



**AZERBAIJAN BUSINESS UNIT  
(AzBU)**

**Procedure for:  
Fire Protection**

C1	05.10.04		G.Stacey	G.Hunt	Gil Laird	Gary Campbell	
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## 1 INTRODUCTION

### 1.1 DOCUMENT PURPOSE

This Safe System of Work provides the information necessary for ensuring the safety of personnel, buildings, installations, and plant with regard to fire prevention, detection and protection.

### 1.2 DOCUMENT SCOPE

The contents of this Safe System of Work apply to all BP owned or managed sites in Azerbaijan and Georgia and all personnel employed on those sites.

This Safe System of Work does not remove the responsibility for compliance with local legislation and statutory requirements, which shall be complied with at all times.

## 2 RESPONSIBILITIES

### 2.1 SITE MANAGER / OFFSHORE INSTALLATION MANAGER

Site Managers and Offshore Installation Managers shall develop appropriate instructions for fire protection and prevention and associated emergency procedures using the contents of this document as a guideline and where necessary by consulting with relevant expert authorities.

In particular, Site Managers and Offshore Installation Managers are responsible for:

- on-site compliance with this safe System of Work
- the formulation, implementation and continual review of fire protection, prevention and emergency procedures on their site or installation
- the development of a contingency plan to fight fires in the event of the non-availability of fire protection or fire fighting personnel
- ensuring all personnel undergo regular training and drills in fire protection and that all personnel employed on the site are in possession of relevant and up-to-date fire fighting training certificates

**Note:** In some cases, the requirement for individual certification may be waived at the Site Manager's or Offshore Installation Manager's discretion (for example, for manufacturer's representatives or service hands who may be on site on a one-off basis and for only a short period of time)

- ensuring an inspection and maintenance schedule is in place for:
  - fixed and portable fire fighting systems and equipment
  - fire detection systems.

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## 2.2 AREA AUTHORITY

Within their particular areas, Area Authorities are responsible for ensuring:

- compliance with this safe System of Work
- that fire prevention and housekeeping standards are maintained at all times
- that all fire fighting equipment is in date and fully functional
- that all activities are carried out in a safe and responsible manner with regard to fire risks, and that Risk Assessments are carried out wherever necessary.

## 2.3 ALL PERSONNEL

All personnel, including contractors, are responsible for the prevention and detection of fire. In particular, all personnel are responsible for:

- immediately informing their supervisor of any situation that they consider to be a potential fire risk
- conducting themselves and their work in a fire-safe manner
- ensuring that they are aware of and fully understand the actions they must take in the event of a fire alarm
- ensuring that they are fully aware of the actions they must take on discovering a fire.

# 3 FIRE PREVENTION

Prevention is the first line of defence against fire. All reasonably practicable measures shall be taken to reduce the fire risks to as low as reasonably practicable.

## 3.1 HOUSEKEEPING AND PROCEDURES

Properly established and applied housekeeping procedures are required in order to reduce both the risk of fire and the ultimate consequences should a fire occur.

### 3.1.1 Work Areas and Walkways

No materials, flammable or otherwise, should be allowed to accumulate in the workplace or in walkways, where they can present direct fire hazards or obstruct attempts to deal with a fire.

- Work areas and walkways should be kept free of any unnecessary flammable materials, including:
  - flammable materials or agents no longer required for the activity
  - combustible waste (for example, wood shavings, flammable dust)
  - packaging materials, particularly plastics and polyester foam waste which, when ignited, can give off large amounts of dense, black smoke and toxic fumes.

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- All spills involving flammable liquids shall be cleaned up immediately. Where necessary, suitable cleaning materials should be provided and used.
- Flammable liquids should be dispensed over a drip tray, the contents of which should be disposed of at frequent regular intervals (for example, on completion of dispensing activities)
- Where necessary, working areas should be kept free of flammable dust accumulation by regular cleaning, and vacuuming spillages as they occur.

### 3.1.2 Waste Materials

- Suitable containers must be provided for waste materials. These containers must be clearly labelled with regard to their use and contents.
- Oily or paint soaked rags, waste, or clothing shall be placed in closed, metal containers that shall be emptied frequently, ensuring safe disposal of their contents.
- Contaminated waste materials should be disposed of safely in accordance with the Environmental Management System. If necessary, waste disposal experts should be used.

### 3.1.3 Working Practices

- Keep containers closed when not in use. If possible, use safety containers with self-closing lids.
- Only dispense flammable liquids in a safe place where there is good ventilation and no source of ignition.
- Take extra care when dealing with, or working close to, engine fuels, solvents and thinners. Nearly all refined liquid petroleum products will emit a flammable vapour and may convert naturally to a gaseous state at or below temperatures found in a normal working environment
- Do not use flammable liquids for cleaning machinery or machine parts.
- Suitable signs should be posted in areas where ignition sources or flammable materials are likely to be in use
- Identified fire risks should be dealt with immediately

**Note:** In accordance with BP's Golden Rules, all personnel are obliged to stop work if they consider that work to be unsafe. This includes the risk of fire.

## 3.2 RISK ASSESSMENTS

### 3.2.1 All Activities

Risk Assessments shall assess the potential for a fire and its possible consequences. In particular, Risk Assessments should address the:

- existence of planned and accidental ignition sources
- proximity of combustible materials to the work area or storage area

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- possible consequences of fire and the possibility of the fire spreading to adjacent areas
- provision of suitable and adequate fire fighting equipment and personnel
- requirement for contingency plans in the event of a fire or spillage
- competency of personnel involved in the work and of those who may be required to deal with the initial outbreak of a fire.

### 3.2.2 Hot Work

Hot Work, spark potential or naked flame, shall only take place under the control of a Permit to Work that is supported by a formal Risk Assessment.

See also *3.4 Hazardous Areas*.

## 3.3 HAZARDOUS AREAS

### 3.3.1 Area Classification

Areas are classified as hazardous or non-hazardous using recognised standards. The process of identification of hazardous areas is a multi-discipline task performed by Process and Safety Engineers in the development of a hazardous area classification.

The areas may be classified as:

**Zone 0:** in which a flammable atmosphere is continuously present or present for long periods.

**Zone 1:** in which a flammable atmosphere is likely to occur in normal operation.

**Zone 2:** in which a flammable atmosphere is not likely to occur in normal operation, and if it does it will exist for only a short time.

**Non-Hazardous:** in which an area is not one of Zone 0, 1 and 2.

### 3.3.2 Plant and Equipment in Hazardous Areas

Equipment and plant used in Zones 0, 1, and 2 must be explosion proof and electrical devices must be intrinsically safe.

Any source of unplanned ignition, including mobile phones, matches and cigarette lighters **shall not** be taken into these areas.

### 3.3.3 Motor Vehicles and Internal Combustion Engines

Special precautions are required for the use of motor vehicles and internal combustion engines. In particular:

- motor vehicles and internal combustion engines shall not be allowed in Zones 0 and 1
- motor vehicles and internal combustion engines shall only be allowed into Zone 2 under a Hot Work (Spark Potential) Permit.

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### 3.3.4 Hot Work in Hazardous Areas

All hot work, in a hazardous area or otherwise, shall only be carried out under the control of a Hot Work permit, either spark potential or naked flame. The issue of a Hot Work permit is dependent upon the results of a formal Risk Assessment that shall fully address the fire risks involved and the Hazardous Zone classification.

**Note:** It is BP policy to avoid hot work in hazardous areas wherever practicable. It is the role of engineers planning the work to minimise the need for hot work and provide cost effective alternatives by careful consideration during the design and planning phase.

## 3.4 HANDLING AND STORAGE OF FLAMMABLE SUBSTANCES

### 3.4.1 Handling

- Site Managers and Area Supervisors shall be aware of hazardous and flammable materials that are used or stored within their areas of responsibility and shall have contingency plans in place for dealing with spills and fires involving these materials
- Personnel handling flammable materials shall be suitably qualified and trained in the use and properties associated with those materials
- Personnel handling or dealing with flammable substances shall be equipped with suitable personal protective equipment, including but not necessarily limited to face protection, hand protection and fire-proof overalls
- Suitable fire fighting equipment shall be made available in areas where flammable substances are handled.

### 3.4.2 Storage

- Site Managers and Area Authorities shall be aware of all flammable materials stored within their areas of authority
- Flammable substances shall not be stored near to sources (potential or real) of flame, high heat or near other combustible materials
- Flammable substances shall be stored in secure storage areas or facilities
- Storage areas for flammable liquids and gases shall be well ventilated in order to promote rapid dispersal of vapours given off from leaks, spills or unplanned releases
- Storage areas for flammable substances shall have signs and notices clearly posted warning personnel that flammable substances are present
- Where necessary, storage areas shall be equipped with adequate containment facilities, for example trays or bunding, to prevent spills from spreading to other areas
- Containers used for flammable materials shall be clearly and accurately labelled with regard to their contents
- Glass containers shall not be used for storing flammable liquids.

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### 3.5 FIRE PROTECTION OF BUILDINGS AND PLANT

As a minimum, building work shall comply with local authority requirements.

New and altered buildings / installations and work sites shall be formally assessed and adequate provision made for:

- fire detection
- fire fighting equipment (fixed and portable)
- personnel escape routes.

**Note:** Any buildings, installations, or sites undergoing structural alterations or a change of use must be reassessed for the above points.

## 4 FIRE DETECTION

### 4.1 FIXED FIRE DETECTION SYSTEMS

#### 4.1.1 Description and Types

The most types of fire detection system used on BP sites and installations in Azerbaijan and Georgia are:

**Heat detectors** (electro-pneumatic; electronic; heat sensing wire; quartzoid bulbs)

**Smoke detectors** (photo-electric cell, ionisation detectors, continuous air sampling)

**Flame detectors** (infra-red detectors, ultra violet detectors)

#### 4.1.2 Location and Use

As a minimum, fixed fire detection systems shall be located and used in accordance with the manufacturer's recommendations and in accordance with local legislation.

Detection systems shall not be modified in any way without undergoing a thorough Risk Assessment. Any modification must only be carried out in accordance with *UNIF-HSE-PRO-312 Management of Change*.

All modifications shall be recorded and held on site.

#### 4.1.3 Operation

Fire detection systems shall include an automatic alarm system that:

- alerts personnel to an outbreak of fire
- provides indication of where the fire is.
- activates a fire suppression system (for example, sprinkler system).

If for any reason these facilities must be overridden:

- personnel must be informed (for example by public announcement)
- smoking shall not take place in the affected area

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- any hot work in the affected area shall only be allowed under the control of a Permit to Work and only when alternative arrangements for fire detection and protection have been arranged (for example, the use of fire watchers).

#### 4.1.4 Inspection and Maintenance

Fire detection systems should be inspected and maintained by a competent person and in accordance with the manufacturer's instructions and recommendations. The Site Manager / Offshore Installation Manager shall ensure that a suitable inspection and maintenance programme is in place for fixed detection systems.

Inspection results and any repairs carried out to a fixed fire detection system must be recorded and held on site for future reference.

## 4.2 MANUAL FIRE DETECTION

### 4.2.1 Site Specific Procedures

**Note:** The procedures to be adopted upon discovering a fire, or hearing the fire alarm, are site specific and will vary between locations. For example, on an offshore installation, some personnel might not evacuate immediately but are required to remain at their place of work in order to make plant and equipment safe or to form part of the fire fighting team. For this reason the information given here is of a generic nature only.

Personnel shall be made aware of site-specific fire and emergency procedures during their initial safety induction. The induction should cover:

- action to take in the event of a fire
- escape routes and muster points
- manual alarm point locations
- extinguisher locations

In addition, fire and muster instructions shall be posted at strategic locations around the site.

**Note:** At all times, personnel are responsible for making themselves aware of the fire and emergency procedures relevant to their location.

### 4.2.2 Person Discovering Fire

Personnel discovering a fire should:

1. Raise the alarm the alarm by shouting "FIRE FIRE FIRE".
2. If the fire is small and easily extinguishable and a suitable extinguisher is available, attempt to put out the fire without endangering themselves or others  
or...  
if the fire is not easily extinguishable or the initial attempt to extinguish the fire fails, evacuate the area closing any doors en route.

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3. Follow the fire and emergency procedures specific to the site / installation.

#### 4.3 PERSONNEL RESPONSE TO FIRE ALARM

**Note:** The procedures to be adopted upon discovering a fire, or hearing the fire alarm, are site specific and will vary between locations. For example, on an offshore installation, some personnel might not evacuate immediately but are required to remain at their place of work in order to make plant and equipment safe or to form part of the fire fighting team. For this reason the information given here is of a generic nature only.

Upon hearing the fire alarm, personnel should:

1. Switch off / make safe the equipment they are using and leave the area / building by the nearest safe exit, closing doors and windows behind them
2. Proceed in accordance with local fire and emergency procedures.

**Note:** Personnel should not delay from evacuating to collect their personal belongings.

## 5 FIRE PROTECTION

### 5.1 FIXED FIRE FIGHTING EQUIPMENT

#### 5.1.1 Description and Types

The most common types of fixed fire fighting systems are:

- Sprinklers
- High Velocity Water Spray (Automatic and Manual)
- Medium Velocity Water Spray (Automatic and Manual)
- High Expansion Foam Flooding Systems (Fixed and Portable)
- CO<sub>2</sub> Fire Suppression Systems (may be used in unmanned areas).

#### 5.1.2 Location and Operation

As a minimum, fixed fire fighting systems shall be located and used in accordance with the manufacturer's recommendations and in accordance with local legislation.

Fixed fire fighting systems shall not be modified in any way without undergoing a thorough Risk Assessment. Any modification must only be carried out in accordance with *UNIF-HSE-PRO-312 Management of Change*.

All modifications shall be recorded and held on site.

#### 5.1.3 Inspection and Maintenance

As a minimum, fixed fire fighting systems should be inspected and maintained by a competent person and in accordance with the manufacturer's instructions and recommendations and local legislation. The Site Manager / Offshore Installation Manager shall ensure that a suitable inspection and maintenance programme is in

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place for fixed fire fighting systems.

Inspection results and any repairs carried out to a fixed fire fighting system must be recorded and held on site for future reference.

## 5.2 PORTABLE FIRE FIGHTING EQUIPMENT

### 5.2.1 Description and Types

- **Water:** Water filled extinguishes are suitable for use on fires involving paper, wood, and rubbish.

**Warning:** Water extinguishers must not be used on electrical fires where there is a possibility of the water coming into contact with electrical sources.

- **Foam:** Foam filled fire extinguishers may be used successfully on fires involving paper, wood and general rubbish. However, foam fire extinguishers are primarily designed for use on oil fires.

**Warning:** Foam extinguishers must not be used on electrical fires where there is a possibility of the foam coming into contact with electrical sources.

- **Dry Powder:** Dry powder filled extinguishers may be used on fires involving rubbish and oil and may also be used on electrical fires. However, the use of dry powder on electrical equipment usually makes that equipment unusable.
- **Carbon Dioxide (CO2):** CO2 extinguishers are intended for use on electrical fires only. If used on fires involving rubbish and debris, the pressure from the extinguisher is likely to disturb the seat of the fire and spread burning material. For the same reason they are not suitable for oil based fires.

### 5.2.2 Location

Portable fire fighting equipment must be placed in accordance with local fire regulations, national fire protection guidelines and any other requirements.

The location of all portable fire fighting equipment should be shown on safety plans placed at strategic locations around the site / installation.

### 5.2.3 Operation and Use - Recharging

All extinguishers must be recharged immediately after each use. Chemicals must never be mixed, as the resulting chemical reactions may damage the extinguisher.

Recharging must only be done by trained personnel.

### 5.2.4 Inspection and Maintenance

All maintenance of portable fire fighting equipment must be carried out by a competent person and in accordance with the manufacturer's recommendations and local legislation.

The following inspections represent the minimum requirements of any inspection programme:

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- All extinguisher units must be in the designated location and clearly visible. Signs or painted red backgrounds may be used to identify extinguisher locations.
- All extinguishers must be visually checked every month to ensure operational reliability (for example, seals are in place, nozzles and hoses are free from damage and the units can be accessed easily).
- Annual inspections must be performed as per manufacturer's specifications and applicable regulations.
- Inspection results shall be documented for each extinguisher unit and retained on file at the local site.

## 6 TRAINING AND DRILLS

### 6.1 TRAINING PROGRAMME

All personnel are required to be knowledgeable on the common causes and types of fire and must be familiar with the use of fire fighting equipment. This is achieved by the use of a comprehensive training programme that includes:

- established training courses for all personnel joining a BP installation, including a schedule of planned and regular refresher courses
- regular on-site drills and practices.

### 6.2 TRAINING RECORDS

Training records for all personnel shall be held on site. In particular, for offshore installations, all personnel shall have completed their training before being allowed offshore unless the Offshore Installation Manager grants dispensation (for example, for contractor personnel who shall only be offshore on a one-off basis and only for a limited period).

### 6.3 PRACTICE DRILLS

Practice drills shall be held at regular intervals according to an established programme. The drills shall be used to practice and improve personnel skills and knowledge in fire fighting techniques and also to highlight any shortcomings in established fire fighting procedures.

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## APPENDIX A - DEFINITIONS

<b>Fire Protection:</b>	All measures used to minimise injury and loss through fire, including procedures, design, selection, installation and maintenance.
<b>Fire Prevention:</b>	Procedures used to minimise or prevent fire.
<b>Fire Detection Systems:</b>	Equipment designed to detect fire and raise the alarm.
<b>Fire Suppression Systems:</b>	Systems designed to suppress or extinguish fires through automatic or manual activation.
<b>Emergency Procedures:</b>	Planned measures designed to minimise the risk of injury in an emergency situation.
<b>Combustible:</b>	The property of any material or substance that will readily burn.
<b>Flammable:</b>	The property of a substance that ignites easily, burns intensely and has a rapid flame-spread.
<b>Flash Point:</b>	The lowest temperature at which a flammable or combustible liquid gives off vapours to form an ignitable mixture with air.
<b>Ignition Temperature:</b>	The lowest temperature at which a mixture of vapour and air will ignite without a spark or flame. The term also applies to the temperature of a hot surface that can ignite flammable vapours.
<b>Flammable or Explosive Range:</b>	The range between the smallest and largest amounts of vapour in a given quantity of air that will explode or burn. The amount is usually given in percentages and are based on normal atmospheric temperatures and pressures.
<b>Water Solubility:</b>	The capability of a flammable or combustible liquid to be soluble in water.
<b>Spontaneous Combustion:</b>	Ignition due to the rapid oxidation of a substance that generates enough heat for ignition to occur.

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## APPENDIX B – CHECKLIST FOR FIRE SAFETY MANAGEMENT

**Note:** This checklist in this appendix is provided as an *aide memoir* only, and is not intended for use as an approved test certificate or an official document:

### CHECKLIST FOR FIRE SAFETY MANAGEMENT

- Ensure that written fire safety and emergency evacuation instructions are provided, properly displayed and regularly updated.
- Ensure that all means of escape from buildings, installations and work areas are properly indicated and readily accessible.
- Ensure that adequate fire fighting equipment is provided, correctly located and indicated.
- Make all personnel aware of the location of escape routes, fire alarms and fire fighting equipment.
- Arrange training in the use of fire fighting equipment.
- Keep readily combustible materials and flammable liquids to a minimum consistent with reasonable requirements and ensure that relevant statutory requirements, codes and client standards are observed, particularly during cutting and welding operations.
- Ensure that good housekeeping is practised, for example, the removal of unwanted rubbish and packing materials from the work area.
- Ensure that an annual fire safety audit of all premises is carried out.
- Refer to the HSE Adviser in the event of queries.