



Annual Essential Safety Measures

Sample Audit Template

Annual Essential Safety Measures

This template is a sample only.

Your Club is responsible for ensuring its plan contains current information and is up to date at all times with any relevant Act, Regulation, Local Law or By-Law that may apply.

The Club is responsible to ensure that an audit of the Essential Safety Measures is conducted on an annual basis and the audit report is kept on the premises.

This template is based on the requirements of the **Building Act 1993** and the **Building Regulations 2018**. (Regulations 223 – 227).

Attached to this template is an example of an Essential Safety Measures Report. Please remember that the Report is an example only.

The essential safety measures to be reported on are the following if applicable:

- Sprinkler system test
- Fire alarm test (monthly)
- Hose reels
- Exit doors
- Exit signs
- Emergency lighting
- Emergency door access

NOTES

1. The owner must ensure that this annual essential safety measures report and records of maintenance checks, service and repair work are available on the premises for inspection by the municipal building surveyor or chief officer after 24 hours' notice.
2. Section 227E of the Building Act 1993 provides the power for the chief officer and municipal building surveyor to inspect essential safety measures.
3. Under section 240 and 248(1) of the Building Act 1993 an agent of the owner must have written authority from the owner to act as their agent. Also note the general rules of "Agency" also apply.

Sample Essential Safety Measures Report

Building Act 1993

Building Regulations 2018

REGULATION 223 to 227: ANNUAL ESSENTIAL SAFETY MEASURES REPORT1

Property Address:

Sample SRS

99 Main Street, Centreville, Vic 3999

Building/s or part of building:

Classification of building/s or part of building:

Class 3

PART A – Post July 1994 building

This part of report is in relation to occupancy permit no: xxxxxxxx issued: xxxxxxxxx and is required to be prepared before each anniversary of the date of that occupancy permit or maintenance determination.

Maintenance personnel details

The following personnel carried out maintenance on the essential safety measures in this building during the preceding 12 months.

Essential safety measure	Name	Address
Sprinkler System Test (weekly)	Superior Fire & Security	1 Station Street, Centreville, Vic 3999
Fire alarm Test (monthly)	Superior Fire & Security	1 Station Street, Centreville, Vic 3999
Hose Reels	Superior Fire & Security	1 Station Street, Centreville, Vic 3999
Exit signs Test	Superior Fire & Security	1 Station Street, Centreville, Vic 3999
Emergency Lighting	Superior Fire & Security	1 Station Street, Centreville, Vic 3999
Emergency Door Access	Superior Fire & Security	1 Station Street, Centreville, Vic 3999

PART B - All Buildings (pre and post July 1994 Buildings)

1) Details of any inspection report provided under section 227E2 of the Building Act 1993; and

2) Compliance

I hereby state that I have*/the owner has/the club has* taken all reasonable steps to ensure that—

- (i) each essential safety measure is operating at the required level of performance or to fulfil its purpose; and
- (ii) where applicable each essential safety measure has been maintained in accordance with the occupancy permit or maintenance determination and will fulfil its purpose; and
- (iii) since the last annual essential safety measures report there have been no penetrations to required fire-resisting construction, smoke curtains and the like in the building, other than those for which a building permit has been issued; and
- (iv) since the last annual essential safety measures report there have been no changes to materials or assemblies that must comply with particular fire hazard properties, other than those for which a building permit has been issued; and
- (v) the information contained in this report is correct.

Signature

Club Liaison Officer

Signed: **John Smith**

Date: **30/June 2018**

NOTES

1. The owner must ensure that this annual essential safety measures report and records of maintenance checks, service and repair work are available on the premises for inspection by the municipal building surveyor or chief officer after 24 hours' notice. The penalty for non-compliance is a maximum of 10 penalty units.
2. Section 227E of the *Building Act 1993* provides the power for the chief officer and municipal building surveyor to inspect essential safety measures.
3. Under section 240 and 248(1) of the *Building Act 1993* an agent of the owner must have written authority from the owner to act as their agent. Also note the general rules of "Agency" also apply.