Water | CPR,CFU,CO | To be used when inspecting planning lists or other planning development work |
| GFU | 7.2.d Inspections | | |
| FUAP | Follow Up action Plan | | |
| FUEN | Follow up Enforcement Notices | FSA, NP, NA, CH, CP, DP, DH, CO | |
| FUPN | Follow up Article 31 Notices | FSA, NP, NA, CH, CP DP, DH, CO | |
| RI | Re-cycle Inspection | FSA, LT, NT, CGI, UFS | For Audit generated by CFRMIS re-inspection programme, targeted inspections or other required audits |
| CRI | Construction Regs Inspection | | |
| FU377 | Follow up Luminous Discharge Tube-Counter Notice | | |
| FU379 | Follow up Luminous discharge Tube-Notice | | |

Appendix D

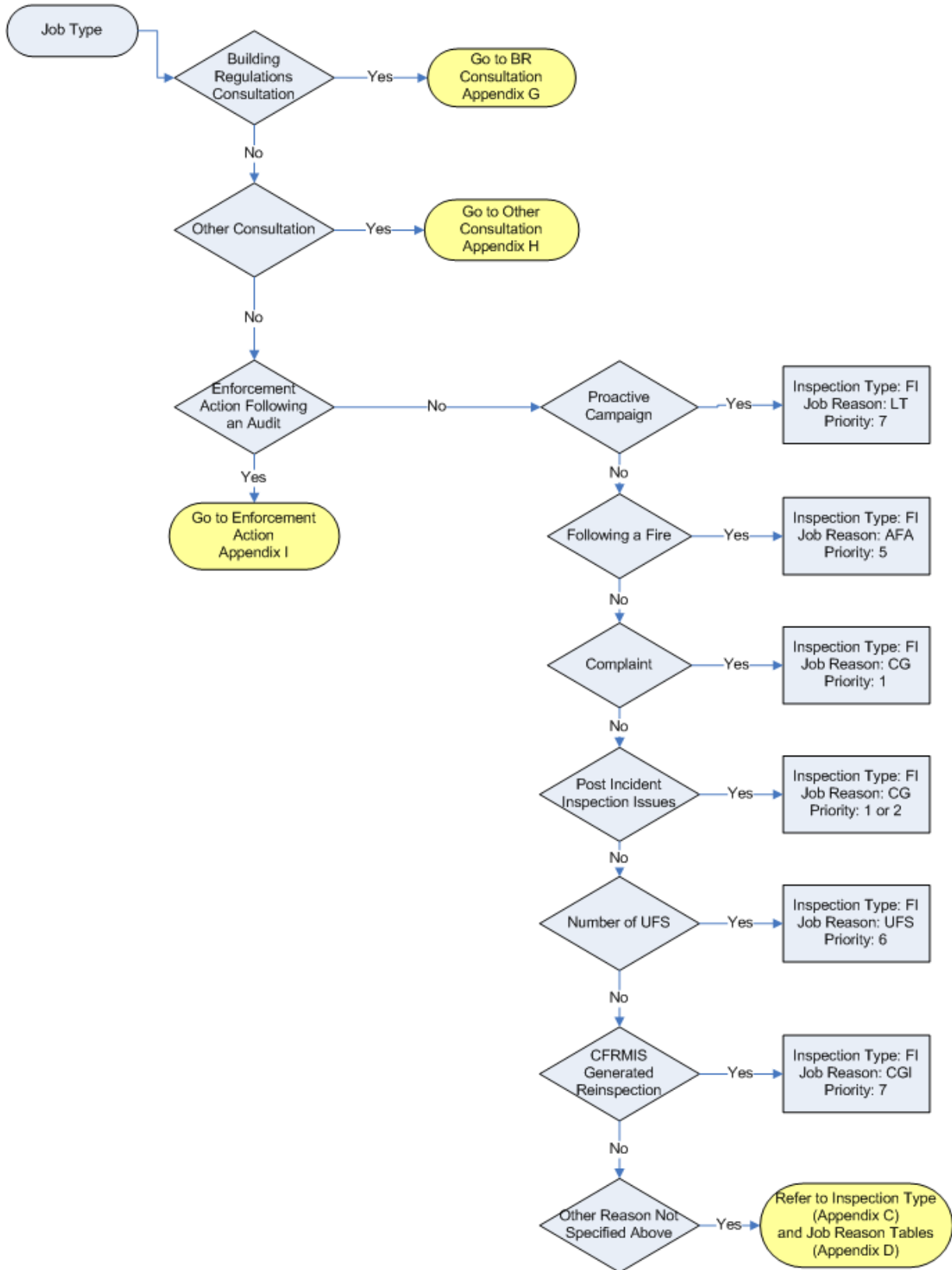
| Job Reason Code | Priority Code | Description | Explanatory Notes |
|------------------------|----------------------|--------------------------------------|---|
| CG | 1 or 2 | Complaint: General | Complaints received from members of the public, Operational Staff or Partner agencies. |
| LT | 7 | Local Targeted | Inspection targeted due to local fire, enforcement trends |
| NT | 7 | National Targeted | Inspection targeted due to national fire, enforcement trends |
| CGI | 7 | CFRMIS Generated | Inspection Generated by CFRMIS re-inspection programme |
| FSA | | Fire Safety Audit | |
| ANR | | Audit Not Required | An Inspection for which a full audit is not required. i.e. PPI inspections |
| PGA | 3 | Providing General Advice | |
| UFS | 6 | Unwanted Fire Signal Audit | Should be accompanied by RI inspection type |
| UFP | 6 | Unwanted Fire Signal Prevention | Other Unwanted fire signal prevention work not requiring an Audit. i.e. Meetings |
| AFA | 5 | After Fire Audit | |
| SAG | | Sports grounds Meetings | |
| GA | 5 | Gambling Act Consultation | |
| GL | 5 | Gangmaster LA, Consultation | |
| BR1 | 4 | Building Regs Consult Level 1 | Shortened version of consultation required |
| BR2 | 4 | Building Regs Consult Level 2 | Full Consultation required |
| BRP | | Building Regs Pre-Consultation | |
| BRFU | 5 | Building Regs Follow Up | |
| BRCP | 6 | Building Regs Completion Certificate | |
| CO | 5 | Consultation | |
| CPR | | Pre-Consultation | |
| CFU | 5 | Consultation Follow Up | |
| NP | 2 | Notice Preparation | Worked required in preparing notices, including A27 notices, company research, technical research, preparing the letters etc. |
| RIFU | 5 | Routine Inspection Follow Up | Used for follow up after any routine Inspection |
| DRA | | Desktop Risk | To be used when re-evaluating risk of |

| Job Reason Code | Priority Code | Description | Explanatory Notes |
|------------------------|----------------------|---------------------------|---|
| | | Assessment | existing premises record on CFRMIS |
| CH | | Court Hearing | Actual time spent in court as part of the formal hearing |
| CP | | Case Preparation | Preparation of evidence, including interviewing, taking statements, legal meetings, file preparation etc. |
| DP | | Determination Preparation | Preparing the case for a hearing for determination purposes |
| DH | | Determination Hearing | Time spent as part of the determination hearing |
| IA | | Informal Appeal | |
| OJR | | Other Job Reason | |
| MTG | | Meeting | |
| RS | | Rural Safety | Any positive fire safety intervention undertaken by the Rural Safety Team |

Appendix E

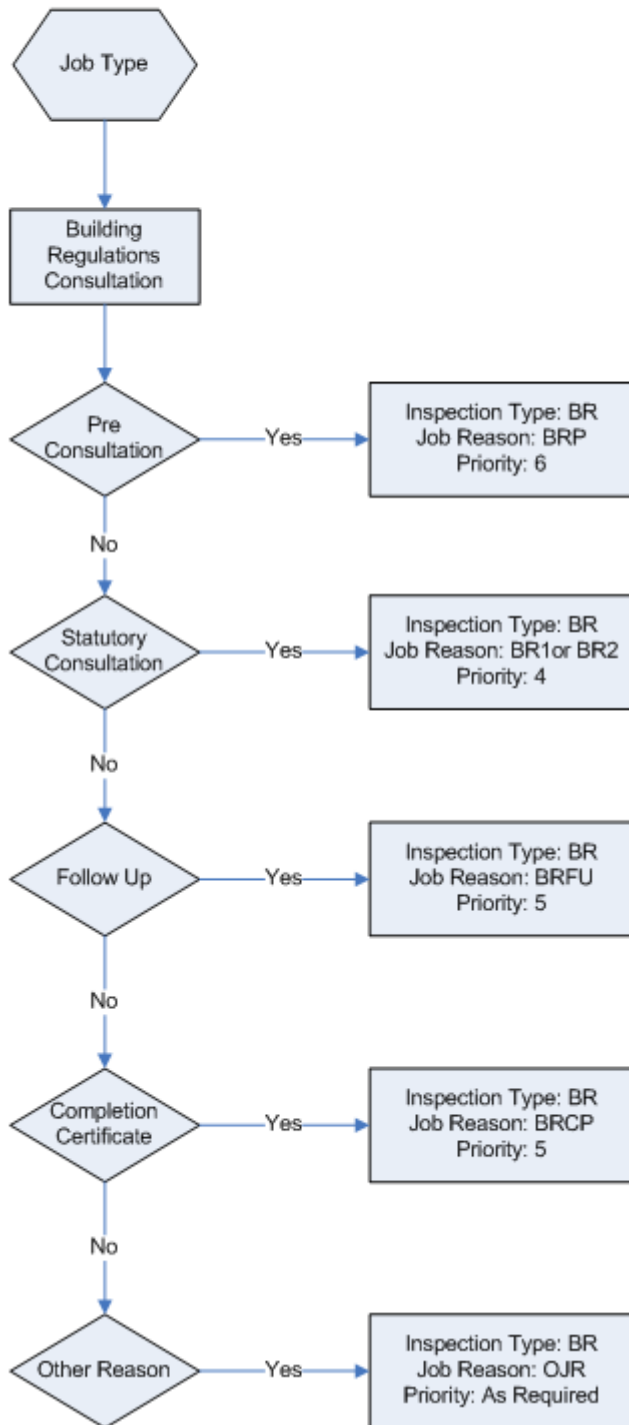
| Priority Code | Actionable Time | Description |
|---------------|-----------------|--|
| 1 | 48 Hours | To be used with High risk jobs such as complaints of blocked exits, over crowding or other serious failings. Positive action is expected within 48 hours of receipt of complaint |
| 2 | 7 Days | To be used with less serious complaints where action is expected within 7 days of receipt of complaint |
| 3 | 14 Days | |
| 4 | 15 Working Days | To be used with Statutory consultations BR and HG |
| 5 | 28 Days | All Other consultations |
| 6 | 6 Months | Low priority work |
| 7 | 1 year | Usually for use with Re-cycled inspections |
| 8/9 | Not Defined | A free code for use |

Initial Inspection Type Decision

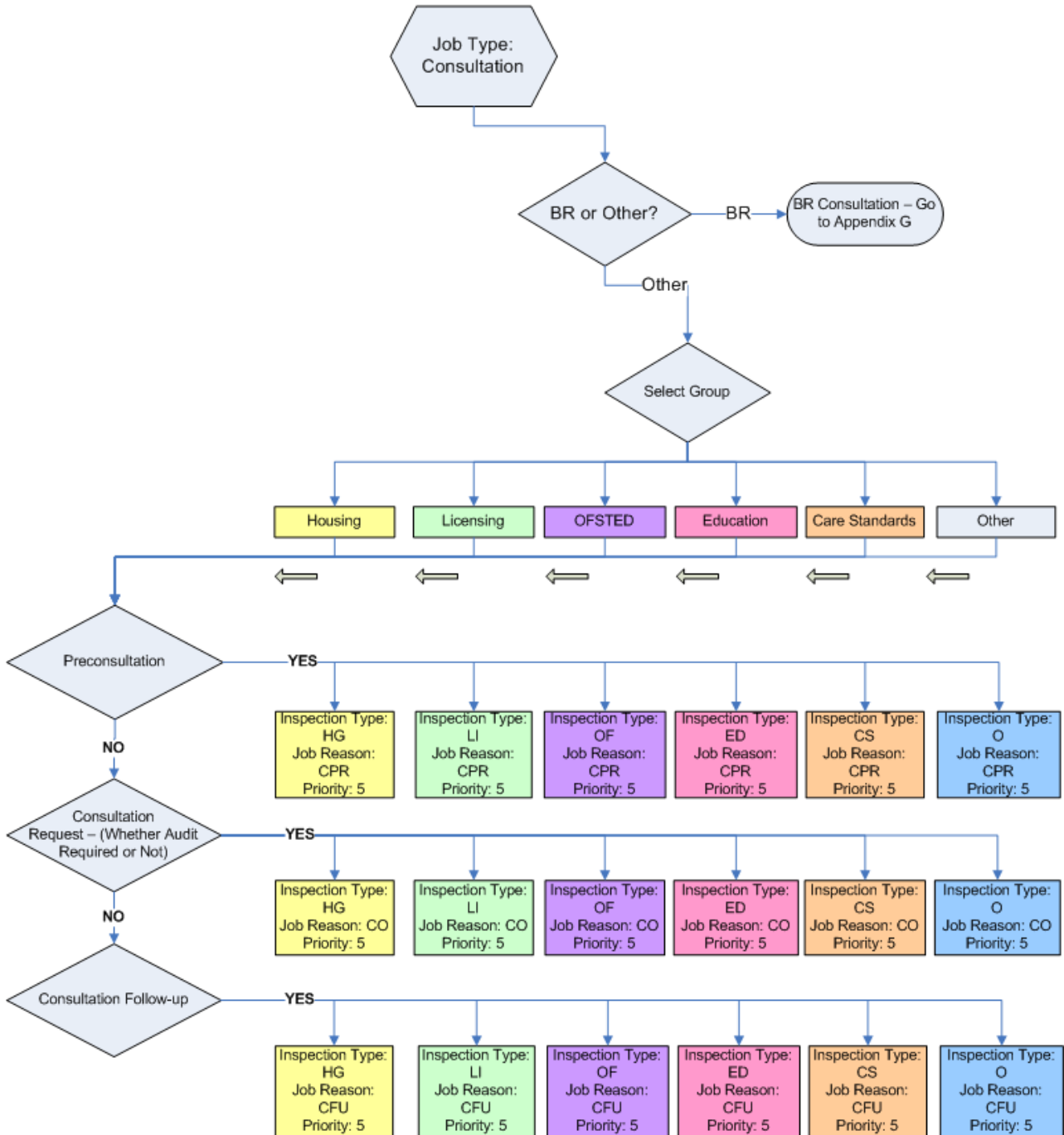


Appendix G

**Inspection Types & Job Reasons
Building Regulations**



Inspection Types & Job Reasons Other Consultation



Appendix I

Inspection Types & Job Reasons
Enforcement Action

