

Post Incident Inspection Form Processing

Standard Operating Procedure No. TFS - 037

Document Overview: - Procedure for managing the Post Incident Inspection Forms to ensure standardisation of Technical Fire Safety job processing at all offices and to ensure that any Community Fire Safety issues reported on this document are also adequately addressed.

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Office Register (spreadsheet) – Follow [link](#) for example version only

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Issue Date:	04/08/2009
Review Due Date:	03/08/2012
Last Review Date:	Initial Issue
Version	2

This document has been Equality Impact Assessed in accordance with Wiltshire FRS procedure. To view the assessment [click here](#) (to be completed via CRR).

1.0 Introduction

- 1.1 The Post Incident Inspection Form (PIIF) is routinely completed by crews following an operational incident. ([See Appendix A](#))
- 1.2 The purpose is to provide a brief overview of the general level of fire precautions found in premises visited which are covered by the Regulatory Reform (Fire Safety) Order 2005 (the Order).
- 1.3 The information provided by crews is not a comprehensive audit of fire safety arrangements but is instead a basic mechanism for communicating findings directly to the Fire Safety Department for further analysis.
- 1.4 As common areas of premises providing sheltered accommodation and other social housing are subject to the Order, the form may also communicate important information or concerns of interest to the Community Fire Safety Department (CFS).
- 1.5 The local Area (or Group) Case Manager will complete the initial document assessment to ensure CFS issues are correctly identified and actions prioritised accordingly.
- 1.6 A flowchart identifying the process is attached at [Appendix A](#).

2.0 Initial Prioritisation and Assessment

- 2.1 The PIIF forms are to be assessed by the local Area (or Group) Case Manager and prioritised.
- 2.2 If the top copy of the PIIF was not left during the inspection, the Case Manager will post it to the responsible person for the premises with a standard covering letter and any other relevant detail.
- 2.3 Details of the incident should be recorded in the Office Register (spreadsheet) which is used for monitoring, further analysis and local intelligence gathering. (I.e. UFA repeat offenders). This is of value for analysis and prioritising appropriate follow-up work. ([Link to Register](#) – Example only)
- 2.4 If the incident was in sheltered accommodation or flats, and the flat number is not recorded on the PIIF, the Case Manager should make enquiries to establish it.
- 2.5 The Case Manager will determine whether action by TFS or CFS (or both) is appropriate and either pass the “pink” copy to the Office Manager (TFS “Station B” or “Station A” in their absence) and/or initiate the CFS action as required. Any additional information already available on the register can be noted for use by the Office Manager (The CFRMIS reference can be added if required). If only CFS action is required, the Case Manager will ensure archive records are kept in a similar fashion to 3.3 below.

3.0 Job Allocation

- 3.1 The Office Manager will assess the PIIF and decide whether an audit is required or, in the case of after fire incidents, if there is a reason an audit is not required.

- 3.2 An inspecting officer will be nominated to carry out an audit and any additional information considered relevant will be attached.
- 3.3 At the same time the PIIF will be used to raise a CFRMIS job if an audit is required and scanned to the FISH document management system and stored in the premises file.¹
- 3.4 When raising jobs the following inspection reason and job reasons need to be used as per Part 3 of the [Risk Management SOP](#)

The table below is a précis of the relevant section.

Reason for Inspection	Inspection Type	Job Reason
Inspection required due to a fire at the premises.	FI	AFA
Inspection required due to a number of Unwanted Fire Signals at the premises.	FI	UFS
Inspection required due to fire safety concerns raised by the attending crew.	FI	CI

- 3.5 The pink PIIF and any other relevant documents can be forwarded to the nominated officer to support the CFRMIS job information and subsequent audit action.

4.0 Job Completion

- 4.1 The paperwork from finished jobs can be passed back to administrative support.
- 4.2 If there is considered to be any new or relevant information following the audit that may be useful for future analysis, it can be added to the spreadsheet register by the Case Manager and/or scanned to FISH.
- 4.3 Unless there is a reason to maintain any hard copy documents (i.e. for use in other projects), it can be destroyed on completion of the audit process providing the FISH copies have been correctly stored.
- 4.4 The subsequent management of the data storage on FISH will be in accordance with the relevant and current document disposal programme.

¹ Some scanning methods may produce poor quality images, a suitable copy should be achieved by “scanning to email” then saving to FISH from the chosen mailbox.

5/22/2009

PIIF Form Processing

Combined

