

PAS 7:2013



BSI Standards Publication

Fire risk management system – Specification

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pages 1 to 50, an inside back cover and a back cover.

Foreword

This PAS was sponsored by BB7 Fire Risk & Resilience. Its development was facilitated by BSI Standards Limited and is published under licence from The British Standards Institution. It came into effect on 30 June 2013.

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This PAS is not to be regarded as a British Standard. It will be withdrawn upon publication of its content in, or as, a British Standard.

Relationship with other publications

This PAS has been prepared in line with ISO guidance contained in the Consolidated ISO Supplement to the ISO Directives, Part 1 (Procedures specific to ISO), *Annex SL (normative) Proposals for management system standards, Guidance on the development process and structure of an MSS SL.8, Appendix 3 (normative) High level structure, identical core text, common terms and core definitions*.

Information about this document

Certification. Users of this PAS are advised to consider the desirability of third-party certification of conformity with this PAS. Appropriate conformity attestation arrangements are described in BS EN ISO/IEC 17021. Users seeking assistance in identifying appropriate conformity assessment bodies or schemes may ask BSI to forward their enquiries to the relevant trade association.

Please note that there is no legal obligation to adopt the requirements of this PAS – it is a voluntary document.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element. The word “should” is used to express recommendations, the word “may” is used to express permissibility and the word “can” is used to express possibility, e.g. a consequence of an action or an event.

Spelling conforms to *The Shorter Oxford English Dictionary*. If a word has more than one spelling, the first spelling in the dictionary is used.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a PAS cannot confer immunity from legal obligations.

Particular attention is drawn to the following legislation:

- Regulatory Reform (Fire Safety) Order 2005 [1];
- Fire (Scotland) Act 2005 [2];
- Fire Safety (Scotland) Regulations 2006 [3];
- Fire and Rescue Services (Northern Ireland) Order 2006 [4];
- Fire Safety Regulations (Northern Ireland) 2010 [5].

References are made throughout this PAS to legislation and guidance applicable in the UK. However, it is recognized that the standard might be used outside the UK and, in such circumstances, users of the PAS need to be aware of the legislative requirements and sources of further information applicable in their own countries.

0 Introduction

0.1 General

Current fire safety legislation and guidance is based on risk and focuses on individual premises and facilities. It is less specific about managing this risk from fire at an organizational level. In many cases, the person(s) with duties under legislation might be part of a larger organization with multiple sites and facilities with common working practices and procedures. This can present challenges with regard to translating fire safety policy into effective strategies throughout the organization, where fire safety is unlikely to be the key driver.

Although fire safety legislation provides a legal instrument to prosecute if it is perceived that inadequate fire safety management in an organization has resulted in an offence under relevant legislation, there is no definitive guidance that dictates minimum standards, functions and accessibility of fire safety management information across a corporate entity or multiplesite organization.

PAS 7 presents requirements for an organizational fire risk management system (FRMS). The system can be applied in organizations that operate on multiple sites, separate management divisions within an organization, or individual premises within a single entity.

A documented FRMS provides a means of demonstrating that fire safety policy is translated into action to ensure that the fire risk to people and the business are reduced as far as reasonably practicable while ensuring that the legislative requirements are met. The extent of the management system should be proportionate to the level of risk arising from the organization's activities and subsequent level of assurance sought. It should be noted that an organization's risk tolerance (that is its readiness to bear risk, after risk treatment, in order to achieve its objectives) can be limited by legal or regulatory requirements.

Documentation of the FRMS and its processes will provide an auditable trail that demonstrates an organization's commitment to fire risk management and legislative compliance. It should not result in undue bureaucracy.

0.2 The evolution of PAS 7

0.2.1 General

PAS 7 has developed against a backdrop of an evolving fire safety landscape. These developments include:

- a) an increase in the proliferation of fire-engineered complexes and buildings;
- b) the emergence of methods of modern construction;
- c) building design freedoms based on assumed management standards (in accordance with BS 9999:2008 management levels);
- d) Regulation 38 (on fire safety information) of the Building Regulations 2010 – (England and Wales only) [6];
- e) Lead Authority Partnership Schemes (LAPS);
- f) fire service audit and enforcement procedures;
- g) evolving interpretation of fire safety legislation.

There is a correlation between all of the above and fire safety management based on the assumption that the organization understands what the fire safety management requirements are for the areas of their concern.

PAS 7 can be adopted by any organization wanting to implement a formal procedure to reduce the risks to life (of employees, customers and the general public), property, assets and the environment that are associated with fire in the working environment.

0.2.2 Operational implications arising from building design

Legislation and most nationally accepted codes and standards offer minimum requirements that are “life safety” focused, and the property and construction sector has become accustomed to this level of protection. However many organizations view their premises as assets and have well defined “property protection” and “mission continuity” or “environmental, economic and social sustainability” objectives.

Fire safety management is a key aspect in controlling the risk to people, property and the environment from the destructive effects of fire in all buildings and should be considered at the design stage when developing the fire strategy. There is an increased emphasis on fire safety management due to the proliferation of fire-engineered buildings.

Such buildings may involve additional management considerations. For example, an enhanced fire safety management system, above and beyond the legal minimum compliance level, can be specified in a holistic way, and considered by approving authorities as a key component of the overall fire strategy. In addition an enhanced level of management can ensure robust procedures are put in place to support a specific fire-engineered solution, for example, the assumption that the fire load within the building will not exceed a prescribed limit.

The concept of enhanced management systems, audit and certification is not new. PD 7974-6:2004 recommends that its highest management system level should be subject to third-party certification.

Similarly BS 9999 refers to the need for fire safety management. It defines three “management levels” with level 1 giving the highest level of management.

0.2.3 Fire risk management in the built environment

Once constructed, those responsible for managing occupied buildings in England and Wales must comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 [1] and equivalent legislation in Scotland [2,3] and Northern Ireland [4,5]. The completion of a fire risk assessment is a requirement of the legislation, but this is only the start of satisfying these requirements. It is critical that the findings of the fire risk assessment are acted upon and that the significant findings of the assessment (and the assessment itself) are kept up to date. For example, a fire risk assessor could highlight a number of critical failings in a building but, unless the management have the resource, motivation and method to correct these, the assessment has no effect on the improvement of fire safety.

Since the introduction of the Regulatory Reform (Fire Safety) Order [1] and equivalent legislation in Scotland [2,3] and Northern Ireland [4,5], fire and rescue service enforcement activity has progressively increased with a wide range of prosecutions across a wide range of occupancies and building types. A common factor in many prosecutions is the lack of fire safety management with regard to specific buildings that, in a number of cases, can be seen as organizational failures. The report of the Fatal Accident Inquiry into the Rosepark care home fire [7], which resulted in the deaths of 14 residents in 2004, concluded:

“The deficiencies in the management of fire safety at Rosepark contributed to the deaths in that a number of key circumstances would have been quite different if there had been an adequate system of fire safety management”.

This is consistent with findings of multiple fatality fire inquiries in the past 50 years. It can be a symptom of a failure of an inconsistent or haphazard fire risk management system.

0.3 The “plan, do, check, act” model

PAS 7 applies the “plan, do, check, act” (PDCA) model to implementing, maintaining and improving an FRMS. The basis of the approach is shown in Figure 1, which sets out the requirements of the FRMS in the context of the PDCA model, and is also briefly described as follows:

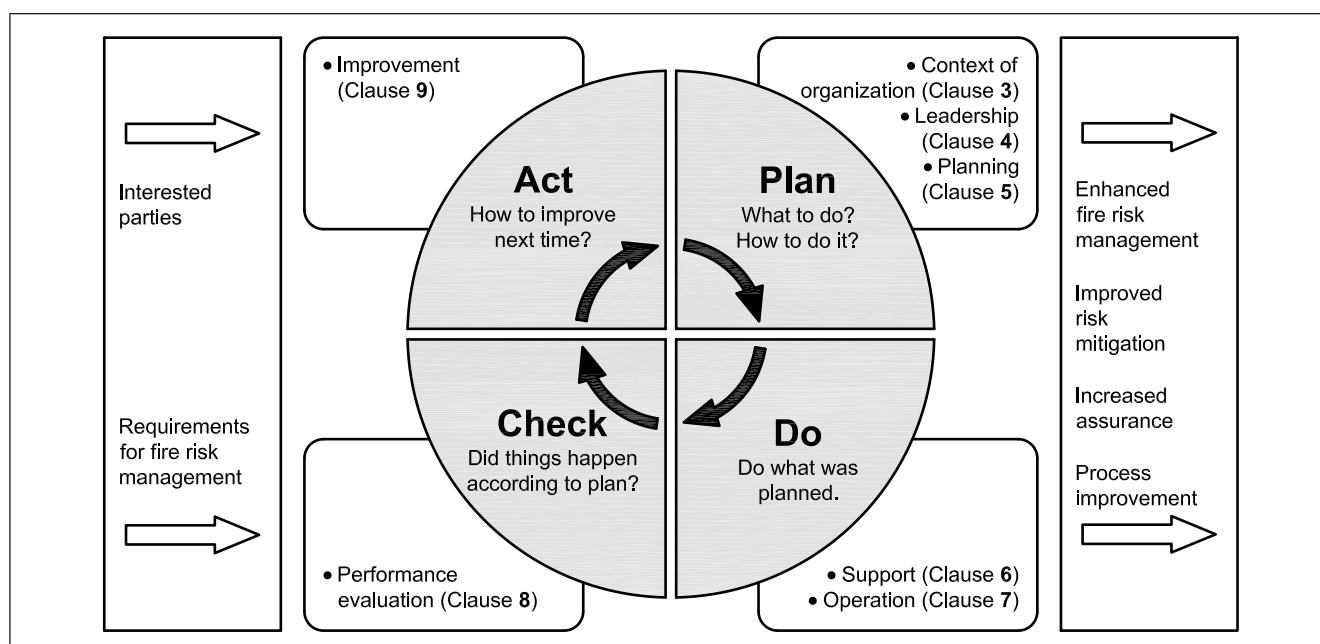
Plan: establish the objectives and processes necessary to deliver results in accordance with the organization’s fire policy.

Do: implement the processes.

Check: monitor and measure processes against fire policy, strategic objectives, legal and other requirements, and report the results.

Act: take actions to improve fire risk management performance continually.

Figure 1 Fire risk management “plan, do, check, act” model



Application of the PDCA model ensures consistency with other risk management systems, such as:

- BS EN ISO 22301, *Societal security – Business continuity management system – Requirements*
- BS OHSAS 18001, *Occupational health and safety management systems – Requirements*
- BS ISO 31000, *Risk management – Principles and guidelines*
- BS ISO/IEC 27001, *Information technology – Security techniques – Information security management systems – Requirements.*

PAS 7 specifies requirements for integrating fire safety as a management system approach. It can be implemented with reference to BS 9999:2008, Clause 8, which defines a number of management levels and management factors to be used in assessing fire safety management. These factors are present within the

requirements of this PAS and an organization might choose to generate new procedures for some or all of them.

The level of the FRMS (i.e. the extent of documentation and resources devoted to it) depends on a number of factors, such as the scope of the system, the size of an organization and the nature of its activities, products and services, and organizational culture.

0.4 Claims of conformity

An organization can claim that its FRMS conforms to PAS 7. A claim of conformity can be made on the basis of:

- a) a first-party conformity assessment performed by the organization itself (self-assessment);
- b) a second-party conformity assessment performed by, for example, a trade association; or
- c) a third-party conformity assessment performed by an organization, such as a certification body, that is independent of both the organization responsible for the FRMS and, for example, a trade association.

1 Scope

This PAS specifies the requirements for a fire risk management system (FRMS).

The system can be applied in:

- a) organizations that operate on multiple sites;
- b) separate management divisions within an organization; or
- c) individual premises within a single organization.

It can accommodate diverse geographical, cultural and social conditions.

The requirements of the PAS provide a framework for the management levels contained within BS 9999 to provide a measurable assessment of the factors that can be fed into the risk profile for a specific building to allow design freedoms that might otherwise be unobtainable.

PAS 7 is applicable to any organization that wishes to:

- 1) establish a formal FRMS to minimize risks to life, property, business continuity and the environment from the threat of fire which arises as a result of its activities;
- 2) implement, maintain and continually improve an FRMS;
- 3) assure itself of its conformity with its stated fire policy and strategy.

It is not the intent of this PAS to prescribe how to meet its requirements but for an organization to do so itself in a manner that is appropriate to its needs and the needs of interested parties. These needs are shaped by legal, regulatory, organizational and industry requirements, the products and services, the processes employed, the size and structure of the organization, and the requirements of its interested parties.

2 Terms and definitions

2.1 asset

anything that has value to the organization

NOTE An organization's assets can include processes and brand/reputation.

2.2 audit

systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which the specified criteria are fulfilled

NOTE An audit can be an internal audit (first party) or an external audit (second party or third party), and it can be a combined audit (combining two or more disciplines).

2.3 auditor

person with the demonstrated personal attributes and competence to conduct a fire risk management system audit

[SOURCE: BS EN ISO 9000:2005, 3.9.9, modified]

NOTE 1 An internal auditor can come from the organization's own staff, however, they should not audit systems for which they are responsible.

NOTE 2 An external auditor conducts second- or thirdparty audits, and is from outside the organization.

2.4 audit report

report containing the results of a fire risk management audit

NOTE The report lists all information pertaining to the audit.

2.5 competence

ability to apply knowledge and skills to achieve intended results

2.6 competent person

person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly

[SOURCE: BS 9999:2008, 3.23]

2.7 conformity

fulfilment of a requirement

2.8 continual improvement

recurring activity to enhance the performance of the fire risk management system

NOTE The process of establishing objectives and finding opportunities for improvement is a continual process through the use of audit results and conclusions, analysis of data, management reviews or other means, and generally leads to corrective action or preventive action.

2.9 corrective action

action to eliminate the cause of a nonconformity and to prevent recurrence

NOTE 1 There can be more than one cause for a nonconformity.

NOTE 2 Corrective action is taken to prevent recurrence whereas preventive action is taken to prevent occurrence.

2.10 dutyholder

person on whom there is a duty to comply with fire safety legislation

NOTE 1 In England and Wales, one such dutyholder is the "responsible person" to which the Regulatory Reform (Fire Safety) Order [1] makes reference.

NOTE 2 The dutyholder can be determined from the relevant fire safety legislation.

2.11 documented information

information required to be controlled and maintained by an organization and the medium on which it is contained

NOTE 1 Documented information can be in any format and media and from any source.

NOTE 2 Documented information can refer to:

- a) *the management system, including related processes;*
- b) *information created in order for the organization to operate (documentation);*
- c) *evidence of results achieved (records).*

2.12 effectiveness

extent to which planned activities are realized and planned results achieved

2.13 evidence

records, statements of fact or other information which are relevant to the audit or assessment criteria and verifiable

[SOURCE: BS EN ISO 9000:2005, 3.9.4, modified]

2.14 fire risk assessment

process of identifying fire hazards and evaluating the risks to people, property, assets and environment arising from them, taking into account the adequacy of existing fire precautions, and deciding whether or not the fire risk is acceptable without further fire precautions

2.15 fire risk assessor

person who carries out, and documents the significant findings of, a fire risk assessment

2.16 fire risk management strategy

document which defines an organization's fire risk management system, and method of implementing the overarching policy

2.17 fire risk management system

set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives and manage fire risk

NOTE 1 A management system can address a single discipline or several disciplines.

NOTE 2 The system elements include the organization's structure, roles and responsibilities, planning, operation, etc.

NOTE 3 The scope of a management system may include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.

2.18 fire safety manager

person nominated to monitor and control management of fire safety

2.19 fire safety policy

intentions and direction of an organization, in respect of fire safety, as formally expressed by its top management

2.20 fire risk

combination of the likelihood of the occurrence of fire and consequence(s) (number and severity of injuries, damage to property, assets, business continuity and environment) likely to be caused by a fire

2.21 hazard

source, situation or unsafe act with the potential to result in fire

2.22 hot works

operations involving the use of open flames or the local application of heat or friction

NOTE Examples of hot works include the following:

- a) *welding;*
- b) *grinding and disc cutting;*
- c) *soldering;*
- d) *use of blow lamps;*
- e) *use of bitumen boilers.*

2.23 interested party

person or organization that can affect, be affected by, or perceive themselves to be affected by the fire risk management performance of the organization

2.24 management of fire safety

task(s) carried out by a defined individual or individuals with the appropriate powers and resources to ensure that the fire safety systems (passive, active and procedural), within the building are working properly at all times

2.25 measurement

process to determine a value

2.26 monitoring

determining the status of a system, a process or an activity

NOTE To determine the status there may be a need to check, supervise or critically observe.

2.27 objective

result to be achieved

NOTE 1 An objective can be strategic, tactical, or operational.

NOTE 2 Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and process).

NOTE 3 An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as a fire safety objective or by the use of other words with similar meaning (e.g. aim, goal, or target).

NOTE 4 In the context of fire risk management systems, fire safety objectives are set by the organization, consistent with the fire safety policy, to achieve specific results.

2.28 opportunity

risk that will have a positive impact or possibility for positive change

2.29 organization

person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives

NOTE The concept of organization includes, but is not limited to, sole-trader, limited company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

2.30 outsource (verb)

make an arrangement where an external organization performs part of an organization's function or process

NOTE An external organization is outside the scope of the management system, although the outsourced function or process is within the scope.

2.31 performance

measurable result

NOTE 1 Performance can relate either to quantitative or qualitative findings.

NOTE 2 Performance can relate to the management of activities, processes, products (including services), systems or organizations.

NOTE 3 There can be more than one cause for a potential nonconformity.

NOTE 4 Preventive action is taken to prevent occurrence whereas corrective action is taken to prevent recurrence.

[SOURCE: BS EN ISO 9000:2005, 3.6.4]

2.32 procedure

specified way to carry out an activity or a process

2.33 process

set of interrelated or interacting activities which transforms inputs into outputs

2.34 record

document stating results achieved of providing evidence or activities performed

2.35 requirement

need or expectation that is stated, generally implied or obligatory

NOTE 1 "Generally implied" means that it is custom or common practice for the organization and interested parties that the need or expectation under consideration is understood.

NOTE 2 A specified requirement is one that is stated, for example in documented information.

2.36 risk treatment

process of selection and implementation of measures to modify fire risk

2.37 strategic fire risk management

integrated or holistic approach to understanding and managing the risks posed by the threat of fire which enables an organization to optimize its underlying processes

2.38 top management

person or group of people who directs and controls an organization at the highest level

NOTE 1 Top management has the power to delegate authority and provide resources within the organization.

NOTE 2 If the scope of the management system covers only part of an organization then top management refers to those who direct and control that part of the organization.

3 Context of the organization

3.1 Understanding the organization and its context

The organization shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its FRMS.

NOTE The organization should identify the links between its fire risk management policy, objectives and strategy with its wider risk management strategy and the organization's tolerance to risk.

3.2 Understanding the needs and expectations of interested parties

The organization shall determine:

- a) the interested parties that are relevant to the FRMS; and
- b) the requirements of these interested parties.

NOTE "Interested parties" can include stakeholders such as employees, tenants, leaseholders, insurance companies, contractors, enforcing authorities, etc. The "requirements" of interested parties can include, for example, assurance to third parties, where sensitive or vital data is being held or stored on their behalf or the fire precaution measures in place in the building. The needs of interested parties may be stated, implied or obligatory.

3.3 Legal and regulatory requirements

3.3.1 The organization shall define, document, implement and maintain procedures to determine the legal and other requirements relating to its activities, products and services that are relevant to the scope of the FRMS.

3.3.2 The organization shall take these requirements into account when establishing, implementing and maintaining governance of organizational fire risk.

NOTE 1 The organization should implement a system for keeping up to date with relevant fire safety legislation. The fire safety manager should communicate any new or variations to legal interpretation to affected employees and other interested parties.

NOTE 2 Attention is drawn to:

- Regulatory Reform (Fire Safety) Order 2005 [1];
- Fire (Scotland) Act 2005 [2];
- Fire Safety (Scotland) Regulations 2006 [3];
- Fire and Rescue Services (Northern Ireland) Order 2006 [4];
- Fire Safety Regulations (Northern Ireland) 2010 [5].

3.4 Determining the scope of the FRMS

3.4.1 The organization shall determine the boundaries and applicability of the FRMS to establish its scope, in a fire risk management strategy document.

3.4.2 When determining this scope, the organization shall consider:

- a) the external and internal issues referred to in 3.1; and
- b) the requirements referred to in 3.2.

3.4.3 The scope shall be available as documented information.

NOTE 1 Policy and strategy documents form the foundation of an FRMS, which can then be audited and subject to management review.

NOTE 2 When defining the scope of the FRMS the organization should document and explain any exclusions.

3.5 Fire risk management system

The organization shall establish, implement, maintain and continually improve an FRMS in accordance with the requirements of this PAS.

NOTE The FRMS should include the processes needed to meet the requirements and their interactions.

4 Leadership

4.1 Leadership and commitment

Top management shall demonstrate leadership and commitment with respect to the FRMS by:

- a) ensuring that the fire safety policy and fire safety objectives are established and are compatible with the strategic direction of the organization;
- b) ensuring the integration of the FRMS requirements into the organization's business processes;
- c) ensuring that the resources needed for the FRMS are available;
- d) communicating the importance of effective fire risk management and of conforming to the FRMS requirements;
- e) ensuring that the FRMS achieves its intended outcome(s);
- f) directing and supporting persons to contribute to the effectiveness of the FRMS;
- g) promoting continual improvement;
- h) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

NOTE 1 Reference to "business" in this PAS should be interpreted broadly to mean those activities that are core to the purposes of the organization's existence.

NOTE 2 Resources in the context of the FRMS can impact the organization in many ways, for example, in a fiscal, managerial or staffing context.

4.2 Policy

4.2.1 Top management shall establish a fire safety policy that:

- a) is appropriate to the purpose of the organization;
- b) provides a framework for setting fire safety objectives;
- c) includes a commitment to satisfy applicable requirements; and
- d) includes a commitment to continual improvement of the FRMS.

4.2.2 The fire safety policy shall:

- a) be available as documented information;
- b) be communicated and understood throughout the organization;
- c) be available to interested parties, as appropriate.

4.2.3 The organization shall review the fire safety policy at planned intervals.

4.2.4 A person authorized by top management shall sign and authorize the fire safety policy.

4.3 Organization roles, responsibilities and authorities

4.3.1 Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organization.

4.3.2 Top management shall assign the responsibility and authority for:

- a) ensuring that the FRMS conforms to the requirements of this PAS; and
- b) reporting on the performance of the FRMS to top management.

4.3.3 The organization shall communicate information on legal and other requirements to persons working under the control of the organization, and to other relevant interested parties.

4.3.4 The organization shall document the managerial structure and delegate roles and responsibilities throughout the organization's fire risk management strategy, under the section on communication.

NOTE For the management of fire safety to be effective, the fire safety manager(s) should have sufficient authority and resources to maintain and implement the FRMS.

For the effective planning, organization, control, monitoring, and review of the FRMS, the fire safety manager's responsibility and authority should be appropriate to the organization's:

- a) *tolerance to risk;*
- b) *size;*
- c) *nature of its activities; and*
- d) *duties under legislation.*

For example, in organizations with hazards that present high risks to life, property or mission continuity (such as hospitals, data centres, investment banks or heavy industry), the fire safety manager's role usually commands substantial responsibility and authority.

For most small organizations, the role of the fire safety manager may be combined with other risk management functions such as health and safety, or security.

5 Planning

5.1 Actions to address risks and opportunities

5.1.1 When planning for the FRMS, the organization shall consider the issues referred to in 3.1 and the requirements referred to in 3.2 and determine the risks and opportunities that need to be addressed to:

- a) be confident that the FRMS can achieve its intended outcome(s);
- b) prevent, or reduce, undesired effects; and
- c) achieve continual improvement.

NOTE "Intended outcomes" can include life safety, property protection, business mission continuity and the environment, or any combination.

5.1.2 The organization shall plan:

- a) actions to address these risks and opportunities; and
- b) how to:
 - 1) integrate and implement the actions into its FRMS processes;
 - 2) evaluate the effectiveness of these actions.

NOTE The FRMS should include procedures for anticipating and taking into account, either on a permanent or a temporary basis, changes to the occupancy and/or fire growth characteristics of the premises under the organization's control.

5.2 Fire safety objectives and planning to achieve them

5.2.1 The organization shall establish fire safety objectives at relevant functions and levels.

5.2.2 The fire safety objectives shall:

- a) be consistent with the fire safety policy;
- b) be measurable;
- c) take into account applicable requirements;

- d) be monitored;
- e) be communicated; and
- f) be updated as appropriate.

NOTE 1 The organization's fire safety objectives should encompass life safety, property protection and business/mission continuity. Attention is drawn to PD 7974-8:2012, which provides guidance on setting property protection objectives for mission continuity and resilience.

NOTE 2 An intention of this PAS is that organizations will realize the benefits of the FRMS and, via objectives, audit and review, be able to optimize underlying processes, so reducing the cost of compliance with national legislation, and achieving improved risk mitigation.

5.2.3 The organization shall retain documented information on the fire safety objectives.

5.2.4 When planning how to achieve its fire safety objectives, the organization shall determine:

- a) what will be done;
- b) what resources will be required, including technical expertise;
- c) who will be responsible;
- d) when it will be completed; and
- e) how the results will be evaluated.

The organization shall review the fire safety objectives at regular and planned intervals.

5.3 Fire risk management strategy

5.3.1 The organization shall define and document its fire risk management strategy in order to implement and maintain procedures that:

- a) identify the aspects of its activities, products and services relevant to the scope of its FRMS;
- b) evaluate the risks to the organization by determining and recording those aspects that can have a significant impact on life safety, property protection, business continuity and the environment;
- c) understand and manage the risks posed by the threat of fire which enables an organization to optimize its underlying processes.

5.3.2 The fire risk management strategy shall address the following seven factors of strategic fire risk management:

- a) fire risk assessment (7.4);
- b) resources and authority (6.1);
- c) fire safety training (6.2);
- d) control of work on site (7.2);
- e) maintenance and testing (7.3);
- f) communication (6.4);
- g) emergency planning (7.6).

NOTE These factors are aligned to the management factors set out in BS 9999:2008, Clause 8, Table 7).

6 Support

6.1 Resources

6.1.1 The organization shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the FRMS.

6.1.2 Top management shall appoint a specific fire risk management representative(s), who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:

- a) establishing, implementing and maintaining the FRMS; and
- b) reporting to top management on the performance of the system for review, including recommendations for improvement.

NOTE 1 For the management of fire safety to be effective, those with fire safety responsibilities should be empowered and able to command sufficient resources to maintain the FRMS.

NOTE 2 A model pro-forma for a resources and authority procedure is provided in Annex B.

6.1.3 The organization shall identify, document and communicate the roles, responsibilities and authorities of those involved in the FRMS and their interrelationships within the organization.

NOTE The role of staff and particularly those with duties or responsibilities (including employees, all management levels and the organization itself) is an important element of the FRMS. The appropriate staffing level (for fire safety purposes) for a particular building is influenced by:

- a) the use of the building and fire growth characteristics;
- b) the types of occupant, including any vulnerabilities;
- c) the fire safety systems in place; and
- d) the roles and levels of the staff concerned in ensuring fire safety of the occupants.

6.2 Competence

6.2.1 General

The organization shall:

- a) determine the necessary competence of person(s) doing work under its control that affects its performance;
- b) ensure that these persons are competent on the basis of appropriate education, training, or experience;

NOTE Suitable and sufficient training of employees for action in the event of a fire is an essential element of an FRMS.

- c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken; and

NOTE Applicable actions may include, for example: the provision of training to, the mentoring of, or the reassignment of, currently employed persons; or the hiring or contracting of competent persons.

- d) retain appropriate documented information as evidence of competence.

NOTE Records of employees' training should be kept. An enforcing authority may wish to verify whether or not the training is being carried out and if the training meets the requirements of legislation. While the enforcing authority

cannot require that records be kept, a documented record of training does offer good practice because it can be audited and is a means by which an organization can demonstrate compliance.

6.2.2 Fire safety competence

6.2.2.1 The organization shall employ, or contract with, people who are competent on the basis of education, training, skills and experience for the tasks assigned to them.

6.2.2.2 The organization shall:

- a) take into account the capabilities and the necessary competencies required to undertake fire safety duties when appointing those duties to employees;
- b) offer training to employees, specific to their roles and the locations where their roles will be carried out;

NOTE Training of staff and others for action in the event of a fire is an essential element of fire safety management. The organization should ensure that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures, and able to use the appropriate extinguishing equipment (and media). There should also be provision for contingencies, sickness or holiday absences.

- c) demonstrate the competency of those instructed to undertake individual premises fire risk assessments, whether internal to the organization or a third-party fire risk assessor;

NOTE 1 Attention is drawn to the Fire Risk Assessment Competency Council's Competency criteria for fire risk assessors [8] and Guide to choosing competent fire risk assessors [9].

NOTE 2 Confidence in the FRMS audit process and the ability to achieve its objectives depends on the competence of those individuals who are involved in planning and conducting FRMS audits. They should have management systems knowledge and experience, discipline- and sector-specific knowledge of fire safety, such as auditing an FRMS in healthcare premises, or an FRMS in transportation premises.

- d) define the competence required of the person(s) nominated to monitor and control management of fire safety;
- e) evaluate the effectiveness of the actions taken to ensure competence of all dutyholders; and
- f) communicate the relevance and importance of employees' activities and how they contribute to the achievement of fire safety objectives.

NOTE A model pro-forma for a fire safety training procedure is provided in Annex C.

6.3 Awareness

Persons doing work under the organization's control shall be aware of:

- a) the fire safety policy;
- b) their contribution to the effectiveness of the FRMS, including the benefits of improved fire safety performance;
- c) the implications of not conforming with the FRMS requirements;
- d) any risks to them arising from or in connection with the work they are intended to do.

6.4 Communication

6.4.1 The organization shall determine the need for internal and external communications relevant to the FRMS including:

- a) on what it will communicate;
- b) when to communicate;
- c) with whom to communicate; and
- d) the method of communication.

6.4.2 The organization shall establish, implement, maintain and document a strategy for:

- a) internal communication among the various levels and departmental functions within the organization;
- b) receiving, recording and responding to communications from wider stakeholders that require assurance.

6.4.3 The organization shall decide whether to communicate actively with external stakeholders and shall document its decision within the fire risk management strategy.

6.4.4 If the decision is to communicate with external stakeholders, the organization shall establish, document and implement a method(s) for communication.

NOTE 1 Communication procedures should include:

- a) means of being alerted to a fire;
- b) communications between management, and between management staff, messages to occupants; and
- c) communications with the fire and rescue service in the event of fire.

NOTE 2 The organization should also consider how the following are communicated to the rest of the organization:

- a) significant findings of a fire risk assessment;
- b) conclusions of the fire risk management audit;
- c) fire safety information.

NOTE 3 A model pro-forma for a communication procedure is provided in Annex D.

6.5 Documented information

6.5.1 General

The organization's FRMS shall include:

- a) documented information required by this PAS;
- b) documented information determined by the organization as being necessary for the effectiveness of the FRMS.

NOTE 1 The extent of documented information for a FRMS can differ from one organization to another due to:

- a) the size of organization and its type of activities, processes, products and services;
- b) the complexity of processes and their interactions; and
- c) the competence of persons.

NOTE 2 The FRMS includes documented information relating to the seven factors of strategic fire risk management referred to in 5.3.2.

6.5.2 Creating and updating

When creating and updating documented information the organization shall ensure appropriate:

- a) identification and description (e.g. a title, date, author, or reference number);
- b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) review and approval for suitability and adequacy.

6.5.3 Control of documented information

6.5.3.1 Documented information required by the FRMS and by this PAS shall be controlled to ensure:

- a) it is available and suitable for use, where and when it is needed; and
- b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

6.5.3.2 For the control of documented information, the organization shall address the following activities, as applicable:

- a) distribution, access, retrieval and use;

NOTE Access implies a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information, etc.

- b) storage and preservation, including preservation of legibility;
- c) control of changes (e.g. version control);
- d) retention and disposition.

6.5.3.3 Documented information of external origin determined by the organization to be necessary for the planning and operation of the FRMS shall be identified as appropriate, and controlled.

NOTE Examples of documentation of external origin include building fire strategies, risk assessments, audits, certificates of compliance for the testing and maintenance of fire safety systems such as fire alarms, and emergency escape lighting, portable appliance testing.

7 Operation

7.1 Operational planning and control

7.1.1 The organization shall plan, implement and control the processes needed to meet requirements, and to implement the actions determined in **5.1**, by:

- a) establishing criteria for the processes;
- b) implementing control of the processes in accordance with the criteria;
- c) keeping documented information to the extent necessary to have confidence that the processes have been carried out as planned.

7.1.2 The organization shall control planned changes and review the consequences of unintended changes, and take any corrective action in respect of any adverse effects, as necessary.

7.1.3 The organization shall ensure that outsourced processes are controlled.

NOTE For example, by ensuring that a contracting organization is aware of the fire safety policy of the organization and is trained accordingly.

7.2 Control of work on site

The organization shall plan, implement, control and document the processes for the control of work on site as part of its FRMS.

NOTE 1 Work on site can include, repairs to structure and, in particular, hot work, for example, a hot work fire-safe working system with clear lines of responsibility, a permit system for logging and audit processes and routine checking and supervision.

NOTE 2 A model pro-forma of a hot works procedure is provided in Annex E.

7.3 Maintenance and testing

The organization shall, plan, document, implement and control the processes for maintenance and testing of fire safety systems to ensure that they operate correctly in the event of fire, as part of its FRMS.

NOTE 1 Items for consideration for the planning, implementation and control of maintenance and testing processes can include:

- a) *financial and physical resources, available to carry out effectively the planned maintenance and testing regime;*
- b) *nominated individual who is responsible for these processes (see 6.1.2);*
- c) *how the organization monitors hazardous materials, e.g. asbestos.*

NOTE 2 A model pro-forma for a maintenance and testing procedure is provided in Annex F.

7.4 Fire risk assessment

7.4.1 The organization shall establish, implement and maintain a formal documented risk assessment programme that systematically identifies fire hazards and persons especially at risk, analyses fire prevention and fire protection measures, evaluates fire risk and formulates a suitable action plan.

NOTE This fire risk assessment process can be performed in accordance with PAS 79 (which includes a pro-forma for recording significant findings), or any other risk assessment methodology that suits requirements and prohibitions imposed on top management by fire legislation.

7.4.2 The organization's fire risk assessment programme shall include:

- a) a defined scope, including its limitations;
- b) a procedure for the assessment of competency of the fire risk assessors;
- c) a strategy for risk treatment, risk acceptance and risk communication.

7.4.3 The organization shall audit the fire risk assessment programme after the delivery of the risk assessments.

7.4.4 The organization shall conduct a review meeting at planned intervals to discuss the results of fire risk assessment audits, and efforts to address findings.

7.5 Incident response communication

The organization shall establish, document and maintain policies and procedures for communication, which include:

- a) means of being alerted to a fire;
- b) communications between management, and between management and staff;
- c) communications to occupants;
- d) communications with the fire and rescue service; and
- e) other businesses with whom fire safety risk is shared to some/any extent.

NOTE Communications with the fire and rescue service can include or account for any partnership agreement that might be in place between the organization and fire and rescue authority.

7.6 Emergency planning

The organization shall establish, document and maintain procedures for identifying and responding to any unplanned event, potential emergency or disaster.

NOTE 1 These procedures should seek to prevent or mitigate the consequences of any such occurrence and consider the continuity of the business operations. The planning should include logistical issues such as shelter provision, communications, transport, the weather, the time of day, time of week, time of year (holidays, etc.), and traffic-related issues, as well as scenarios such as power failures.

NOTE 2 A model pro-forma for an emergency planning procedure is provided in Annex G.

8 Performance evaluation

8.1 Monitoring, measurement, analysis and evaluation

8.1.1 The organization shall determine:

- a) what needs to be monitored and measured;

NOTE For example, the incidence of false alarms and a comparative analysis/reduction programme, factored against the recommendations given in BS 5839-1:2013 (Section 32; Acceptable rate of false alarms).

- b) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
- c) when the monitoring and measuring shall be performed;
- d) when the results from monitoring and measurement shall be analysed and evaluated; and
- e) periods of re-evaluation at planned intervals to satisfy the monitoring and measuring requirements.

8.1.2 The organization shall retain appropriate documented information as evidence of the results.

8.1.3 The organization shall evaluate the fire safety performance and the effectiveness of the FRMS.

8.2 Internal audit

8.2.1 The organization shall conduct internal audits at planned intervals to provide information on whether the FRMS:

- a) conforms to:
 - 1) the organization's own requirements for its FRMS;

NOTE These may include requirements for other management systems that the organization has adopted as well as legal requirements relevant to the scope of the FRMS.

- 2) the requirements of this PAS;
- b) is effectively implemented and maintained.

NOTE 1 A model pro-forma for a fire risk management audit procedure is provided in Annex H.

NOTE 2 A sample audit checklist is provided in Annex I.

8.2.2 The organization shall:

- a) plan, establish, implement and maintain an audit programme(s), including the frequency, methods, responsibilities, planning requirements and reporting. The audit programme(s) shall take into consideration the importance of the processes concerned and the results of previous audits;
- b) define the audit criteria and scope for each audit;
- c) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- d) ensure that the results of the audits are reported to relevant management; and
- e) retain audit records as evidence of the implementation of the audit programme and the audit results.

8.3 Management review

8.3.1 Top management shall review the organization's FRMS, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

NOTE 1 Reviews should include assessing opportunities for improvement and the need for changes to the management system, including the policy and objectives.

NOTE 2 A model pro-forma for a management review procedure is provided in Annex J.

8.3.2 The management review shall include consideration of:

- a) the status of actions from previous management reviews;
- b) changes in external and internal issues that are relevant to the FRMS;
- c) information on the fire safety performance, including trends in:
 - 1) nonconformities and corrective actions;
 - 2) monitoring and measurement results;
 - 3) audit results;
 - 4) interested party feedback;
 - 5) evaluation of compliance with legal and other requirements;
- d) opportunities and recommendations for continual improvement.

8.3.3 The outputs of the management review shall include decisions related to:

- a) continual improvement opportunities;
- b) improvement related to interested party requirements;
- c) resource needs to enable improvement to the FRMS and its processes; and
- d) any need for changes to the FRMS.

NOTE The need for changes to the FRMS may arise from, for example:

- a) developments in legal and other requirements;
- b) changing circumstances related to the organization's hazards and associated risks.

8.3.4 Records from management reviews shall be maintained.

9 Improvement

9.1 Nonconformity and corrective action

9.1.1 When a nonconformity occurs, the organization shall:

- a) react to the nonconformity, and as applicable:
 - 1) take action to control and correct it; and
 - 2) deal with the consequences;

NOTE Areas of nonconformity (e.g. training, resource, communication deficiencies, etc.) are established during the audit.

- b) evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:
 - 1) reviewing the nonconformity;
 - 2) determining the causes of the nonconformity; and
 - 3) determining if similar nonconformities exist, or could potentially occur;
- c) implement any action needed;
- d) review the effectiveness of any corrective action taken; and
- e) make changes to the FRMS, if necessary.

9.1.2 Corrective actions shall be appropriate to the effects of the nonconformities encountered.

9.1.3 The organization shall retain records as evidence of:

- a) the nature of the nonconformities and any subsequent actions taken; and
- b) the results of any corrective action.

9.1.4 The organization shall define and allocate the responsibility and authority for improvement of the management system to the fire risk management representative.

9.2 Continual improvement

The organization shall continually improve the suitability, adequacy and effectiveness of the FRMS.

Annex A
(informative)

Common requirements with other management systems standards

To facilitate an integrated approach to management systems and the governance of organizational risk, this annex details the common requirements of PAS 7 and other risk and resilience standards.

The implementation of multiple system standards and any associated conformity assessment in an integrated way can result in a more holistic approach to managing business risks, reducing duplication and bureaucracy, avoiding conflict between systems, and ensuring more effective and efficient audits both internally and externally.

NOTE Attention is drawn to PAS 99, which is a specification for integrating common management systems.

Table A.1 Common requirements with other risk management standards

Clause	PAS 7:2013	BS OHSAS 18001:2007	BS ISO 22301:2012	BS ISO/IEC 27001:2005	BS ISO 31000:2009
3	Context of organization		4		
3.1	Understanding the organization and its context	4.3.1	4.1	4.2.1	4.3.1
3.2	Understanding the needs and expectations of interested parties	4.3.2	4.2	4.2.1	
3.3	Determining the scope	4.1	4.3	4.2.1a)	
3.4	Integrated management system (IMS)	4.1	4.4	4.1	4.3.4
4	Leadership		5		
4.1	Leadership and commitment	4.4.1	5.1, 5.2	5.1	4.2
4.2	Policy	4.2	5.3	4.2.1b)	4.3.2
4.3	Organizational roles, responsibilities and authorities	4.4.1	5.4	4.2.2b)	4.3.3
5	Planning	4.3	6		5.3.4
5.1	Actions to address risks and opportunities	4.3.1	6.1, 8.2, 8.3	4.2.2	5.4
5.2	Objectives and planning to achieve them	4.3.3	6.2, 8.4	4.2.2	
6	Support		7		
6.1	Resources	4.4.1	7.1	5.2	4.3.5
6.2	Competence	4.4.2	7.2	5.2.2	4.3.3
6.3	Awareness	4.4.2	7.3	5.2.2	4.3.3
6.4	Communication	4.4.3	7.4	4.2.4c)	5.2
6.5	Documented information	4.4.4	7.5	4.3	5.7
6.5.1	General		7.5.1	4.3.1	5.1
6.5.2	Creating and updating	4.4.5	7.5.2	4.3.2	5.1
6.5.3	Control of documented information	4.5.3	7.5.3	4.3.2, 4.3.3	
7	Operation		8	4.5.3	
7.2	Operational planning and control	4.4.6, 4.4.7	8.1	4.2.2	

Table A.1 Common requirements with other risk management standards (*continued*)

Clause	PAS 7:2013	BS OHSAS 18001:2007	BS ISO 22301:2012	BS ISO/IEC 27001:2005	BS ISO 31000:2009
8	Performance evaluation		9		
8.1	Monitoring, measurement, analysis and evaluation	4.5.1, 4.5.2	9.1	4.2.3	5.6
8.2	Internal audit	4.5.5	9.2	6	
8.3	Management review	4.6	9.3	7	
9	Improvement		10	8	
9.1	Nonconformity and corrective action	4.5.3	10.1	4.2.4, 8.2, 8.3	
9.2	Continual improvement		10.2	8.1	

Annex B
(informative)

Model proforma fire risk management system procedure – Resources and authority

[Organization's logo]	FRMSP 01
	Issue No.1
Resources and authority procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy on fire risk management resources and authority

1. Purpose

This fire risk management system policy and procedure defines the method by which [ORGANIZATION] affords the necessary resources and authority as required under the [RELEVANT LEGISLATION].

2. Scope

--

3. Responsibility

The [INSERT DUTYHOLDER] is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

NOTE Include relevant legislative requirements here.

--

5. References

--

6. Definitions

--

7. Organizational hierarchy

--

8. Responsible person(s)

9. Dutyholder responsibilities

10. The role of the fire safety manager

11. Escalation of risk management issues

12. Auditing resources and authority

13. Management review

Annex C
(informative)

Model proforma fire risk management system procedure – Training

[Organization's logo]	FRMSP 02
	Issue No.1
Fire training procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy for carrying out the duty of fire safety training.

1. Purpose

This fire risk management system procedure defines the method by which [ORGANIZATION] fulfils the function of fire safety training as required under the [RELEVANT LEGISLATION].

2. Scope

--

3. Responsibility

The [INSERT DUTYHOLDER] is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

NOTE Include relevant legislative requirements here.

--

5. References

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6. Definitions

--

7. Training needs assessment

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8. Outcome of training needs assessment

9. Learning outcomes

10. Testing comprehension

11. Training records

12. Training audits

13. Management review

Annex D
(informative)**Model proforma fire risk management system
procedure – Communication**

[Organization's logo]	FRMSP 03
	Issue No.1
Communication procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy for carrying out the duty of cooperation and communication.

1. Purpose

This fire risk management system procedure defines the method by which [ORGANIZATION] fulfils the function of cooperation and communication as required under the [RELEVANT LEGISLATION].

2. Scope

--

3. Responsibility

The [INSERT DUTYHOLDER] is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

NOTE Include relevant legislative requirements here.

--

5. References

--

6. Definitions

--

7. Identification of stakeholders

--

8. Communication of significant findings

9. Defined lines of communication

10. Maintenance of fire safety information

11. Auditing communication strategy

12. Management review

Annex E
(informative)

Model proforma fire risk management system procedure – Hot works

[Organization's logo]	FRMSP 04
	Issue No.1
Fire safe system working procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy for carrying out the duty of fire safe system working.

1. Purpose

This fire risk management system procedure defines the method by which [ORGANIZATION] fulfils the function of fire safe system working as required under the [RELEVANT LEGISLATION].

2. Scope

--

3. Responsibility

The [INSERT DUTYHOLDER] is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

NOTE Include relevant legislative requirements here.

--

5. References

--

6. Definitions

--

7. The works control system

--

8. Communication to contractors

9. Requirements for method statements

10. Assessment of risks to relevant persons

11. Isolations and de-isolations

12. Work control audits

13. Management review

Annex F
(informative)

Model proforma fire risk management system procedure – Maintenance and testing

[Organization's logo]	FRMSP 05
	Issue No.1
Maintenance and testing procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy for carrying out the duty of maintenance and testing.

1. Purpose

This fire risk management system procedure defines the method by which [ORGANIZATION] fulfils the function of maintenance and testing as required under the [RELEVANT LEGISLATION].

2. Scope

--

3. Responsibility

The [INSERT DUTYHOLDER] is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

NOTE Include relevant legislative requirements here.

--

5. References

--

6. Definitions

--

7. Maintenance and testing strategy

--

8. Competency of contractors

9. Allocation of resources

10. Monitoring of systems

11. Maintenance and testing documentation

12. Maintenance and testing audits

13. Management review

Annex G
(informative)**Model proforma fire risk management system
procedure – Emergency planning**

[Organization's logo]	FRMSP 06
	Issue No.1
Emergency planning procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy for carrying out the duty of emergency planning.

1. Purpose

This fire risk management system procedure defines the method by which [ORGANIZATION] fulfils the function of emergency planning as required under the [RELEVANT LEGISLATION].

2. Scope

--

3. Responsibility

The [INSERT DUTYHOLDER] is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

NOTE Include relevant legislative requirements here.

--

5. References

--

6. Definitions

--

7. Fire attack plan

--

8. Liaison and communication with the fire and rescue service

9. Emergency shut-down of equipment

10. Post-incident plan

11. Contingency plan

12. Emergency planning audits

13. Management review

Annex H
(informative)

Model proforma fire risk management system procedure – Fire risk management audit

[Organization's logo]	FRMSP 07
	Issue No.1
Fire risk management system audit procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy for carrying out the duty of fire risk management system audits.

1. Purpose

This procedure defines the method by which [ORGANIZATION] fulfils the function of fire risk management system audit as required in accordance with PAS 7.

2. Scope

--

3. Responsibility

The fire safety manager is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

NOTE Include relevant legislative requirements here.

--

5. References

--

6. Definitions

--

7. Limitations

--

8. Commitment

9. Preassessment

10. Stage I audit

11. Stage II audit

12. External audit

13. System maintenance

14. Follow up evaluations

15. Management review

Annex I
(informative)

Sample audit checklist

A sample checklist is provided to help an organization conduct an audit. It contains key questions related to each clause of the PAS, but should not form part of an audit report.

Clause	Details	Yes	No	Comments
3	Context of the organization			
3.1	Understanding the organization and its context Has the organization determined its external and internal issues that are relevant to its purpose and affect its ability to achieve the intended outcomes of its FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Understanding the needs and expectations of interested parties			
a)	Has the organization determined the interested parties that are relevant to the FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Has the organization determined the requirements of these interested parties?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Legal and regulatory requirements			
3.3.1	Has the organization defined, documented, implemented and maintained procedures to determine the legal and other requirements relating to its activities?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3.2	Is it evident that the organization takes these requirements into account when establishing, implementing and maintaining governance of organizational fire risk?	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Determining the scope of the FRMS			
3.4.1	The organization has determined the boundaries and applicability of the FRMS to establish its scope, in a fire risk management strategy document.	<input type="checkbox"/>	<input type="checkbox"/>	
3.4.2	When determining the scope the organization has considered:			
a)	the external and internal issues referred to in 3.1; and	<input type="checkbox"/>	<input type="checkbox"/>	
b)	the requirements referred to in 3.2.	<input type="checkbox"/>	<input type="checkbox"/>	
3.4.3	The scope has been documented within the fire risk management strategy.	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Fire risk management system The organization has established, implemented, maintained, and is continually improving its FRMS in accordance with the requirements of PAS 7.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Leadership			
4.1	Leadership and commitment Top management has demonstrated leadership and commitment with respect to the FRMS by:			
a)	ensuring that the fire safety policy and fire safety objectives are established and compatible with the strategic direction of the organization;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	ensuring the integration of the FRMS requirements into the organization's business processes;	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
c)	ensuring that the resources needed for the FRMS are available;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	communicating the importance of effective fire risk management and of conforming to the FRMS requirements;	<input type="checkbox"/>	<input type="checkbox"/>	
e)	ensuring that the FRMS achieves its intended outcome(s);	<input type="checkbox"/>	<input type="checkbox"/>	
f)	directing and supporting persons to contribute to the effectiveness of the FRMS;	<input type="checkbox"/>	<input type="checkbox"/>	
g)	promoting continual improvement;	<input type="checkbox"/>	<input type="checkbox"/>	
h)	supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Policy			
4.2.1	Top management has established a fire safety policy that:			
a)	is appropriate to the purpose of the organization;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	provides a framework for setting fire safety objectives;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	includes a commitment to satisfy the applicable requirements; and	<input type="checkbox"/>	<input type="checkbox"/>	
d)	includes a commitment to continual improvement of the FRMS.	<input type="checkbox"/>	<input type="checkbox"/>	
4.2.2	The fire safety policy is available as documented information to interested parties as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
	The fire safety policy is communicated within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	
	The fire safety policy is understood throughout the organization.	<input type="checkbox"/>	<input type="checkbox"/>	
4.2.3	The organization reviews the fire safety policy at planned intervals.	<input type="checkbox"/>	<input type="checkbox"/>	
4.2.4	The dutyholder or person authorized on behalf of the dutyholder has signed and authorized the fire safety policy.	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Organization roles, responsibilities and authorities			
4.3.1	Top management have ensured that the responsibilities and authorities for relevant roles are assigned and communicated within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	
4.3.2	Top management has assigned the responsibility and authority for:			
a)	ensuring that the FRMS conforms to the requirements of this PAS; and	<input type="checkbox"/>	<input type="checkbox"/>	
b)	reporting on the performance of the FRMS to top management.	<input type="checkbox"/>	<input type="checkbox"/>	
4.3.3	The organization communicates relevant information on legal and other requirements to persons working under the control of the organization, and other relevant interested parties.	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
4.3.4	The organization has documented the managerial structure and delegated roles and responsibilities throughout the organization's fire risk management strategy on the section entitled communication.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Planning			
5.1	Actions to address risks and opportunities			
5.1.1	When planning the FRMS, the organization has considered the issues referred to in 3.1 and the requirements referred to in 3.2 and determined the risks and opportunities that need to be addressed to:			
a)	be confident that the FRMS can achieve its intended outcome(s);	<input type="checkbox"/>	<input type="checkbox"/>	
b)	prevent, or reduce, undesired effects;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	achieve continual improvement.	<input type="checkbox"/>	<input type="checkbox"/>	
5.1.2	The organization has:			
a)	planned actions to address these risks and opportunities;	<input type="checkbox"/>	<input type="checkbox"/>	
b1)	planned how to integrate and implement the actions into its FRMS processes;	<input type="checkbox"/>	<input type="checkbox"/>	
b2)	planned how to evaluate the effectiveness of these actions.	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Fire safety objectives and planning to achieve them			
5.2.1	The organization has established fire safety objectives at relevant functions and levels.	<input type="checkbox"/>	<input type="checkbox"/>	
5.2.2	The fire safety objectives are:			
a)	consistent with the fire safety policy;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	measurable (if practicable);	<input type="checkbox"/>	<input type="checkbox"/>	
c)	take into account applicable requirements;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	monitored;	<input type="checkbox"/>	<input type="checkbox"/>	
e)	communicated;	<input type="checkbox"/>	<input type="checkbox"/>	
f)	updated as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
5.2.3	The organization has retained documented information on the fire safety objectives.	<input type="checkbox"/>	<input type="checkbox"/>	
5.2.4	When planning how to achieve its fire safety objectives the organization has determined:			
a)	what will be done;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	what resources will be required, including technical expertise;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	who will be responsible;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	when it will be completed;	<input type="checkbox"/>	<input type="checkbox"/>	
e)	how the results will be evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	
	The organization reviews the fire safety objectives at regular and planned intervals.	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Fire risk management strategy			
5.3.1	Has the organization defined and documented its fire risk management strategy?	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
a)	Does the organization identify the aspects of its activities, products and services relevant to the scope of its FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization evaluate the risks to the organization by determining and recording those aspects that can have a significant impact on life safety, property protection, business continuity and the environment?	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization understand and manage the risks posed by the threat of fire which enables an organization to optimize its underlying processes?	<input type="checkbox"/>	<input type="checkbox"/>	
5.3.2	Has the organization's fire risk management strategy addressed the seven factors of strategic fire risk management?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Support			
6.1	Resources			
6.1.1	The organization has determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of the FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.2	Top management have appointed a specific fire risk management representative(s), who, irrespective of other responsibilities, have defined roles, responsibilities and authority for:			
a)	establishing, implementing and maintaining the FRMS;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	reporting to top management on the performance of the system for review, including recommendations for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.3	The organization has identified, documented and communicated the roles, responsibilities and authorities or this involved in the FRMS and their interrelationships with the organization.	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Competence			
6.2.1	The organization has:			
a)	determined the necessary competence of person(s) doing work under its control that affects its performance;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	ensured that these persons are competent on the basis of appropriate education, training or experience;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	where applicable, taken actions to acquire the necessary competence, and evaluate the effectiveness or the actions taken;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	retained appropriate documented information as evidence of competence.	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
6.2.2	Fire safety competence Does the organization employ, or contract with, people who are competent on the basis of education, training, skills and experience for the tasks assigned to them?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.2.2	The organization has:			
a)	taken into account the capabilities and the necessary competencies required to undertake fire safety duties when appointing those duties to employees;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	offered training to employees, specific to their roles and the locations where their roles will be carried out;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	demonstrated the competency of those instructed to undertake individual premises fire risk assessments, whether internal to the organization or via third-party fire risk assessor;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	defined the competence required of the person(s) nominated to monitor and control management of fire safety;	<input type="checkbox"/>	<input type="checkbox"/>	
e)	evaluated the effectiveness of the actions taken to ensure competence of all duty holders;	<input type="checkbox"/>	<input type="checkbox"/>	
f)	communicated the relevance and importance of employees activities and how they contribute to the achievement of fire safety objectives.	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Awareness Are the persons doing the work under the organization's control aware of:			
a)	the fire safety policy;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	their contribution to the effectiveness of the FRMS, including the benefits of improved fire safety performance;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	the implications of not conforming with the FRMS requirements;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	any risks to them arising from, or in connection with, the work they are intended to do?	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Communication			
6.4.1	Has the organization determined the need for internal and external communications relevant to the FRMS including:			
a)	what it will communicate;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	when to communicate;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	with whom it will communicate;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	how it will communicate?	<input type="checkbox"/>	<input type="checkbox"/>	
6.4.2	The organization has established, implemented and maintained a strategy for:			
a)	internal communication among the various levels and departmental functions within the organization;	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
b)	receiving, recording and responding to relevant communications from wider stakeholders that require assurance.	<input type="checkbox"/>	<input type="checkbox"/>	
6.4.3	The organization has decided whether to communicate actively with external stakeholders and shall document its decision within the fire risk management strategy.	<input type="checkbox"/>	<input type="checkbox"/>	
6.4.4	If the decision is to communicate with external stakeholders, the organization has established, documented and implemented method(s) for communication.	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Documented information			
6.5.1	The organization's FRMS includes:			
a)	documented information in accordance with PAS 7;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	documented information determined by the organization as being necessary for the effectiveness of the FRMS.	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.2	The organization ensures that when creating and updating documented information the organization shall ensure appropriate:			
a)	identification and description (e.g. a title, date, author, or reference number);	<input type="checkbox"/>	<input type="checkbox"/>	
b)	format (e.g. language, software version, graphics) and media (e.g. paper, electronic);	<input type="checkbox"/>	<input type="checkbox"/>	
c)	review and approval for suitability and adequacy.	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.3.1	Has the documented information required by the FRMS and by this PAS been controlled to ensure:			
a)	it is available and suitable for use, where and when it is needed;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity)?	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.3.2	When controlling documented information has the organization addressed the following activities, as applicable:			
a)	distribution, access, retrieval and use;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	storage and preservation, including preservation of legibility;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	control of changes (e.g. version control);	<input type="checkbox"/>	<input type="checkbox"/>	
d)	retention and disposition.	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.3.3	The organization has documented information of external origin for the planning and operation of the FRMS which has been identified as appropriate and controlled.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Operation			
7.1	Operational planning and control			
7.1.1	Has the organization planned, implemented and controlled the processes needed to meet requirements, and implemented the actions determined in 5.1, by:			

Clause	Details	Yes	No	Comments
a)	establishing criteria for the processes?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	implemented control of the processes in accordance with the criteria?	<input type="checkbox"/>	<input type="checkbox"/>	
c)	kept documented information necessary to have confidence that the processes have been carried out as planned?	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.2	Has the organization controlled planned changes and reviewed the consequences of unintended changes, and taken any corrective action in respect of any adverse effects, as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.3	Has the organization ensured that outsourced processes are controlled?	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Control of work on site Has the organization planned, implemented, controlled and documented the process for the control of work on site as part of its FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Maintenance and testing Has the organization planned, documented, implemented and controlled the process for maintenance and testing of fire safety systems to ensure that they operate correctly in the event of fire, as part of its FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Fire risk assessment			
7.4.1	Has the organization established, implemented and maintained a formal documented risk assessment programme that systematically:			
a)	identifies fire hazards and persons especially at risk;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	analyses fire prevention and fire protection measures;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	evaluates fire risk;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	formulates a suitable action plan?	<input type="checkbox"/>	<input type="checkbox"/>	
7.4.2	Does the organization's fire risk assessment programme include:			
a)	a defined scope, including its limitations;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	a procedure for the assessment of competency of the fire risk assessors;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	a strategy for risk treatment, risk acceptance and risk communication?	<input type="checkbox"/>	<input type="checkbox"/>	
7.4.3	Has the organization audited the fire risk assessment programme after the delivery of the risk assessments?	<input type="checkbox"/>	<input type="checkbox"/>	
7.5.4	Has the organization conducted a review meeting at planned intervals to discuss the results of fire risk assessment audits, and efforts to address findings.	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Incident response communication Has the organization established, documented and maintained policies and procedures for communication, which include:			
a)	means of being alerted to a fire;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	communications between management, and between management and staff;	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
c)	communications to occupants;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	communications with the fire and rescue service;	<input type="checkbox"/>	<input type="checkbox"/>	
e)	other businesses with whom fire safety risk is shared to some/any extent?	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	Emergency planning Has the organization established, documented and maintain procedures for identifying and responding to any unplanned event, potential emergency or disaster?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Performance evaluation			
8.1	Monitoring, measurement, analysis and evaluation			
8.1.1	Has the organization determined:			
a)	what needs to be monitored and measured;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	when the monitoring and measuring shall be performed;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	when the results from monitoring and measurement shall be analysed and evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	
e)	periods of re-evaluation at planned intervals to satisfy the monitoring and measuring requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
8.1.2	Has the organization retained appropriate documented information as evidence of the results?	<input type="checkbox"/>	<input type="checkbox"/>	
8.1.3	Has the organization evaluated the fire safety performance and the effectiveness of the FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Internal audit			
8.2.1	Has the organization conducted internal audits at planned intervals to provide information on whether the FRMS:			
a)	conforms to:	<input type="checkbox"/>	<input type="checkbox"/>	
1)	the organization's own requirements for its FRMS;	<input type="checkbox"/>	<input type="checkbox"/>	
2)	the requirements of this PAS;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	is effectively implemented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
8.2.2	Has the organization:			
a)	planned, established, implemented and maintain an audit programme(s), including the frequency, methods, responsibilities, planning requirements and reporting. Has the audit programme(s) taken into consideration the importance of the processes concerned and the results of previous audits;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	defined the audit criteria and scope for each audit;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	selected auditors and conducted audits to ensure objectivity and the impartiality of the audit process;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	ensured that the results of the audits are reported to relevant management; and	<input type="checkbox"/>	<input type="checkbox"/>	
e)	retained records as evidence of the implementation of the audit programme and the audit results?	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
8.3	Management review			
8.3.1	Has top management reviewed the organization's FRMS, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	
8.3.2	Has the management review included consideration of:	<input type="checkbox"/>	<input type="checkbox"/>	
a)	the status of actions from previous management reviews;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	changes in external and internal issues that are relevant to the FRMS;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	information on the fire safety performance, including trends in:	<input type="checkbox"/>	<input type="checkbox"/>	
1)	nonconformities and corrective actions;	<input type="checkbox"/>	<input type="checkbox"/>	
2)	monitoring and measurement results;	<input type="checkbox"/>	<input type="checkbox"/>	
3)	audit results;	<input type="checkbox"/>	<input type="checkbox"/>	
4)	interested party feedback;	<input type="checkbox"/>	<input type="checkbox"/>	
5)	evaluation of compliance with legal and other requirements;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	opportunities and recommendations for continual improvement?	<input type="checkbox"/>	<input type="checkbox"/>	
8.3.3	Has the outputs of the management review included decisions related to:			
a)	continual improvement opportunities;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	improvement related to interested party requirements;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	resource needs to enable improvement to the FRMS and its processes?	<input type="checkbox"/>	<input type="checkbox"/>	
8.3.4	Has the organization maintained records of management reviews?	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Improvement			
9.1	Nonconformity and corrective action			
9.1.1	When a nonconformity occurred, has the organization:			
a)	reacted to the nonconformity, and as applicable:	<input type="checkbox"/>	<input type="checkbox"/>	
1)	taken action to control and correct it; and	<input type="checkbox"/>	<input type="checkbox"/>	
2)	dealt with the consequences;	<input type="checkbox"/>	<input type="checkbox"/>	
b)	evaluated the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:	<input type="checkbox"/>	<input type="checkbox"/>	
1)	reviewing the nonconformity;	<input type="checkbox"/>	<input type="checkbox"/>	
2)	determining the causes of the nonconformity; and	<input type="checkbox"/>	<input type="checkbox"/>	
3)	determining if similar nonconformities exist, or could potentially occur;	<input type="checkbox"/>	<input type="checkbox"/>	
c)	implemented any action needed;	<input type="checkbox"/>	<input type="checkbox"/>	
d)	reviewed the effectiveness of any corrective action taken; and	<input type="checkbox"/>	<input type="checkbox"/>	
e)	made changes to the FRMS, if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	

Clause	Details	Yes	No	Comments
9.1.2	Have the corrective actions been appropriate to the effects of the nonconformities encountered?	<input type="checkbox"/>	<input type="checkbox"/>	
9.1.3	Has the organization retained records as evidence of:			
a)	the nature of the nonconformities and any subsequent actions taken; and	<input type="checkbox"/>	<input type="checkbox"/>	
b)	the results of any corrective action?			
9.1.4	Has the organization defined and allocated the responsibility and authority for improvement of the management system to the fire risk management representative?	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Continual improvement			
	Has the organization continually improved the suitability, adequacy and effectiveness of the FRMS?	<input type="checkbox"/>	<input type="checkbox"/>	

Annex J
(informative)

Model proforma fire risk management system procedure – Management review

[Organization's logo]	FRMSP 08
	Issue No.1
Management review procedure template	

Contents

NOTE Include table of contents here to help readers navigate the document.

Change history			
Date	Issue	Approved	Reason for amendment
			This procedure forms the basis of the organization's policy and strategy for carrying out the duty of management review.

1. Purpose

This fire risk management system procedure defines the method by which [ORGANIZATION] fulfils the function of management review as required by PAS 7.

2. Scope

--

3. Responsibility

The [INSERT DUTYHOLDER] is responsible for ensuring the implementation of this procedure and providing the resources as necessary to meet the requirements.

4. Key legislative requirements

[INSERT RELEVANT LEGISLATION]

--

5. References

--

6. Definitions

--

7. Results of previous management reviews

--

8. Results of internal audits

9. Results of participation and consultation

10. Relevant communications

11. Incident investigations

12. Fire risk management system performance

13. Meeting fire safety policy and objectives

14. Legislation changes

15. Recommendations for improvement

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Standards publications

For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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BS 9999:2008, *Code of practice for fire safety in the design, management and use of buildings*

BS EN ISO 9000, *Quality management systems – Fundamentals and vocabulary*

BS EN ISO 9001, *Quality management systems – Requirements*

BS EN ISO 14001, *Environmental management systems – Requirements with guidance for use*

BS EN ISO 19011, *Guidelines for auditing management systems*

BS EN ISO/IEC 17021, *Conformity assessment. Requirements for bodies providing audit and certification of management systems*

BS OHSAS 18001, *Occupational health and safety management systems – Requirements*

BS ISO/IEC 27001:2005, *Information security – Security techniques – Information security management systems – Requirements*

BS ISO 15686-3:2002, *Buildings and constructed assets – Service life planning – Part 3: Code of practice*

BS ISO 22301, *Societal security – Business continuity management systems – Requirements*

BS ISO 31000, *Risk management – Principles and guidelines*

ISO/IEC Directives, ISO Directives, Part 1 (Procedures specific to ISO), *Annex SL (normative) Proposals for management system standards, Guidance on the development process and structure of an MSS SL.8, Appendix 3 (normative) High level structure, identical core text, common terms and core definitions*

PAS 79, *Fire risk assessment – Guidance and a recommended methodology*

PAS 99, *Specification of common management system requirements as a framework for integration*

PD 7974-6: 2004, *Application of fire safety engineering principles to the design of buildings – Part 6: Code of practice*

PD 7974-8:2012, *Application of fire safety engineering principles to the design of buildings – Part 8: Property protection, business and mission continuity, and resilience*

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- [5] Great Britain. Fire Safety Regulations (Northern Ireland) 2010. London: Stationery Office.
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- [8] Fire Risk Assessment Competency Council. *Competency criteria for fire risk assessors*, version 1. 2011.
- [9] Fire Risk Assessment Competency Council. *A guide to choosing a competent fire risk assessor*, version 1. 2013.

Further reading

BS 4422, *Fire – Vocabulary*

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