

**SUMMIT
SYSTEMS
LTD**

**FIRE SAFETY
ANNUAL AUDIT**

To identify
important issues
and to improve
**RISK RATING FOR BEST
INSURANCE PREMIUMS**

Client name

Rice UP Trust

Address

22 Rosella Rd, Margate East

Contact person

Gwen Laford

**NB you can issue one free Fire Action
Emergency sign for doing this audit,
you can issue another for sign up of
warden training and yet another if they
sign for a formal evacuation scheme**

*Summit Systems Ltd
for Compliance Solutions*

External Annual Audit for Report & Certification - P1

You may show this page to client - but not issue

Fire Safety and Evacuation of Buildings Regulations 2006 Fire & Emergency NZ Evacuation Procedures and Evacuation Schemes 2018	No/Yes or N/A	Recommendations on action Say okay or not okay Yes or no; tba to be actioned; ny not yet; missing; faulty etc	Score 0-5
1. There is a formal written procedure or audit log of say 6-12 pages – not just a sign	YES	If the answer is probably, or subject to conditions, then the correct answer is NO.	5
2. There is an alarm system in place and it actually operates correctly – it can be voice or whistle, gong, bell - it must be written down	YES	80 questions of the 5 mark variety to be attempted making a maximum of 400.	5
3. There are evacuation drills 6 monthly and records are available to verify	YES	You may ignore or delete 12 of the first 90 questions.	5
4. There is an assistance register for persons requiring evacuation assistance and 2 staff are trained in methods to provide assistance	N/A	Then do the 6 compulsory ones worth 20 each for 120.	0
5. There is a proper register for visitors / contractors and they are advised of fire safety rules to be observed	YES	Then divide total scored by 5 See notes at end.	5
6. There is a register for all staff with their address, phone numbers & mobile number	YES	When scoring the minimum is zero NOT 1	5
7. Personal protective equipment is available at reception for visitors e.g. Hi vis vests	YES	Legal requirement	5
8. There are evacuation procedure notices in every department or fire cell (4+ per site)	YES	Legal requirement	5
9. There are emergency information signs in every department or fire cell (4+ per site)	✓ YES	Reception, Office, Warehouse, Factory, Cafe	5
10. There are at least two escape routes and exit signs are in place and visible	✓ YES	Legal requirement	5
11. There are sufficient extinguishers around the building e.g. 1 x 2kg for every 200M2 and they have an annual survey to check good condition and able to operate	 YES	Site plan to be made up Done 8 Extinguishers on site.	5
12. Staff have been trained in how to use extinguishers in a safe manner	N/A	Legal requirement for all permanent staff	2
13. Extinguishers are of the right type and are easily accessible and have blazons	YES	4 types current extinguishers FFF, CO2, ABE, Water The BCF now outlawed	5
14. Call points / alarms are maintained in good working order at all times, they have signs telling people how to make alarm	YES	Legal requirement	5
15. Where there is a basic system of raising the alarm (e.g. gong or whistle) it can be heard throughout the building/s.	✓ YES	Legal requirement	5
Maximum this page 75			67

Fire Safety Regulations - Site Audit

External Annual Audit for Report & Certification - P2
You may show this page to client - but not issue

Fire Safety and Evacuation Regs 2006 Fire & Emergency NZ Evacuation Procedures and Evacuation Schemes 2018	No/Yes or N/A	Recommendations on any Action to be taken	Score 0-5
16. There are signs near the lifts (if any) to warn people not to use lifts to escape in the event of a fire or an earthquake	N/A	Some sites don't have lifts but they have routes blocked	0
17. All fire cells have a Warden and Deputy warden and the Wardens carry out monthly fire safety checks in a proper manner	Y u/a	Bonus points (2) may be issued for monthly or quarterly (minimum) checks	2
18. All buildings have a Head Warden and Deputy Head Warden	N/A	Legal requirement	0
19. All buildings have Emergency Enforcer to ensure that evacuation systems work	u/a	All sites need an Enforcer	2
20. Large sites have security warden plus a rescue warden that are properly trained	N/A	All large sites need these	0
21. All Wardens have an arm band or vest plus a tag placed at the end of their patrol area	YES	Hi-Vest Must be identifiable	5
22. All Head Wardens have peaked hat or hard hat for evacuation	YES	Must be identifiable	5
23. All permanent staff are given fire safety training every two years at the minimum	u/a	Legal requirement	2
24. All new staff are inducted into the regulatory requirements and procedures when they start work	YES	Bonus points (2) may be issued for formal training all staff in all safety procedures	5
25. All Wardens and Head/Deputy Wardens are given training every two years and have certificates to prove it	u/a	Legal requirement	2
26. Smoke & Fire stop /solid doors are maintained in accordance with the Bldg Code & Regs	YES	There are 10 checks for IQP	5
27. First aid cabinets and kits are adequate and have signs and are checked monthly and replenished as needed	YES	Large vehicles have kit	5
28. Staff are trained in methods to avoid dust explosion or particulate explosion	N/A	Dust explosions happen in joinery shops, panel beaters, bakeries with flour or paint	0
29. Large Gas cylinders are chained up and no gas bottles are stored near escape routes	N/A	Some sites do not have gas bottles	0
Maximum this page 70 + 4			31

External Annual Audit for Report & Certification - P3
You may show this page to client - but not issue

Fire Safety and Evacuation Regs 2006 Fire & Emergency NZ Evacuation Procedures and Evacuation Schemes 2018	No/Yes or N/A	Recommendations on any Action to be taken	Score 0-5
30. Decanting of all dangerous goods complies with the regulations - labels and data sheets on hand.	YES	Each type kept separate, no diesoline near animal pellets it can create huge explosion.	5
31. Waste bins are not placed near any grinders or welding bays where sparks could enter them	YES	Some sites have no grinders or no welding	5
32. The air extraction system or windows allow for dangerous vapours to be released quickly and effectively	YES	Dangerous fumes must be evacuated quickly every day	5
33. Extinguishers (hose reels if any) are checked periodically and have proper signs and are easily accessible at all times	1 hall YES	Quarterly check is minimum for all Warden checking, monthly = Health Safety Act Hall area	5
34. Instructions are issued to staff to ensure that no flammable goods are being stored under stairways or in cupboards	YES	Ask for instructions / check	5
35. There is an evacuation checklist tally board or similar means of tally check	YES	Tallies to be made of a) disabled, b) staff, c) visitors, d) contractors	5
36. Hazardous goods signs are placed in all appropriate places or near any highly flammable or volatiles	YES	Check for signs	5
37. There are no smoking signs in areas where goods are packed and or unpacked	YES	No smoking signs needed	5
38. There is an assembly area at least 70 metres away with a sign that clearly indicates it to staff	T/Wh	Sparks travel 80 metres	2
39. Staff are instructed never to park cars on top of a local fire hydrant	N/A	Some sites do not have hydrants but they have water tanks/pools to be reached	0
40. Passageways are kept clear of obstructions or things or rubbish so that all occupants can evacuate without delay	YES	Major fines apply for failure to keep egress routes clear	5
41. Several key staff have been trained in how to do the fireman's lift or the drag	U/A	Can save lives	2
42. There is AED for resuscitation available on site or nearby also trained operators.	N/A	Not all sites have AED defibrillators available/nearby	0
43. There are sufficient safety officers with current certificates – 1 per 5 staff	TBA	Safety Officers are to find hazards, risks and dangers	1
Maximum this page 70			49

External Annual Audit for Report & Certification - P4
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Fire Safety and Evacuation Regs 2006 Fire & Emergency NZ Evacuation Procedures and Evacuation Schemes 2018	No/Yes or N/A	Recommendations on any Action to be taken	Score 0-5
44. All building tenants or lessees (if any) are informed of legal requirements and they have people trained every 2 years	N/A	Some sites have no tenants	0
45. There is an external audit by a trained and qualified person who is able to produce a report for our insurer yearly	YES	Report can be for underwriter	5
46. All heat and smoke detectors are checked quarterly to ensure that they will work to warn staff on time	YES	Detectors to be tested monthly HSE Act, quarterly Fire Regs	5
47. Our Insurer allows us a major discount as we have high quality systems in place and a professional audit annually	TBA	Underwriters do actuarial analysis	1
48. Our electrical switchboards are checked annually by a qualified electrician with tagging of all electrical tools plus electrical machinery and cables	YES	Some fuses are not adequate, & will cause fires. You may issue another 2 bonus points For proper annual checks	5
49. Waste bins or big skips are kept away from buildings by 3-5 metres.	YES	Some sites have no big skips	5
50. There is steel bin with steel lid for oily rags disposal or things that can ignite	YES	Bucket of water 4 oily rags ok	5
51. Volatiles / flammables are not stored in direct sunlight even if in small amounts	YES	Can make fires	5
52. Office equipment is switched off daily	YES	Can make fires	5
53. Sprinklers (if any) or automatic systems are maintained in good operating status & checked periodically	N/A	Some sites have none	0
54. Our main escape route or exit has door/s that open outwards not inwards	YES	Legal requirement Bldg Act	5
55. Procedures are in place to identify generation of static and to control it	YES	Anti static spray for clothes and or carpets	5
56. Staff instructed never to place things on top of a convection/space heater	YES	Keep away from curtains also	5
57. Staff instructed to ensure that gas heaters are properly switched off and also to ensure that they are not leaking	N/A	Some sites have no gas heaters, & no barbecues Inside or outside	0
Maximum this page 70 + 2			57

External Annual Audit for Report & Certification - P5
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Fire Safety and Evacuation Regs 2006 Fire & Emergency NZ Evacuation Procedures and Evacuation Schemes 2018	No/Yes or N/A	Recommendations on any Action to be taken	Score 0-5
58. Staff instructed to switch off welders, vats, grinders, cutters and all sources of flames when evacuating	N/A	Some sites have none of these	0
59. Staff instructed never to place boxes on the top shelf of a store room near the lighting system/s	YES	Same applies re insul / bats	5
60. There are timing devices on cookers to minimise the risk of fire and staff are instructed to use the timing devices	N/A	Timers can switch off circuits.	0
61. Staff instructed to shut windows and doors if possible in the event of a real evacuation other than a drill	YES	FENZ don't agree but the Insurance Company will.	5
62. Welding, gas cutting or flames or smoking is not allowed near any storage area for chemicals	N/A	Control of flames/smoking.	0
63. Wardens are trained in how to check a free standing burner or a patio heater	YES	Wardens still must be trained even if no such risks and for checking all items listed	5
64. Wardens are trained in how to check switchboards and to look for signs of overheating or potential fire (black marks)	N/A	Black marks mean fire soon.	0
65. Staff trained to not have glass bottles parked on a window sill in direct sun	YES	Could be mobile phone or could be vase or vaue	5
66. All permanent staff are given bi-annual training in fire prevention methods	TBA	All Perm Staff not just Wardens	1
67. Flammable packing material correctly stored after hours to eliminate fire risk	YES	Combustibles to be controlled.	5
68. Long grass is removed from around the building at regular intervals and hedges - if any, are trimmed	YES	Long grass is major risk.	5
69. We have two qualified first aiders / CPR responders for every 20 staff	YES	This is required by law.	5
70. Staff instructed to uncoil long electrical cables prior to use to avoid heating / fire	YES	Big cables must not be left on for hours at a time (fire risk)	5
71. Staff instructed to keep machinery in good order and not to let motors overheat	YES	Lubricated machinery	5
72. Saw blades or cutters kept sharp to minimise sparks. No flying sparks from electrical sockets when disconnect plugs.	N/A	Sharp blades prevent sparks	0
Maximum this page 75			46

External Annual Audit for Report & Certification - P6
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Fire Safety and Evacuation Regs 2006 Fire & Emergency NZ Evacuation Procedures and Evacuation Schemes 2018	No/Yes or N/A	Recommendations on any Action to be taken	Score 0-5
73. Staff instructed not to put large light bulbs into shades designed for small bulbs	YES	Will grossly overheat	5
74. Recessed ceiling lights not to be in contact with the insulation materials. Wall lights have no drapes or curtains nearby	YES	Can catch fire / create fire	5
75. Buildings are properly secured at the end of day to reduce risk of entry and arson or burglary	YES	Roller doors have pins	5
76. Rubbish fires only when no fire ban and in proper incinerator or drum and a hose is handy	N/A	Fire permits now needed	0
77. Staff instructed not to impede access of Ambulance or FENZ or Police in the event of evacuation.	YES	Keep access free all times	5
78. Staff instructed not to return to building for keys or valuables and not to try and remove their car	YES	Cars not to be moved	5
79. Escape route doors must be openable from the interior at all times, padlocks are never to be used when persons present	YES	Legal requirements	5
80. Staff instructed never to park car in front of emergency escape doors	YES	Don't obstruct swimming pool or water tank/reservoir	5
81. Aerosol containers & similar are never stored near a source of heat or cooker	N/A	Can easily explode	0
82. There are no shrubs close to the building that would allow concealment for arsonists	YES	Minimise risk of burglary	5
83. Where cooker with elements at work fire blanket should be available. Toasters must be kept away from other items.	N/A	Blankets can stop fires	0
84. Building separations should be right to the top of the roof not just the ceiling	N/A	Building code applies	0
85. Security lighting is provided or small light left on where it will deter burglars	YES	Frightens all burglars	5
86. What is maximum fine under the new FENZ Act and Regulations 2018? It was \$200 previously under old Regulations	YES	New fines \$150k have teeth & can be linked to Building Act Max fine FENZ Act \$600k	5
Maximum this page 70			50

External Annual Audit for Report & Certification - P7
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Fire Safety and Evacuation of Buildings Regulations 2006 Fire & Emergency NZ Evacuation Procedures and Evacuation Schemes 2018	No/Yes or N/A	Recommendations on any Action to be taken	Score 0-5
87. Security fencing is provided to keep out thieves and vandals.	TBA	Underwriters want security	1
88. All visitors are escorted at our site. Hi vis vests and PPE are made available to them.	u/a	Legal requirement	5
89 We have formal policies to prevent smoking in the workplace.	u/a	Policies on noticeboards for no drugs and no smoking	2
90. We have drug and alcohol policies and also anger management policies to reduce risk of severe damage or arson.	u/a	No drugs signs present	2
Bonus question – For sites that send in a formal report to FENZ every 6 months after they have a trial evacuation award 5 marks.	n/a	Legal requirement	0
Bonus question – all large waste bins have locked lid to prevent arson and or all chemical areas are locked up - 5 marks	n/a	Underwriters require this	0
Maximum this part 20 plus 10 bonus			10
COMPULSORY QUESTIONS 0-20 each			
91. There is a certificate at reception to state there is an operative scheme approved by FENZ Fire Service	YES	If no certificate then score 0 If letter coming 10 Certificate at reception 20	20
92. Wardens have completed proper training course for all regulations not just evacuation or fire extinguisher use.	u/a	Extinguisher or Evac only 5 Extinguishers & Evac 10 Formal course 60 pages 20	10
93. If Deputy Wardens have also completed training all regulations - score as for Q92.	u/a	Extinguisher or Evac only 5 Extinguishers & Evac 10 Formal course 60 pages 20	10
94. Compartments in all buildings are constructed to allow for at least one hour of fire rating. E.g. solid doors and double GIB cladding or concrete dividing walls	YES	Ordinary walls score 0 Solid doors between areas 10 Solid doors & concrete wall 15 Real fire wall/doors score 20	25
95. Do you have both types of smoke detectors installed or do you have the dual ones available (First Alert or Kidde) for both Photo-electric & Ionization/smoke	YES 1 type Comp Max 100	No detectors score 0 One type only score 10 Both types or dual score 20	20
96. All managers and Wardens and Permanent Occupiers trained in all of the Fire Safety and Evac Regulations	N/A	No formal training yet 0 Only Wardens trained 10 All Wardens/Permanents 20	0
Maximum this page 150			80
Identify all GENUINELY NOT APPLICABLE e.g. no lifts, no call points, no free standing stoves, no saw blades, no stairways, no welding, no decanting, no gas bottles. To qualify for well managed risk or considerably reduced insurance premium it is necessary to score 80% of the presently required plus all potentially possible items. Instructed means instructed in writing.			

Client Review/Audit Work Sheet
To be completed by Manager Auditor during the audit process & send to Summit. If client on service contract, delete this page.

COMPANY/CLIENT NAME Rise Up Trust
 CLIENT ADDRESS 29 Rosella Road Manurewa East
 CONTACT PERSON Gwen Kaufele TELEPHONE (09) 2768 727
 CLIENT EMAIL ADDRESS admin@riseuptrust.org.nz REF NO _____
 MANAGER AUDITOR NAME Nerina Howe DATE 7/12/18

PART A MANAGER AUDITOR FEES 100%

SET UP VISIT FEE	30.00
LOCAL TRAVEL UPTO 30K EACH WAY range \$29 to \$49	\$ _____
LONG DISTANCE TRAVEL AT \$69 PER HOUR FOR _____ HOURS.	\$ _____
POSTPONED APPOINTMENT SITE VISITED (CLIENT OR DEPUTY UNAVAILABLE) \$79	\$ _____
SIGNAGE SURVEY free _____ or \$33	\$ _____

PART B CONSULTANT 33% AND HEAD OFFICE 66%

Formal Scheme medium/large site. This would be for sites with hazardous goods under 10 staff, plus all sites of 10+ staff or where 100 people can gather - shop or building. Set fee of \$299 + online help _____ or Head Office assist (3-5 hours) at \$ 119 + or _____ p.h.
 SELF AUDIT Consultant to encourage self audit by Head Warden at process fee \$99 _____

PART C AUDITS AND TRAINING 50/50 OR 55/45 IF PAID ON THE DAY

BROKER OR AGENT FIRE SAFETY ANNUAL AUDIT systems and site then report (2 hours approx) \$269 + or _____ This is for a Broker / Agent attending, doing a tour of the site and formal audit for FENZ levy & insurance purposes. Extra hours ___ x \$ _____	\$ _____
WARDEN MANAGER ROLES HOURLY RATES \$27 - \$40	
EVACUATION DRILLS 6 monthly attendances and FENZ report \$99 or _____ plus travel	\$ _____
BI-ANNUAL Fire Warden Training 2 wardens plus 2 perm staff trained per dept, floor or small site. \$99 or \$ _____ per person. Plus Head Warden & Deputy HW also Emergency Manager \$ _____ Minimum 5. One site copy of training course per 2 Wardens to be provided.	\$ _____

PART D HEAD OFFICE FEES 100%

HEAD OFFICE TO PROCESS A PROFESSIONAL AUDIT REPORT	\$119.00
COURIER FEES FOR DESPATCH TO CLIENT (IF APPLICABLE) N.I. \$17 S.I. \$19	\$ _____
UNFRAMED NEW CERTIFICATE FOR CLIENT	\$25.00
WARDEN CERTIFICATES AT \$25 EACH. STATE NUMBER _____	\$ _____

TOTAL EXCLUSIVE GST	\$ _____
ADD GST	\$ _____
TOTAL INCLUSIVE GST	\$ _____

THE MANAGER/AUDITOR WILL INCLUDE PERSONAL INVOICE TO SUMMIT SYSTEMS LTD.
 THIS FORM SIGNED BY THE AGENT/AUDITOR/CLIENT - TO AUTHORISE BILLING
 (SIGNATURE) N Howe DATE 17.12.18
MANAGER/AUDITOR MAY COPY THIS PAGE OR TEAR OFF THIS PART FOR VALUED CLIENT
 INTERIM RECEIPT FOR CLIENT SSL GST No. 62.044.879 DIRECT CREDIT 03 0830 0340303 00
 This is not a tax invoice until payment is made in full. RECEIVED \$ _____
 Signed by MANAGER/AUDITOR N Howe Date 1 / 1

See Invoice sent to Rise Up Trust

THE CONSULTANT OR AUDITOR SHOULD ISSUE A COPY OF THIS PAGE TO CLIENT

NAME OF CLIENT/COMPANY _____

CLIENT ADDRESS _____

**TOTAL ITEMS FOR THIS AUDIT WORTH 586
OF THESE 16 ARE BONUS AND 60 MARKS MAYBE NOT APPLICABLE
YOU MAY IGNORE OR DISCARD OR N/A (12 QUESTIONS)
ALL OTHER ITEMS ARE TO BE COUNTED**

PAGE 1 TOTAL	67	max		PAGE 4 TOTAL	51	72
	75			PAGE 5 TOTAL	46	75
PAGE 2 TOTAL	31			PAGE 6 TOTAL	50	70-
	74			PAGE 7 TOTAL	80	130
PAGE 3 TOTAL	49			Bonus max 16		
	70					

TOTAL POTENTIAL SCORE 586 (includes 60 n/a 16 bonus) TOTAL ACTUAL 374
DIVIDE ACTUAL SCORE BY 5 TO GET PERCENTAGE OUT OF 100, TARGET 76-99%

RATING SYSTEM IN RELATIONSHIP TO SCORE

- E GRADE 0 - 25% VERY POOR AND MOST UNSATISFACTORY
 - D GRADE 26 - 49% INADEQUATE AND UNSATISFACTORY
 - C GRADE 50 - 60% ONLY FAIR TO AVERAGE STANDARD
 - B GRADE 61 - 69% QUITE GOOD AND SATISFACTORY STANDARD**
 - B+ GRADE 70 - 75% VERY GOOD STANDARD IS ACHIEVED**
 - A - TO A GRADE 76 - 89% VERY GOOD TO EXCELLENT STANDARD
 - A + 90% PLUS FIRST CLASS STANDARD AND SHIELD AWARDED
- THE GRADING FOR THIS AUDIT WAS B+

POSITIVE COMMENTS

Policies have already been actioned. Reviews are being done on a regular basis.

ACTION IS REQUIRED - STATE COMMENTS

The training of Fire Wardens are going to be done in Term 1 2019.

SIGNATURE OF CONSULTANT M. Howe DATE 20/12/18
Address _____ Telephone _____

COMPLETION OF WORK IS SUBJECT TO AGREED TERMS IN THE LICENCE AGREEMENT, BUT IF NO LICENCE - Quotations not accepted at the point of offer, expire after 30 days. Uptake of a quotation after expiry will incur additional costs. Appointments cancelled less than 48 hours prior to agreed time may be charged for. Any debt recovery charges will be charged to the Client on all overdue accounts including interest at the rate of 2% per month cumulative and 2% per month also applies for term payment. The full price is still payable on time - even if training is delayed by the Client. Summit and the Broker or Agent are not responsible for accuracy and completeness of this audit log. The Client will be responsible for the obtaining of legal advice from its legal advisors as may be required. The Client shall not enter into a private consultancy arrangement for Fire or Safety Regulations & must advise Summit immediately of any attempt to do so.

THE AGENT OR CONSULTANT IS TO PLEASE FORWARD THIS DOCUMENT TO SUMMIT SYSTEMS LTD (WHEN COMPLETED), WITH AUDIT WORK SHEET PLUS COPY OF CLIENT DISK FOR UPDATING. A copy of this report may be released to FENZ and/or Insurance Company for information and records.

SIGNED BY CLIENT /OR BY CONSULTANT M. Howe DATE 20/12/18
Comments (if any) for Summit Systems Ltd. Client or Consultant may phone 09 438 7555 or 7550.