1. **responsibilities**

All staff are responsible for ensuring that the fire suppression equipment is kept in its correct location and is not covered or used for other purposes. The premises manager is responsible for checking the equipment weekly. In managed offices, the management company is responsible for fire equipment testing and maintenance*.*

1. **Work Instruction**
   1. All sites must have fire suppression equipment fitted, tested and maintained.
   2. All suppression equipment must operate in line with Fire Service specification.
   3. All suppression equipment must be tested weekly by the building management company.
   4. All employees/staff must be aware of the regular testing – by means of intranet notification.
   5. Any suppression equipment that does not function correctly must be reported to the Premises Manager who will arrange with the building management company for the equipment to be repaired immediately.

**Document Owner and Approval**

The Company Administrator is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Director (CISO) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
|  |  |  |  |
|  |  |  |  |

Fire suppression equipment fault report

Fire suppression equipment details:

Date tested:

Details of faults:

Reported by: (signature)