

Fire Strategy Document Template Checklist

Comprehensive Section-by-Section Guide for UK Building Regulations Compliance

Use this checklist to ensure your fire strategy document includes all essential sections and components required for building control approval.

Document Structure & Presentation

- ☐ Professional cover page with project details and authorship
 - ☐ Document version control and revision history
 - ☐ Clear contents page with page numbers
 - ☐ Consistent formatting and layout throughout
 - ☐ All pages numbered and project-identified
 - ☐ Professional binding and presentation
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Section 1: Executive Summary

Purpose: Provide concise overview of entire fire strategy for quick stakeholder reference

- ☐ Building description and location clearly stated
- ☐ Project scope and current design stage identified
- ☐ Primary design standards adopted (Approved Document B, BS 9999, or engineered solution)

- ☐ Summary of key fire safety provisions (50-100 words)
 - ☐ Notable deviations from standard guidance highlighted
 - ☐ Key stakeholders and competent person identified
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Section 2: Building Description & Project Context

Purpose: Establish complete understanding of building characteristics and fire safety challenges

- ☐ Accurate building dimensions (height in meters, gross floor area in m²)
 - ☐ Number of storeys including basements clearly stated
 - ☐ Use classification per Building Regulations
 - ☐ Maximum occupant numbers calculated and justified
 - ☐ Construction type described (frame type, materials)
 - ☐ Floor-to-floor heights documented
 - ☐ Neighboring properties and boundary distances measured
 - ☐ Site context and access arrangements described
 - ☐ For extensions: existing building details and interface arrangements
 - ☐ For material change of use: previous use documented
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Section 3: Design Standards & Regulatory Basis

Purpose: Establish regulatory and technical framework for entire fire strategy

- ☐ Primary design standard identified and justified (Approved Document B or BS 9999)
- ☐ Building Regulations Part B compliance statement
- ☐ All relevant legislation listed (Building Regulations, Fire Safety Order, etc.)
- ☐ British Standards referenced with current version numbers (BS 9999, BS 5839-1, BS 5266, etc.)
- ☐ Industry guidance documents referenced

- ☐ Deviations from prescriptive guidance identified and justified
 - ☐ Fire engineering methodologies explained (if applicable)
 - ☐ Consultation with building control, fire authority, or insurers documented
 - ☐ Local authority specific requirements noted
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Section 4: Fire Risk Assessment Summary

Purpose: Document design-stage fire risk evaluation informing fire safety measures

- ☐ Methodology for design-stage risk evaluation explained
 - ☐ Potential ignition sources identified based on building use
 - ☐ Fire load characteristics assessed
 - ☐ Combustible materials likely to be present evaluated
 - ☐ Occupant characteristics assessed (age, mobility, familiarity)
 - ☐ Vulnerable persons considerations documented
 - ☐ Evacuation challenges identified (travel distances, stair capacity, complex layouts)
 - ☐ Risk mitigation approach explained
 - ☐ Reference to any formal fire risk assessments conducted
 - ☐ For refurbishments: existing building fire risk assessment referenced
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Section 5: Means of Escape Analysis (Building Regulations Part B1)

Purpose: Demonstrate occupants can evacuate safely before conditions become untenable

Evacuation Strategy

- ☐ Evacuation philosophy clearly stated (simultaneous, phased, progressive horizontal, or stay-put)

- ☐ Justification for chosen evacuation strategy based on building type and occupancy
- ☐ Evacuation time estimates provided
- ☐ Assembly point locations specified

Travel Distances

- ☐ Travel distance measurement methodology explained
- ☐ Maximum permissible travel distances tabulated by design standard
- ☐ Actual travel distances measured and documented for all areas
- ☐ Travel distance compliance demonstrated
- ☐ Areas requiring special consideration identified
- ☐ Travel distance drawings cross-referenced

Escape Route Provisions

- ☐ Escape route widths calculated based on occupant numbers
- ☐ Minimum width requirements met and demonstrated
- ☐ Door widths specified (minimum clear opening widths)
- ☐ Corridor dimensions documented
- ☐ Protected corridor fire resistance specified (typically 30 minutes)
- ☐ Vision panels in doors addressed where required
- ☐ Escape route surface finishes specified

Staircase Design

- ☐ Number of staircases justified by occupancy and travel distances
- ☐ Staircase locations shown on drawings
- ☐ Staircase types specified (protected or firefighting)
- ☐ Fire resistance ratings confirmed (typically 30, 60, or 120 minutes)
- ☐ Staircase capacity calculations provided
- ☐ Staircase widths meet minimum requirements

- ☐ Rise and going dimensions specified
- ☐ Handrail provisions confirmed
- ☐ Staircase ventilation arrangements described

Final Exit Arrangements

- ☐ Final exit door locations identified
- ☐ Final exit widths adequate for occupancy
- ☐ Door opening directions confirmed (outward from escape direction)
- ☐ Final exit hardware specified (panic bars, push pads, etc.)
- ☐ Routes to place of ultimate safety described
- ☐ External congregation areas considered

Refuge Areas (if applicable)

- ☐ Refuge area locations specified
 - ☐ Refuge area sizes calculated and confirmed adequate
 - ☐ Communication provisions described
 - ☐ Evacuation procedures for refuge occupants outlined
 - ☐ Wheelchair space dimensions confirmed
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Section 6: Fire Detection and Alarm Systems (Building Regulations Part B1)

Purpose: Demonstrate early warning provisions for timely evacuation

System Specification

- ☐ Fire alarm system category specified (L1, L2, L3, L4, L5, M, or P per BS 5839-1)
- ☐ Justification for system category selection provided
- ☐ Design standard referenced (BS 5839-1 for commercial, BS 5839-6 for domestic)

- ☐ Automatic or manual system type confirmed

Detection Coverage

- ☐ Areas with detection coverage clearly identified
- ☐ Coverage based on system category requirements
- ☐ Areas excluded from coverage identified and justified
- ☐ Detection density meets standard requirements

Detector Specifications

- ☐ Detector types specified for different areas (smoke, heat, beam, multi-sensor)
- ☐ Detector placement justified based on environmental conditions
- ☐ False alarm mitigation measures described
- ☐ Detector spacing confirmed compliant with standards

Alarm Sounders

- ☐ Sounder locations specified on drawings
- ☐ Sound pressure levels calculated (minimum 65 dB(A) or 5 dB(A) above ambient)
- ☐ Sounder audibility throughout building demonstrated
- ☐ Visual alarm devices specified where required

Control Equipment

- ☐ Fire alarm panel location(s) specified
- ☐ Panel type and capacity confirmed adequate
- ☐ Zoning arrangement described
- ☐ User interface provisions detailed
- ☐ Remote monitoring arrangements specified (if applicable)

Power Supply

- ☐ Mains power supply arrangements described
- ☐ Battery backup capacity specified (typically 24 or 72 hours)
- ☐ Standby duration justified based on occupancy type
- ☐ Generator backup provisions (if applicable)

System Interfaces

- ☐ Integration with building management systems described
- ☐ Access control interface provisions detailed
- ☐ Automatic door release mechanisms specified
- ☐ Smoke control system activation detailed
- ☐ Suppression system interface described
- ☐ Cause and effect matrix provided

Maintenance and Testing

- ☐ Weekly testing procedures outlined
- ☐ Quarterly inspection requirements specified
- ☐ Annual servicing requirements detailed
- ☐ Test record keeping requirements noted

Section 7: Internal Fire Spread - Linings (Building Regulations Part B2)

Purpose: Specify fire performance requirements for wall and ceiling linings

Classification Standards

- ☐ Classification system explained (European Classes A1-F or UK Class 0-4)
- ☐ Conversion table between classification systems provided

- ☐ Test standards referenced (BS EN 13501-1, BS 476-6/7)

Lining Requirements by Area

- ☐ Circulation space lining requirements specified (typically Class 0 or European B-s3,d2)
- ☐ Other room lining requirements specified (typically European C-s3,d2)
- ☐ Small room relaxations identified (where applicable)
- ☐ High-hazard area enhanced requirements specified
- ☐ Requirements tabulated by area type for clarity

Specific Lining Types

- ☐ Suspended ceiling tile fire performance specified
- ☐ Ceiling void treatment requirements addressed
- ☐ Wall lining and decorative finish requirements specified
- ☐ Wallpaper and paneling requirements addressed
- ☐ Height restrictions for lower-performance materials noted

Thermoplastic Materials

- ☐ Restrictions on thermoplastic materials in circulation spaces specified
- ☐ Rooflight material requirements addressed
- ☐ Lighting diffuser restrictions noted
- ☐ Classification requirements for thermoplastics detailed (TP(a) rigid or TP(b))

Documentation

- ☐ Product specifications for all lining materials included or referenced
 - ☐ Test certificates or manufacturer declarations obtained
 - ☐ Materials schedule created showing fire performance classifications
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Section 8: Internal Fire Spread - Structure (Building Regulations Part B3)

Purpose: Demonstrate building structure and compartmentation contain fire spread

Fire Resistance Periods

- ☐ Required fire resistance periods specified for all structural elements
- ☐ Fire resistance table created showing requirements by element type
- ☐ Fire resistance periods justified based on building height, use, and basements

Compartmentation Strategy

- ☐ Building compartmentation strategy described and justified
- ☐ Horizontal compartmentation arrangements shown on drawings
- ☐ Vertical compartmentation arrangements shown on drawings
- ☐ Compartment sizes calculated and tabulated
- ☐ Maximum permitted compartment sizes confirmed not exceeded
- ☐ Separate occupancy compartmentation addressed
- ☐ Service riser compartmentation specified

Fire Doors

- ☐ Fire door performance ratings specified (FD30, FD60, FD90, FD120)
- ☐ Fire door locations shown on drawings
- ☐ Comprehensive fire door schedule created
- ☐ Hold-open device arrangements specified (where permitted)
- ☐ Fire door installation requirements specified
- ☐ Fire door inspection and maintenance requirements outlined

Cavity Barriers

- ☐ Cavity barrier locations identified on drawings

- ☐ Cavity barrier specifications provided
- ☐ Cavity barrier requirements at compartment boundaries addressed
- ☐ Roof void cavity barriers specified
- ☐ Raised floor cavity barriers addressed
- ☐ Suspended ceiling void barriers specified
- ☐ External wall cavity barriers detailed

Service Penetrations

- ☐ Fire-stopping requirements for all service penetrations specified
- ☐ Approved fire-stopping products and systems identified
- ☐ Fire-stopping performance requirements matched to element ratings
- ☐ As-built record requirements for fire-stopping specified

Protected Shafts

- ☐ All protected shafts identified (stairs, lifts, service risers)
- ☐ Fire resistance requirements for protected shafts specified
- ☐ Shaft ventilation arrangements described
- ☐ Access arrangements to shafts detailed
- ☐ Shaft fire-stopping requirements addressed
- ☐ Combustible material restrictions within shafts specified

Section 9: External Fire Spread (Building Regulations Part B4)

Purpose: Demonstrate external envelope resists fire spread to/from adjacent buildings

Boundary Analysis

- ☐ Relevant boundaries identified and defined

- ☐ Distances to relevant boundaries measured and documented
- ☐ Boundary type specified
- ☐ Boundary distance used for calculations clearly stated

Unprotected Area Calculations

- ☐ Total unprotected area calculated for each elevation
- ☐ Unprotected area elements identified
- ☐ Maximum permitted unprotected area determined based on boundary distance
- ☐ Compliance with maximum unprotected area demonstrated
- ☐ Unprotected area percentage calculated and tabulated
- ☐ Aggregation rules for closely-spaced openings applied

External Wall Construction

- ☐ External wall fire resistance from inside specified
- ☐ External wall fire resistance from outside specified
- ☐ External wall combustibility requirements addressed
- ☐ Post-Grenfell guidance compliance demonstrated (for high-rise residential)
- ☐ Cladding system specifications provided
- ☐ External wall material test certificates referenced
- ☐ Insulation material fire performance specified

Vertical Fire Spread Prevention

- ☐ Measures to prevent vertical fire spread between floors specified
- ☐ Vertical fire spread analysis provided for each elevation
- ☐ Compliance with vertical spread requirements demonstrated

Roof Coverings

- ☐ Roof covering designation specified

- ☐ Roof covering designation justified based on boundary distance
- ☐ Roof construction and fire-resisting elements described
- ☐ Rooflight specifications and spacing addressed

Balconies and Projections

- ☐ Balcony construction materials specified
- ☐ Fire separation between balconies and facade detailed
- ☐ Combustible balcony material restrictions addressed
- ☐ Canopy and projection fire performance specified

External Fire Spread Drawings

- ☐ External elevation drawings showing boundary distances included
 - ☐ Unprotected areas marked on elevations
 - ☐ External wall construction build-ups shown
 - ☐ Vertical fire spread prevention measures illustrated
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Section 10: Access and Facilities for Fire Service (Building Regulations Part B5)

Purpose: Demonstrate fire service can effectively access building and conduct operations

Vehicle Access

- ☐ Fire service vehicle access routes shown on site plan
- ☐ Access route widths confirmed adequate (minimum 3.7m)
- ☐ Turning circles confirmed adequate
- ☐ Access route load-bearing capacity confirmed
- ☐ Hard standing areas for fire appliance positioning identified
- ☐ Access route gradients confirmed acceptable

- ☐ Overhead clearances confirmed adequate

Firefighting Shafts (Buildings Over 18m)

- ☐ Number of firefighting shafts justified
- ☐ Firefighting shaft locations shown on drawings
- ☐ Firefighting lobby provisions at each floor detailed
- ☐ Firefighting lift specifications provided
- ☐ Firefighting stair specifications provided
- ☐ Shaft pressurization arrangements described
- ☐ Emergency communication systems specified

Fire Mains and Hydrants

- ☐ Rising main requirements assessed and provided
- ☐ Fire main inlet locations specified
- ☐ Hydrant locations shown on site plan
- ☐ Water supply adequacy confirmed
- ☐ Pumping arrangements specified (if required)
- ☐ Testing and maintenance requirements outlined

Firefighting Equipment Access

- ☐ Access to firefighting equipment from firefighting shafts confirmed
- ☐ Fire service switch locations specified
- ☐ Building services isolation arrangements described
- ☐ Emergency generator provisions detailed
- ☐ Smoke control system override provisions specified

Section 11: Fire Suppression Systems (if applicable)

Purpose: Document automatic suppression system provisions and integration

System Type and Standards

- ☐ Suppression system type specified (sprinkler, deluge, gas, foam, etc.)
- ☐ Design standards referenced (BS EN 12845, BS 5306, etc.)
- ☐ System category or hazard classification specified
- ☐ Water supply requirements calculated and confirmed

Coverage and Protection

- ☐ Areas protected by suppression system identified
- ☐ Areas excluded from protection identified and justified
- ☐ Special hazard areas addressed with appropriate systems
- ☐ Protection objectives clearly stated

System Components

- ☐ Sprinkler head types and specifications provided
- ☐ Pipe sizing and layout requirements specified
- ☐ Control valve arrangements described
- ☐ Alarm and monitoring provisions detailed
- ☐ Water supply and pumping arrangements specified

Integration with Other Systems

- ☐ Interface with fire alarm system described
- ☐ Smoke control system interaction addressed
- ☐ Building services shutdown provisions detailed
- ☐ Access control integration specified

Testing and Maintenance

- ☐ Commissioning requirements per relevant standards specified
- ☐ Ongoing testing and maintenance requirements outlined

- ☐ Inspection frequency requirements detailed
 - ☐ Record keeping requirements specified
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Section 12: Smoke Control Systems (if applicable)

Purpose: Document smoke management provisions for life safety and firefighting

Smoke Control Strategy

- ☐ Smoke control objectives clearly stated
- ☐ Smoke control methodology explained
- ☐ Areas covered by smoke control identified
- ☐ Integration with building design described

Natural Smoke Ventilation

- ☐ Natural vent areas calculated and specified
- ☐ Vent locations shown on drawings
- ☐ Automatic opening mechanisms specified
- ☐ Manual override provisions described

Mechanical Smoke Extract

- ☐ Extract rates calculated and specified
- ☐ Fan specifications provided
- ☐ Ductwork arrangements shown on drawings
- ☐ Control philosophy described

Pressurization Systems

- ☐ Areas to be pressurized identified
- ☐ Design pressure differentials specified
- ☐ Air supply rates calculated

- ☐ Fan specifications provided
- ☐ Ductwork arrangements shown on drawings
- ☐ Control philosophy described

Testing and Commissioning

- ☐ Testing and commissioning requirements specified
 - ☐ Performance criteria defined
 - ☐ Maintenance requirements outlined
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Section 13: Fire Safety Management & Procedures

Purpose: Bridge gap between building design and operational fire safety reality

Responsible Person Identification

- ☐ Responsible person under Fire Safety Order identified
- ☐ Management responsibilities for common areas clarified
- ☐ Multiple responsible persons in shared premises addressed
- ☐ Contact information for responsible persons provided

Fire Risk Assessment Requirements

- ☐ Requirement for pre-occupation fire risk assessment specified
- ☐ Fire risk assessment review frequency outlined
- ☐ Competent person requirements for assessment noted
- ☐ Fire risk assessment interface with fire strategy explained

Fire Safety Management Plan

- ☐ Development of comprehensive fire safety management plan recommended
- ☐ Management plan content requirements outlined

Staff Training Requirements

- ☐ General staff fire safety training requirements outlined
- ☐ Fire marshal appointment requirements specified
- ☐ Fire marshal training content requirements detailed
- ☐ Training frequency recommendations provided
- ☐ Training record keeping requirements specified

Maintenance Schedules

- ☐ Comprehensive maintenance schedule provided covering all fire safety systems
- ☐ Critical housekeeping matters specified
- ☐ Record keeping requirements specified

Evacuation Procedures

- ☐ Building evacuation procedures outlined
- ☐ Provisions for occupants with disabilities documented
- ☐ Personal Emergency Evacuation Plans (PEEPs) requirements addressed
- ☐ Evacuation drill frequency recommendations provided

Section 14: Emergency Lighting & Signage

Purpose: Enable occupants to navigate escape routes during emergency conditions

Emergency Lighting System Design

- ☐ Design standards referenced (BS 5266-1, BS EN 1838)
- ☐ Emergency lighting categories specified
- ☐ Illumination levels specified
- ☐ System duration specified and justified

Luminaire Types and Specifications

- ☐ Luminaire types specified
- ☐ Luminaire locations detailed
- ☐ Luminaire mounting heights specified
- ☐ Emergency lighting layout drawings provided

Power Supply and Battery Backup

- ☐ Emergency lighting power supply arrangements described
- ☐ Battery backup specifications provided
- ☐ Automatic changeover mechanisms detailed
- ☐ Central battery vs self-contained luminaires justified

Testing and Maintenance

- ☐ Monthly function test requirements outlined
- ☐ Annual duration test requirements specified
- ☐ Test record keeping requirements detailed
- ☐ Maintenance schedule provided

Fire Safety Signage Requirements

- ☐ Signage design standards referenced
- ☐ Signage types and locations specified
- ☐ Signage heights and viewing distances confirmed
- ☐ Signage illumination methods specified

Section 15: Fire Strategy Drawings Package

Purpose: Translate written provisions into buildable, inspectable graphical documentation

Required Drawings List

- ☐ Complete drawing list created with reference numbers
- ☐ Drawing issue dates and revision numbers documented
- ☐ Drawing scale and legend provided for each drawing
- ☐ Cross-references between written strategy and drawings confirmed

Fire Compartmentation Plans

- ☐ Floor plans showing all compartment boundaries provided
- ☐ Fire-resisting walls identified with fire resistance ratings
- ☐ Protected shaft locations and extents shown
- ☐ Compartment sizes calculated and noted on drawings

Means of Escape Plans

- ☐ Floor plans showing all escape routes provided
- ☐ Travel distances measured and noted on drawings
- ☐ Exit locations clearly marked
- ☐ Protected escape route boundaries shown
- ☐ Staircase locations and types identified

Fire Door Schedule and Location Plans

- ☐ Fire door locations shown on all floor plans
- ☐ Fire door reference numbers assigned
- ☐ Comprehensive fire door schedule created
- ☐ Fire door symbols and legend provided

Fire Detection and Alarm Layout

- ☐ Floor plans showing all detector locations provided
- ☐ Detector types clearly distinguished

- ☐ Manual call point locations shown
- ☐ Alarm sounder locations indicated
- ☐ System schematic diagram provided

External Fire Spread Analysis Drawings

- ☐ Building elevations showing relevant boundaries provided
- ☐ Boundary distances dimensioned on elevations
- ☐ Unprotected areas marked and dimensioned
- ☐ External wall construction specifications noted

Fire Service Access Site Plans

- ☐ Site plan showing fire appliance access routes provided
- ☐ Access route widths dimensioned
- ☐ Hard standing areas for fire appliance positioning marked
- ☐ Fire hydrant locations shown

Drawing Standards and Quality

- ☐ All drawings to consistent and appropriate scale
- ☐ North point included on all plans
- ☐ Scale bar provided on each drawing
- ☐ Clear legend explaining all symbols and color coding
- ☐ Sufficient detail for contractor implementation

Section 16: Assumptions and Limitations

Purpose: Document design assumptions and clearly state document scope limitations

Design Assumptions

- ☐ Building use assumptions clearly stated

- ☐ Occupancy pattern assumptions documented
- ☐ Maximum occupant number assumptions specified
- ☐ Management competency assumptions stated
- ☐ Active system reliability assumptions noted
- ☐ Construction quality assumptions specified
- ☐ Ongoing maintenance assumptions noted

Future Modification Provisions

- ☐ Statement that fire strategy based on documented design included
- ☐ Future modification triggers for fire strategy review identified
- ☐ Requirement for fire strategy reassessment for significant changes stated

Scope Exclusions

- ☐ What is excluded from fire strategy scope clearly stated
 - ☐ Professional indemnity language included
 - ☐ Implementation quality outside author's control noted
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Section 17: Appendices and Supporting Information

Purpose: Provide detailed technical information supporting main strategy

Regulatory References

- ☐ Complete list of applicable regulations and standards
- ☐ Relevant extracts from guidance documents
- ☐ Correspondence with authorities

Calculations and Analysis

- ☐ Occupancy calculations
- ☐ Travel distance calculations

- ☐ Staircase capacity calculations
- ☐ Fire resistance calculations (if applicable)
- ☐ Smoke control calculations (if applicable)

Product Information

- ☐ Fire door specifications and test certificates
- ☐ Fire-stopping product data sheets
- ☐ Fire alarm system specifications
- ☐ Emergency lighting specifications
- ☐ Suppression system specifications (if applicable)

Quality Assurance Documentation

- ☐ Design team competency evidence
 - ☐ Professional indemnity insurance confirmation
 - ☐ Quality assurance procedures followed
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Final Quality Checks

Document Review

- ☐ Internal technical review completed
- ☐ All cross-references checked for accuracy
- ☐ All drawings referenced in text are included
- ☐ Consistency between written content and drawings verified
- ☐ Spelling and grammar checked
- ☐ Technical terminology used correctly and consistently

Submission Package

- ☐ Cover letter to building control prepared

- ☐ Building Regulations application forms completed
 - ☐ Appropriate submission fee calculated
 - ☐ Digital files organized and clearly named
 - ☐ PDF document optimized for file size and readability
 - ☐ All documents collated into submission package
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Post-Submission Actions

Building Control Correspondence

- ☐ Acknowledgment of submission receipt confirmed
- ☐ Building control queries responded to promptly
- ☐ Requested clarifications provided
- ☐ Design amendments documented with revision tracking
- ☐ Revised fire strategy sections resubmitted as required

Construction Phase

- ☐ Fire strategy provided to design team and contractors
- ☐ Site briefings on fire safety requirements conducted
- ☐ Site inspections at critical fire safety stages attended
- ☐ Design changes assessed for fire safety implications
- ☐ As-built amendments tracked throughout construction

Completion and Handover

- ☐ As-built fire strategy amendments incorporated
- ☐ Final fire strategy document issued
- ☐ Regulation 38 information package compiled
- ☐ Handover meeting with building owner/manager conducted
- ☐ Training for building management staff provided

- [] Final completion certificate from building control obtained
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How to Use This Checklist

During Fire Strategy Preparation: Use as a task list to ensure no sections are missed. Check off items as they are completed and identify items requiring additional information or specialist input.

For Quality Assurance Review: Conduct systematic review of completed fire strategy against checklist. Identify any gaps or incomplete sections before submission and ensure consistency between different document sections.

For Client or Building Control Review: Provide to stakeholders as overview of expected fire strategy content. Use to structure review comments and feedback and identify areas requiring clarification or additional detail.

For Project Handover: Confirm all Regulation 38 requirements are met. Verify completeness of handover information package and ensure building management team understands all sections.

This checklist is designed to be comprehensive for the most complex buildings. For simpler projects, some sections may not apply or may require less detail. Always consider the specific requirements of your project type and consult with building control on appropriate documentation levels.

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