



Compliance Schedule Audit

Form Pt 18

Version
2007/08

Undertaking Audit:

- Select **Six** CS from database relating to area
- Hardcopy printout can be requested BC Admin
- Priority un-audited CS or previous older audits
- CS database features indicated on Form Pt 18
- Arrange audit with owner-agent to suit them
- Advise what will be looking for in audit process
- Undertake audits & provide necessary feedback

Audit Follow-up:

- LBP's confirmed approved South Island register
- Enter audit costs to "Internal Charging" database
- Signed Form Pt 18 to BC Manager by **20/06/08**
- Where follow-up necessary retain copy Pt 18
- Non-complying items resolved - NTF issued
- Further costs to "Internal Charging" database
- Signed copy Pt 18 to BC Manager by **22/08/08**

Owner Agent:						CS No:			
Address:						File No:			
CS No	Compliance Schedule Features (CS)	<input type="checkbox"/> CS Record	<input type="checkbox"/> CS on Site	CS Feature Checking Frequency				LBP Checking CS Features On-site	<input type="checkbox"/> Appr
				Intermittent	<input checked="" type="checkbox"/>	Annual	<input checked="" type="checkbox"/>		
1	Auto fire suppression Such as sprinklers			LBP 1 monthly		LBP			
2	Emergency warning systems - alarms			Owner 1 monthly LBP 1 monthly		LBP			
3	Auto doors that are fire alarm activated			Owner 1 monthly		LBP			
4	Emergency lighting systems			Owner 1 monthly		LBP			
5	Escape route pressurisation systems			LBP 1 monthly		LBP			
6	Riser mains for Fire Service use			Owner 1 monthly		LBP			
7	Backflow prevention for potable water			N/A		LBP			
8	Lifts, escalator travelators or similar			LBP frequency 2 manufact specs		LBP			
9	Mechanical vent / air conditioning servicing			LBP accordance NZS 4302 Pt 2		LBP			
10	Maintenance units for servicing buildings			Owner 3 monthly LBP 6 monthly		LBP			
11	Laboratory fume cupboards			Owner 1 monthly		LBP			
12	Audio loop listening systems			Owner 1 monthly		LBP			
13	Smoke control systems			LBP 1 monthly		LBP			
14	Emergency power for Signs/1-13 CS systems			Owner 1 monthly		LBP			
15	Means of escape from fire			Owner daily - C Owner 1 monthly		LBP			
16	Safety barriers			Owner 3 monthly		LBP			
17	Means of access and facilities for disabled			Owner 6 monthly		LBP			
18	Hose reels for fire fighting			Owner 1 monthly		LBP			
19	Signs for fire/disabled access and facilities			Owner 1 monthly		LBP			

PTO

