

**Fire Prevention Branch
Fire Hall # 5
200 Sapræe Creek Trail
Fort McMurray, AB
T9H 4P1**

November 6th, 2018

RE: PERMIT REQUIRED TO WORK ON FIRE ALARM SYSTEMS IN THE RMWB

All annual fire alarm system work permits expire December 31, 2018. If you wish to obtain a 2019 permit, please complete the attached application and return it to the Fire Prevention Branch for processing. All submissions will incur \$120 fee

Scope

The Fire Prevention Branch is responsible for enforcing the 2014 Alberta Fire Code (AFC) and applicable standards (i.e. CAN/ULC-S536-13) within the Regional Municipality of Wood Buffalo. Activities that apply to the Alberta Building Code (ABC) (i.e. installation or replacement of fire alarm panels and alteration of fire alarm system equipment regulated by the ABC) require application for a building permit. For more information about building permits contact inspections@rmwb.ca or please visit Safety Codes Services counter at 309 Powder Drive.

Qualifications

Individuals qualified to inspect, test and maintain fire alarm systems under the Fire Code are:

Certified Electrician:

- a) certified before September 1, 1991, having completed recognized post-secondary training for fire alarm system maintenance and approved under previous editions of the Alberta Fire Code,
- b) certified as an Alberta electrician after September 1, 1991, **or**
- c) journeyman electricians certified outside of Alberta who are eligible to work in Alberta and who have taken an acceptable fire alarm upgrading course from an Alberta post-secondary institution.

Fire Alarm Technician:

- a) completed the electrical technician training for fire alarm system maintenance through recognized post-secondary training, **or**
- b) a fire alarm technician certified by the Canadian Fire Alarm Association.

The Fire Prevention Branch does not evaluate qualifications. The Fire Prevention Branch will verify AFC qualification requirements and certificates of training approved by the Provincial Fire Administrator. In order to obtain a permit to work on fire alarm systems in 2019, provide the names of all qualified technicians and electricians with proof of their qualification. Evaluation and approval of other various training, certificates, and seals is performed by the office of the Provincial Fire Administrator. Review Standata FCB-14-01, *Persons Qualified to Maintain Fire Alarm and Detection Systems* for further information.

Obligations of the service provider

It is expected that a CAN/ULC-S536-13 report is made available to a customer within 15 business days of an annual inspection. If a service provider discovers that a device or system is inoperative or defective, and the owner is unwilling or unable to correct the defect, the service provider must notify the Fire Prevention Branch in writing.

Records

The 2014 AFC requires inspection and testing of fire alarm systems to be documented in conformance with the requirements of CAN/ULC-S536-13. Required forms are included in CAN/ULC-S536-13, "Inspection and Testing of Fire Alarm Systems". After review of a fire alarm system inspection report that does not comply with the requirements of the 2014 AFC and CAN/ULC-S536-13, the application may be rejected.

Sincerely,

Fire Prevention Branch
Phone: (780) 792-5519
Fax: (780) 743-3800
Email: RESFire.PreventionBranch@rmwb.ca



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

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OF WOOD BUFFALO



EMERGENCY SERVICES

**REGIONAL MUNICIPALITY OF WOOD BUFFALO FIRE
PREVENTION BRANCH
APPLICATION FOR PERMIT / SERVICE**

Appendix A

Type of Permit: FIRE ALARM SYSTEM WORK PERMIT

Permit Location Applicable: _____

Legal Description of Property: _____

Business Name: _____ Business Contact Name: _____

Address: Town/City _____

Postal Code: _____ Phone #: _____ Business License (if applicable): _____

Email Address: _____ Permit Commencement Date Requested: _____

Emergency Contact Name: _____ (Please Print) Contact #: _____

The undersigned hereby applies for the above in accordance with the Alberta Fire Code and the Regional Municipality of Wood Buffalo By-laws and requirements.

_____ Signature _____

Application / Permit Fee Attached: _____ Invoice Requested: _____

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used for inspection, billing and issuing purposes. If you have any questions regarding the collection or use of this information contact the Fire Prevention Branch, Fire Hall # 5, 200 Sapræe Creek Trail T9H 4P1, or call (780) 792-5519. Applications can be faxed to (780) 743-3800.

FOR OFFICE USE ONLY

Date/Time Application Received: _____ Total Fee: \$ _____

Received By: _____ Invoice Date: _____

Receipt Number _____ (Cash, Cheque, Debit or Credit)

Appendix B

PROOF OF QUALIFICATION

Full Name (as recognized by certifying institution) _____

Qualification Electrician
 Fire Alarm Technician

Accredited by what institution? (Ex: CFAA, ECAA, AFSA) _____

Registered number: _____ - _____

For office use only:

Proof of credentials Yes No

Expiration date of credentials: _____

PROOF OF QUALIFICATION

Full Name (as recognized by certifying institution) _____

Qualification Electrician
 Fire Alarm Technician

Accredited by what institution? (Ex: CFAA, ECAA, AFSA) _____

Registered number: _____ - _____

For office use only:

Proof of credentials Yes No

Expiration date of credentials: _____

Appendix C

Work on Fire Alarm Systems Conditions

- The following conditions apply to a permitted shutdown of a fire alarm system to all or part of a facility for alterations, additions, repairs, inspections and tests, in accordance with Division B Subsections 6.1.1. and 6.3.1. of the Alberta Fire Code 2014.
- Notify Fire Department Dispatch at (780) 743-7061:
 - Prior to commencing any work on a fire alarm system
 - Upon restoring system to operation
 - Upon accidental activation of a fire alarm system
 - A nuisance alarm generated by an individual/company working on a fire alarm system that does not provide a testing notification by contacting Fire Department Dispatch or hold a valid permit from the Fire Prevention Branch to perform the work intended will result in the application of a cost recovery invoice for the emergency response **to the owner of the facility.**
- Interruption of the normal operation of a fire protection system for any purpose constitutes a “temporary shutdown”. Types of interruptions include, but are not limited to: periodic inspection or testing, maintenance, and repairs.
- When any portion of a fire protection system is temporarily shut down, alternative measures shall be taken to ensure that the level of safety intended by the Alberta Fire Code 2014 is maintained. The following resources can be helpful in developing alternative measures for life safety during a “temporary shutdown”:
 - Alberta Fire Code 2014
 - Applicable CAN/ULC Standards
 - Building Fire Safety Plan
 - Other applicable codes and standards
- Alternative measures can include, but are not limited to:
 - Procedure for notification of the fire department
 - Procedure for notification of building occupants
 - Alternative form of local alarm known to the building occupants
 - Extra watch service, conforming to the requirements of *Basic Watchman Service*
 - Posting instructions for alternate provisions or actions to be taken in case of an emergency
- The owner of the building and all affected building occupants shall be notified of any sprinkler system shutdowns before they occur.
- Restore the system to full operation as quickly as possible.

Appendix D

Basic Watchman Service

1. Each watchman employed for fire watch service in a facility shall have knowledge of and be capable of performing the following functions:
 - 1) Recognizing an emergency situation;
 - 2) Transmitting an emergency message to the appropriate authority or emergency communications centre;
 - 3) Operating equipment required for fire control and emergency warning;
 - 4) Transmitting an emergency warning to facility occupants;
 - 5) Maintaining orderly control of emergency evacuation procedures.
2. No other duties shall interfere with a watchman's fire watch duties.
3. A sufficient number of watchman shall be employed to make at least one complete patrol of the facility to be protected every 15 minutes of the fire watch required. Patrols shall be recorded and made available upon request by a Fire Safety Codes Officer.
4. Each watchman shall be provided with a means of communication with Regional Emergency Services communications centre both within and outside of the facility required to be protected. (Cellular phone is acceptable)
5. Each watchman shall be advised of:
 - 1) Route to be followed during patrol;
 - 2) Details to be observed during the patrol;
 - 3) Observations that require notification of emergency personnel
 - 4) Emergency notification instructions; and
 - 5) Fire safety plan emergency procedures relevant to the area(s) for which fire watch has been assigned.
6. The first patrol of each shift of watchman fire watch shall commence within 15 minutes of the beginning of the shift and shall include the following:
 - 1) Ensure that access to and from the building is unobstructed;
 - 2) Ensure that all combustible waste has been removed from the building or is stored in proper containers with lids;
 - 3) Ensure that all fire protection equipment is in place (as shown on fire safety plan drawings) and accessible for use;
 - 4) Ensure that aisles providing access to exit are unobstructed;
 - 5) Turn off all non-required appliances and machinery;
 - 6) Ensure that smoking material containers have been appropriately emptied and disposed of in closed metal containers;
 - 7) Ensure that all service appliances used for heating, ventilating and air conditioning are operating properly;
 - 8) Monitor all special hazards that are operating (i.e. special heaters, fueled appliances, etc.); and
 - 9) Monitor all special storage areas containing hazardous materials such as flammable/combustible materials, compressed gases and combustible waste.

Checklist for Permit Application Fire Alarm Systems

Please ensure all required documentation is completed and attached to the permit applications.
Attach this checklist to the top of the application package.

Yes/No	Applicant Initials Here:	
		Attached Application Form (Appendix A)
		Persons working on fire alarm systems are aware iof the 2014 Alberta Fire Code qualification requirements.
		Attached Qualifications (Appendix B)
		Provided Credentials to support qualifications.
		Persons working on fire alarm systems at all times have access to CAN/ULC-S536-13 – Standard for Inspection and Testing of Fire Alarm Systems
		Attached template conforming to: CAN/ULC-S536-13 – Standard for Inspection and Testing of Fire Alarm Systems
		Persons working on a fire alarms system are aware of Standata FCB-14-01, Persons Qualified to Maintain Fire Alarm and Detection Systems
		Persons working on fire alarm systems are aware of the Basic Watchman Service Guideline (Appendix D)
		Persons working on fire alarm systems are aware of fire alarm system building permit requirements and contact information for a building inspector and the safety codes office: inspections@rmwb.ca or visit Safety Codes Services counter at 309 Powder Drive.

Date: _____ Applicant Signature: _____

Applicant Name (Print): _____

Applicant Position with company: _____