

Maintenance of Essential Safety Measures

This updates the previous practice note 2007-23 issued July 2007

1. INTRODUCTION

On 1 May 2014 Part I1 Equipment and Safety Installation including tables I1.1 to I1.11, items listed in I1.2 and Part I2 Energy Efficiency Installation was deleted from Volume One of the BCA.

As a consequence of this change the Building Regulation 2006 (the Regulations) have been amended to remove the references to the BCA Part I and to include a new schedule which lists the essential safety measures.

An essential safety measure, for the purpose of the Regulations is provided for the safety of people in a building or place of public entertainment.

The term essential safety measure has been defined in the Regulations as including:

1. Safety measures as listed in Schedule 9 of the Regulations
2. Any other item listed as an essential safety measure (e.g. result of alternative solution);
3. Essential service as defined under the Building Regulations 2005 (Previous Regulations).

This definition of essential safety measure is self explanatory and encompasses the industry practice of referring to all safety measures, essential services, safety fittings, and equipment

under the one definition of essential safety measures.

The relevant building surveyor (RBS) at the time of issuing an Occupancy Permit or Certificate of Final Inspection must assess the building and list which essential safety measures in the building or place of public entertainment need to be maintained, and the level of performance to be maintained to enable them to perform their required functions.

Also defined in regulation 1202 is a 'maintenance determination' for determinations relating to Building work where an Occupancy Permit is not required (i.e. alterations, additions), or an order is made by the RBS.

2. SCOPE OF THE MAINTENANCE REGULATION

The maintenance provisions of Part 12 of the Regulations are divided into two Divisions. Division 1 outlines the requirements for maintenance of essential safety measures and Division 2 outlines the maintenance and operation requirements for swimming pools and spas.

Division 1 is further divided into three subdivisions. Subdivision 1 deals with the maintenance of essential safety measures, as determined by the RBS, in buildings where building work is or has been carried out under the Building Act 1993 (the Act) on or after 1 July 1994 and for Class 4 buildings after 14 June 2005, Excluded from application is smoke

Practice Note 2014-23

alarms to dwellings in class 1b, 2, and 4 part of a building.

Subdivision 2 outlines the maintenance of essential safety measures for buildings and places of public entertainment constructed before 1 July 1994.

Subdivision 3 sets out the requirements for maintenance of exits and paths of travel relating to buildings or places of Public entertainment.

3. SUBDIVISION 1 - MAINTENANCE OF ESSENTIAL SAFETY MEASURES IN BUILDING AND PLACES OF PUBLIC ENTERTAINMENT.

Within Subdivision 1, regulation 1203 requires the RBS issuing an occupancy permit (OP) to include a condition which:

- a. lists all the essential safety measures referred to in Schedule 9 of the Regulations pertaining to that building or place of public entertainment; and
- b. specifies for each essential safety measure listed, the level of performance determined by the RBS to enable the essential safety measure to fulfil its purpose.

Regulation 1204 states that where an essential safety measure is provided as a result of an emergency order or a building order, or the carrying out of building work where an occupancy permit is not required to be issued such as when a Certificate of Final Inspection is issued the RBS must decide, and provide in writing, the performance, maintenance requirements, frequency of testing for that essential safety measure which is referred to as the maintenance determination.

4. DECIDING WHICH ESSENTIAL SAFETY MEASURES ARE TO BE LISTED

Under subdivision 1, where building work has been carried out on or after 1 July, 1994, the

RBS must identify which essential safety measures provided for the building or place of public entertainment are required to be maintained. A summary list of those essential safety measures that may apply is provided in the table below, "Table 1- Source Table Schedule of Essential safety measures".

5. USE OF ALTERNATIVE SOLUTIONS

Where an alternative solution is used which requires measures other than those contained within Table 1 or which requires a varied order of maintenance than recommended by this schedule, then the list must be added to by the RBS. It is recommended in this case the RBS consult with the designer to determine the appropriate maintenance requirements and frequency.

6. MAINTENANCE REQUIREMENTS OF ESSENTIAL SAFETY MEASURES

For each essential safety measure the RBS lists in the occupancy permit (OP) conditions or maintenance determination, the RBS must specify and document the standard of performance the essential safety measure must provide in order to fulfil its purpose.

To ensure that essential safety measures fulfil their functions consistently over time, the RBS must also specify and document the way in which each essential safety measure needs to be verified, inspected and tested. The RBS should specify the edition (and amendment) of any documents referred to when determining the required level of performance for each essential safety measure.

Table 1 below provides an indication of the maintenance requirements of each listed essential safety measure. Where an Australian Standard or other document is cited regarding the frequency of an inspection or test, only the shortest time period has been mentioned to highlight the routine requirement.

Practice Note 2014-23

This should not be read as an exemption from the more rigorous testing or inspections recommended at greater intervals of time. E.g. For sprinklers a weekly test may be specified however the relevant tests at monthly and six monthly intervals, etc. must also be undertaken.

7. DOCUMENTATION OF THE RBS DETERMINATION

The RBS documents their determination as a condition of the OP or a maintenance determination under Certificate of Final Inspection. A copy of this OP condition or maintenance determination shall be provided to the owner of the building or place of public entertainment without delay. The OP conditions or maintenance determination should identify:

- the essential safety measure
- the building regulation relevant to the installation and operation of the essential safety measure
- the frequency and type of maintenance required

The RBS pursuant to Regulation 1007 will also specify the approved location for the display of the OP and its conditions. The location will be an approved and prominent location, accessible to the public within the building or place of public entertainment.

The exemption to this rule is Regulation 1805 which lists the classes of buildings in which the document may be placed in an area to which access is available only with the authorisation of the owner.

Practice Note 2014-23

TABLE 1: SOURCE TABLE – SCHEDULE OF ESSENTIAL SAFETY MEASURES

PART 1– BUILDING FIRE INTEGRITY

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Building elements required to satisfy prescribed fire resistance levels	Section C, D1.12	Annual Inspection for damage, deterioration, or unauthorised alteration
Materials and assemblies required to satisfy prescribed fire hazard properties	C1.10	Annual Inspection for damage, deterioration, or unauthorised alteration
Elements required to be non-combustible, provide fire protection, compartmentation or separation	C2.5 to C2.14, C3.3, C3.11, D1.7 - D1.8, E1.3, G3.4	Annual Inspection for damage, deterioration, or unauthorised alteration
Wall-wetting sprinklers (including doors and windows required in conjunction with wall-wetting sprinklers)	C3.4, C3.8, C3.11, D1.7, D1.8, G3.8	As per AS 1851-2005 Section 2 if Sprinkler system installed or every six months to ensure compliance, no damage or deterioration and water supply availability.
Fire doors (including sliding fire doors and their associated warning systems) and associated self-closing, automatic closing and latching mechanisms	C2.12 to C2.13, C3.4 to C3.8, C3.10 to C3.11, D1.7 to D1.8, D1.12	Every three months as per AS1851 - 2005 Section 17 check operation of handles, closers and electronic strikes
Fire windows (including windows that are automatic or permanently fixed in the closed position)	C3.4, C3.8, C3.11, D1.7 to D1.8	Every six months as per AS1851 – 2005 Section 17 for damage, deterioration, or unauthorised alteration, BCA (refer appendix E)
Fire shutters	C3.4, C3.5, D1.7 to D1.8	Every three months as per AS1851 - 2005 Section 17, Annual Inspection for damage, deterioration, or unauthorised alteration
Solid core doors and associated self-closing, automatic closing and latching mechanisms	C3.11	Annual Inspection for damage, deterioration, and check operation of closers, handles and electronic strikes.
Fire-protection at service penetrations through elements required to be fire-resisting with respect to integrity or insulation, or to have a resistance to the incipient spread of fire	C3.12, C3.13, C3.15	Every six months as per AS1851 – 2005 Inspection for damage, deterioration, or unauthorised alteration

Practice Note 2014-23

Fire protection associated with construction joints, spaces and the like in and between building elements required to be fire-resisting with respect to integrity and insulation	C3.16	Every six months as per AS1851 – 2005 Inspection for damage, deterioration, or unauthorised alteration
Smoke doors and associated self-closing, automatic closing and latching mechanisms	Specification C2.5, D2.6	Every three months as per AS1851 - 2005. Check operation of closers, handles and electronic strikes
Proscenium walls (Fire Curtains)	H1.3	Annual Inspection for damage, deterioration or unauthorised alteration

PART 2 – MEANS OF EGRESS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Paths of travel to exits	D1.6	Inspection every three months to ensure there are no obstructions and no alterations
Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected)	D1.7, D1.9 to D1.11, D2.12, G4.3, G4.6, G4.7	Inspection every three months to ensure there are no obstructions and no alterations
Exits (including fire-isolated stairways and ramps, non-fire isolated stairways and ramps, stair treads, balustrades and handrails associated with exits, and fire-isolated passageways)	D2.2, D2.3, D2.8 to D2.11, D2.13, D2.16, D2.17	Inspection every three months to ensure there are no obstructions and no alterations
Smoke lobbies to fire-isolated exits	D1.7, D2.6	Annual inspection for damage, deterioration, or unauthorised alteration
Open access ramps or balconies for fire-isolated exits	D2.5	Annual Inspection for damage, deterioration, or unauthorised alteration
Doors (other than fire or smoke doors) in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms	D1.6, D2.19 to D2.21, D2.23	Inspection every three months to ensure doors are intact, operational and fitted with conforming hardware

Practice Note 2014-23

Part 3 – SIGNS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Exit signs (including direction signs)	Specification D1.12, E4.5, E4.6, E4.8	Every 6 months to AS 2293.2-1995
Signs warning against the use of lifts in the event of fire	E3.3	Annual inspection to ensure the warning sign is in place and legible
Warning signs on sliding fire doors and doors to non-required stairways, ramps and escalators	C3.6, Specification D1.12	Annual Inspection to ensure the warning sign is in place and legible
Signs, intercommunication systems, or alarm systems on doors of fire isolated exits stating that re-entry to storey is available	D2.22	Annual Inspection to ensure the warning sign is in place and legible
Signs alerting persons that the operation of doors must not be impaired	D2.23	Annual inspection to ensure the warning sign is in place and legible
Signs required on doors, in alpine areas, alerting people that they open inwards	G4.3	Annual inspection to ensure the warning sign is in place and legible
Fire order notices required in alpine areas	G4.9	Annual inspection to ensure the warning sign is in place and legible

PART 4 – LIGHTING

Essential safety	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Emergency lighting	E4.2, E4.4	Every 6 months to AS / NZS 2293.2-1995

PART 5 – FIRE FIGHTING SERVICES AND EQUIPMENT

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Fire hydrant system (including on-site pump set and fire service booster connection)	E1.3	Weekly to AS 1851 - 2005 Section 4 where pumps are installed or six monthly to AS1851 - 2005 Section 4
Fire hose reel system	E1.4	Every 6 months to AS 1851 - 2005 Section 14
Sprinkler system	E1.5, G3.8, H1.2	Weekly to AS 1851 - 2005 Section 21
Portable fire extinguishers	E1.6	Every six months to AS 1851-2005 Section 15.4
Fire control centres (or rooms)	E1.8	Annual inspection to ensure compliance of construction and contents with BCA
Provisions for special hazards	E1.10	Inspection regime to be developed in consultation with designer utilising appropriate Australian standards, manufacturer

Practice Note 2014-23

specifications, etc.

PART 6 – AIR HANDLING SYSTEMS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
<p>Smoke hazard management systems:</p> <ul style="list-style-type: none"> automatic air pressurisation systems for fire-isolated exits zone smoke control system automatic smoke exhaust system automatic smoke and heat vents (including automatic vents for atriums) air handling systems that do not form part of a smoke hazard management system and which may unduly contribute to the spread of smoke miscellaneous air handling systems covered by Sections 5 and 11 of AS/NZS 1668.1 serving more than one fire compartment 	E2.2	Quarterly and as prescribed in AS 1851 - 2005 Section 18
Carpark mechanical ventilation system	F4.11	Frequency as nominated by manufacturer on label attached to equipment in accordance with AS1851 - 2005 Section 18
Atrium smoke control system (see above for smoke and heat vents)	Specification G3.8	As per AS1851 - 2005 Section 18

Practice Note 2014-23

PART 7 – AUTOMATIC FIRE DETECTION AND ALARM SYSTEMS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Smoke and heat alarm system	Clause 3 of Specification E2.2a	As prescribed in AS 1851 - 2005 Section 7 Monthly inspection to test operation Replace battery or unit as necessary
Smoke and heat detection system	Clause 4 of Specification E2.2a	Monthly as prescribed in AS1851 – 2005 Section 6
Atrium fire detection and alarm systems	Clause 4 of Specification G3.8	Monthly as prescribed in AS1851 – 2005 Section 6

PART 8 – OCCUPANT WARNING SYSTEMS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Emergency warning and intercommunication system	E4.9 Clause 5 of Specification G3.8	Monthly to AS 1851 - 2005 Section 10
Building occupant warning system	Clause 8 of Specification E1.5, Clause 6 of Specification E2.2a	Monthly as prescribed AS 1851 – 2005 Section 9

PART 9 – LIFTS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Stretcher facilities in lifts	E3.2	Annual inspection to ensure compliance of facilities with BCA
Emergency lifts	E3.4	As Per requirements of AS 1735 Periodic inspection as per manufacturers specification, however no less than annual inspection.
Passenger lift fire service controls	E3.7	Periodic inspection as per manufacturers specification, however no less than annual inspection.

PART 10 – STANDBY POWER SUPPLY SYSTEMS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Standby power supply system	E3.4, Clause 6 of Specification G3.8	Every six months test to ensure auxiliary power is operable. For diesel engines - test as prescribed in AS 1851 - 2005 based on proving electrical load in lieu of flow/pressure for pump sets.

Practice Note 2014-23

PART 11 – BUILDING CLEARANCE AND FIRE APPLIANCES

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Open space around large isolated buildings	C2.3 to C2.4	Annual inspection to ensure that unobstructed access to buildings and fire fighting facilities are maintained
Vehicular access around large isolated buildings	C2.3 to C2.4	Annual inspection to ensure clearance is maintained

PART 12 – MECHANICAL VENTILATION AND HOT, WARM AND COOLING TOWER WATER SYSTEMS

Essential safety measure	BCA provisions for determining standard of performance	Nature and or Frequency of Test or Inspection
Mechanical ventilation systems incorporating cooling tower systems (other than a system only serving a single sole occupancy unit in a Class 2 or 3 building or Class 4 part of a building)	F4.5	
Mechanical ventilation systems incorporating hot and warm water systems (other than a system only serving a single sole occupancy unit in a Class 2 or 3 building or Class 4 part of a building)	F2.7	

8. CONSOLIDATION OF MAINTENANCE DETERMINATIONS

Subdivision 1, Regulation 1206 permits a Municipal Building Surveyor or a Private Building Surveyor (the Building Surveyor) on the application of the owner, to create a consolidated list of essential safety measures and their maintenance requirements.

In creating a maintenance schedule the Building Surveyor must ensure that any safety measure that exists in the building or place of public entertainment at the time of making the schedule is listed in the schedule along with the maintenance requirements that relates to the safety measure.

When creating the schedule the building surveyor must list the essential safety measures in chronological order in the schedule according to the date of issue of the occupancy permit or the date of making the determination.

9. UPDATING MAINTENANCE SCHEDULES

Regulation 1206 also provides that an owner may apply to the Municipal Building Surveyor or a Private Building Surveyor to update maintenance schedules where additional safety measures and related maintenance requirements have been added to a building.

10. SUBDIVISION 2 - MAINTENANCE OF ESSENTIAL SAFETY MEASURES IN BUILDINGS AND PLACES OF PUBLIC ENTERTAINMENT CONSTRUCTED BEFORE 1 JULY, 1994

Any essential safety measure in Class 1b, 2, 3, 5, 6, 7, 8 and 9 buildings and places of public entertainment constructed before 1 July 1994 must be maintained, by the owner, to a working condition that enables them to fulfil their purpose and meet the expectations of inspecting authorities.

Essential safety measures in Subdivision 2 means any measure required for the safety of persons using a building or place of public entertainment. It includes an item of equipment, form of construction or safety strategies.

The owner must ensure that an essential safety measures:

- Is maintained in a state which enables the essential safety measure to fulfil its purpose; and
- Must not be removed from its approved location except for the purposes of providing maintenance.

Subdivision 2 does not explain or define the terms 'item of equipment', 'form of construction' or 'safety strategies' however it is expected that building owners will engage suitably qualified persons to establish the essential safety measures, and outline a level of maintenance. In some instance this may be a difficult task and may involve detailed inspection and researching historical documentation to establish the essential safety measure and frequency and type of maintenance.

The level of maintenance expected by inspecting authorities should not be greater than that required at the time the equipment, fitting or essential safety measure was installed.

If there was no specific standard of maintenance in force at the time, then any relevant Australian Standards available at the time may be used as a guide to the level of adequate maintenance. If there was no relevant Australian Standard in existence at the time of installation, then the first published edition of a relevant Standard may be used as a guide to what may be adequate maintenance.

The enforcement provisions of Part 8 of the Act provide for an MBS or PBS where appointed, to review any risk to the life, safety, or health of any occupant in a building. As part of the enforcement process consideration could be given to upgrading the essential safety measures to current standards and practices. The level of maintenance expected in the future by inspecting authorities should not be greater than that required at the time the initial maintenance requirement was determined for that existing essential safety measure.

11. SUBDIVISION 3 - MAINTENANCE OF EXITS AND PATHS OF TRAVEL RELATING TO BUILDINGS AND PLACES OF PUBLIC ENTERTAINMENT

Subdivision 3 sets out the requirement for maintenance of exits and paths of travel. Regulation 1218 requires that the occupier must ensure exits and paths of travel are maintained in an efficient condition and kept readily accessible functional and clear of obstruction so that egress from the building is maintained. This regulation does not remove the responsibility of the owner under subdivision 1 or 2, but also makes the occupier responsible.

12. INSPECTIONS AND ENFORCEMENT

The Authority, Municipal Building Surveyor or Chief Officer of the fire brigade may issue a building infringement notice (on-the-spot-fine). This applies under Division 5 of Part 13 of the Act and Part 17 of the Regulations for an offence against:

Practice Note 2014-23

- Subdivision 1 regulations 1205, 1207, 1208, 1211;; and
- Sub Division 2 regulations 1214, 1216 and 1217; and
- Subdivision 3 regulation 1218.

Where it is suspected that essential safety measures are not being maintained in accordance with the Act or the Regulations, an inspection may be carried out under section 227E of the Act.

A building infringement notice may be issued as a consequence of this inspection. A building infringement notice must be issued in accordance with the *Infringements Act 2006*.

13. OFFENCES UNDER SUBDIVISION 1

Inspections of the essential safety measures provided by the building or place of public entertainment may be carried out by the chief officer and the municipal building surveyor either jointly or separately under Section 227E of the Act to determine whether they are being maintained in accordance with Subdivision 1 of Part 12. Failure to maintain an essential safety measure to the required standard is an offence under Section 40 of the Building Act 1993 and Part 12 of the Regulations.

Failing to complete the required documentation constitutes an offence under regulations 1205, 1207, 1208, 1209, 1211. This may include:

- Failure to comply with a maintenance determination.
- Failure to make maintenance schedule or determination available for inspection.
- Failure to complete an annual essential safety measures report (in accordance with regulation 1208) before each anniversary of the occupancy permit or RBS's determination.
- Failure to keep all essential safety measure reports and records on the premises for inspection purposes.

14. OFFENCES UNDER SUBDIVISION 2

Failure to maintain any safety equipment, safety fitting or essential safety measure in a state that allows it to fulfil its purpose constitutes an offence under regulations 1214, 1216 and 1217.

Removal of any safety equipment, safety fitting or essential safety measure from its approved location unless for maintenance purposes in accordance with the regulations constitutes an offence under regulations 1214, 1216 and 1217.

15. OFFENCES UNDER SUBDIVISION 3

Failure to ensure that exits and paths of travel are maintained in an efficient condition and kept readily accessible, functional and clear of obstruction so that egress from the building is maintained constitutes an offence under Regulation 1218. An infringement notice issued under this subdivision is issued to occupier, however does not prevent infringement notices being issued on the owner for similar issues under subdivision 1 or 2.

16. OWNER'S RESPONSIBILITY

Regulation 1209 places the responsibility on the owner to ensure that the maintenance of the essential safety measures required for their property is carried out, and that appropriate records of maintenance, service and repair work are kept. These records provide the necessary information to allow the annual essential safety measure report to be completed, as stipulated in regulation 1209.

Similar provisions are provided in regulation 1214 for subdivision 2 buildings. Regulation 1214 requires an owner to ensure that the maintenance of the essential safety measures required for their property is carried out, and that the owner must ensure that an essential safety measures report is prepared.

Practice Note 2014-23

For both Subdivision 1 and 2 buildings the owner of the building or place of public entertainment must have available all records of essential safety measure determinations for inspection by the Municipal Building Surveyor or the Chief Officer.

Some owners engage an agency to carry out inspections, testing or completion of the annual essential safety measures report. In this case the law dealing with 'agency' applies, and it is prudent that the correct written authority is provided by the owner, including any limitations of that authority, when providing documentation.

The Regulations do not require an owner to display the annual report required for subdivision 1 or 2 buildings. Regulation 1207 and 1216 require that owners must make the annual report available within 24 hours notice from the Municipal Building Surveyor or the Chief Officer. This requirement is to prevent the "wallpapering" effect that may occur in some buildings and allow annual report to be stored in more appropriate locations. Note that this does not affect the requirement to display an occupancy permit in accordance with Regulation 1007.

Subdivision 3 sets out the requirement for maintenance of exits and paths of travel. Regulation 1218 requires that the occupier must ensure exits and paths of travel are maintained in an efficient condition and kept readily accessible, functional and clear of obstruction so that egress from the building is maintained. This regulation does not remove the responsibility of the owner under subdivision 1 or 2, but also makes the occupier responsible.

Although the Regulations do not specify records to be kept, from a risk management perspective it is recommended that adequate records are kept and maintained.

To assist practitioners dealing with buildings and building work carried out between July 1994 and 2004 Appendix A contains the previous source table.

The table includes versions of standards applicable from the time period July 1994 and 2004. Some items have multiple standards listed as both versions have been used in this time period. Where multiple versions or editions of standards are listed in the source table the relevant building surveyor must ensure that the relevant standard is listed applicable to the building. Standards or documentation must be relevant to the building and those not relevant must not be listed.

If you have a technical enquiry please email: technicalenquiry@vba.vic.gov.au or phone 1300 815 127

**Victorian Building Authority 733 Bourke Street
Docklands VIC 3008**

17. ADDITIONAL INFORMATION

Appendix A

The following source table has been reproduced to provide some level of guidance to practitioners having to deal with buildings constructed in period of July 1994 to July 2004.

Source Table – BCA 96 and BCA 90, Schedule of Essential safety measures

Essential safety measure to be inspected or tested	Installation standards/ level of performance	Nature of inspection or test and Frequency of inspection or test²
Air conditioning systems	AS 1668.2-1991	Monthly to AS 1851.6-1983 or Monthly to AS 1851.6-1997, AS 3666-1995
Air Pressurisation systems	BCA E 2.2, E1.8, AS1668.11998	Monthly to AS 1851.6-1983 or Monthly to AS 1851.6-1997, AS 3666-1995
Commercial Kitchen Exhaust	BCA F4.12, AS1668.2-1991	Monthly as per AS1851.6-1983
Emergency lifts	BCA E3.4, AS 1735.2-1997	BCA 90 Weekly to Occupational Health and Safety (Plant) Regulations 1995 BCA 96 Annual Inspections or in accordance with Manufacturers Specifications, the lesser of the two
Emergency lighting	BCA Part E4, AS 2293.1-1998	Every 6 months to AS 2293.2-1995
Emergency power supply	Electrical power supply BCA Spec G3.8	Every 6 months
Emergency warning and intercommunication systems	BCA E4.9, AS 2220.1-1989 & AS 2220.2-1989	Every 3 Months to AS 1851.10-1989
Exit doors	BCA Section D	Every 3 months. Inspection to confirm exit doors are intact, operational and fitted with conforming hardware
Fire brigade connections	BCA 90Spec E1.7, Vic H101.9, Vic H103, AS 1670-1995 BCA 96 Spec E2.2a, Vic H103, AS1670-1995, AS2118.4-1995, AS2118.1-1999	Weekly to AS 1851.8-1987 or Weekly to AS 1851.8-1990
Fire control centres	BCA Spec E1.8	Annual Inspection
Fire control panels	(BCA 90 provisions) BCA Vic H101.9, AS1603.4-1987	Weekly to AS 1851.8-1987
Fire indicator panels	BCA Vic H103.1, Practice Note No. 07	Weekly to AS 1851.8-1987
Fire curtains	BCA Spec H1.3	Annual inspection for damage or deterioration
Fire dampers	BCA 90 AS 1682.2-1990	Annual inspection to AS 1851.6-

Practice Note 2014-23

	BCA 96 Part C3, AS 1668.2-1991	1983
Fire detectors and alarm systems	BCA 90 Provision BCA E1.7, AS 1670-1995 BCA 96 Provisions BCA E2, AS 1670-1995	Weekly to AS 1851.8-1987 Weekly to AS 1851.8-1987
Smoke and Heat Detectors	BCA Spec E2.2a, AS 1670-1995	Weekly to AS 1851.8-1987
Fire doors (including signs)	BCA Spec C3.4, AS 1905.1-1997	Monthly to AS 1851.7-1984
Fire extinguishers (portable)	BCA E1.6, AS 2444-1995	Every 6 months to AS 1851.1-1995
Fire hose reels	BCA E1.4, AS2441-1988	Every 6 months to AS 1851.2-1995
Fire hydrants	BCA E1.3, AS 2419.1-1994	Weekly to AS 1851.4-1992 where pumps are installed or Monthly to AS1851.4-1992
Fire indices for materials	BCA C1.10, AS 1530.3-1999	Annual inspection to confirm no materials with potentially non-conforming fire indices occur
Fire isolated lift shafts	BCA Section C	Annual inspection
Fire isolated passageways	BCA Sections C and D	Annual inspection
Fire isolated ramps	BCA Sections C and D	Annual inspection
Fire isolated stairs	BCA Sections C and D	Annual inspection
Fire mains	BCA 90 provision only BCA Part E1, AS 2118.61995, AS 2419.1-1994	Weekly to AS 1851.4-1992
Fire protective coverings	BCA Section C	Annual inspection
Fire rated access panels	BCA Part C3	Annual inspection to AS 1851.7-1984 equivalent
Fire rated control joints	BCA Section C	Annual inspection
Fire rated materials applied to building elements	BCA Section C	Annual inspection
Fire resisting shafts	BCA Section C	Annual inspection
Fire resisting structures	BCA Section C	Annual inspection
Fire shutters	BCA Spec C3.4, AS 1905.2-1989	Annual inspection
Fire windows	BCA Spec C3.4	Annual inspection
Lightweight construction	BCA C1.8	Annual inspection
Mechanical ventilation systems	BCA E2.2, G3.8, Spec H1.3, AS 1668.2-1991	Monthly to AS 1851.6-1983, AS 3666.2- 1995
Occupant warning systems	BCA 96 Spec E2.2a, BCA 90 Spec E1.7	Monthly to AS 1851.8 - 1990
Paths of travel to exits	BCA Section D	Every 3 months inspection to confirm travel paths are intact
Path of travel to road	BCA Section D	Every 3 months inspections to confirm path of travel is clear
Penetrations in fire-rated structures	BCA Part C3	Annual inspection

Practice Note 2014-23

Smoke alarms	BCA 90 E1.7, G3.8, Vic H101.9, Vic H103 BCA 96 E1.7, G3.8 Vic H 103	Monthly to AS 1851.8-1987 (as applicable)
Smoke control measures	BCA Part E2, G3.8, Part H1	Monthly to AS 1851.6-1983
Smoke doors	BCA 90 C2.5, BCA Spec C3.4	Monthly to AS 1851.7-1984 or equivalent
Smoke/Heat vents	BCA 90E2.4, G3.8, AS 2665-1983 BCA 96 Spec E2.2c, Spec G3.8, AS2665-1983	Every 6 months to AS 1851.5-1981
Sprinkler systems	BCA 90, E1.5, AS 2118.1-1999, AS 2118.6-1995, Code of practice for installation of residential life safety sprinkler systems BCA 96, E1.5, C2.3, Vic H103, Reg. 5.15, AS2118.1-1999, AS 2118.4-1995, AS 2118.6-1995	Weekly to AS 1851.3-1985 or Weekly to AS 1851.3-1997
Stairwell pressurisation systems	BCA E2.2, AS 1668.1-1998	Monthly to AS 1851.6-1983
Static water storage	BCA Part E1, AS 2118.1-1999, AS 2118.6-1995, AS 2419.1-1994	Annual inspection
Vehicular access for large isolated buildings	BCA C2.4	Annual inspection to confirm access is maintained
Warning systems associated with lifts (including signs)	BCA Part E3	Annual inspection

Note: BCA in this Table 2 refers to BCA 96 unless stated otherwise.