



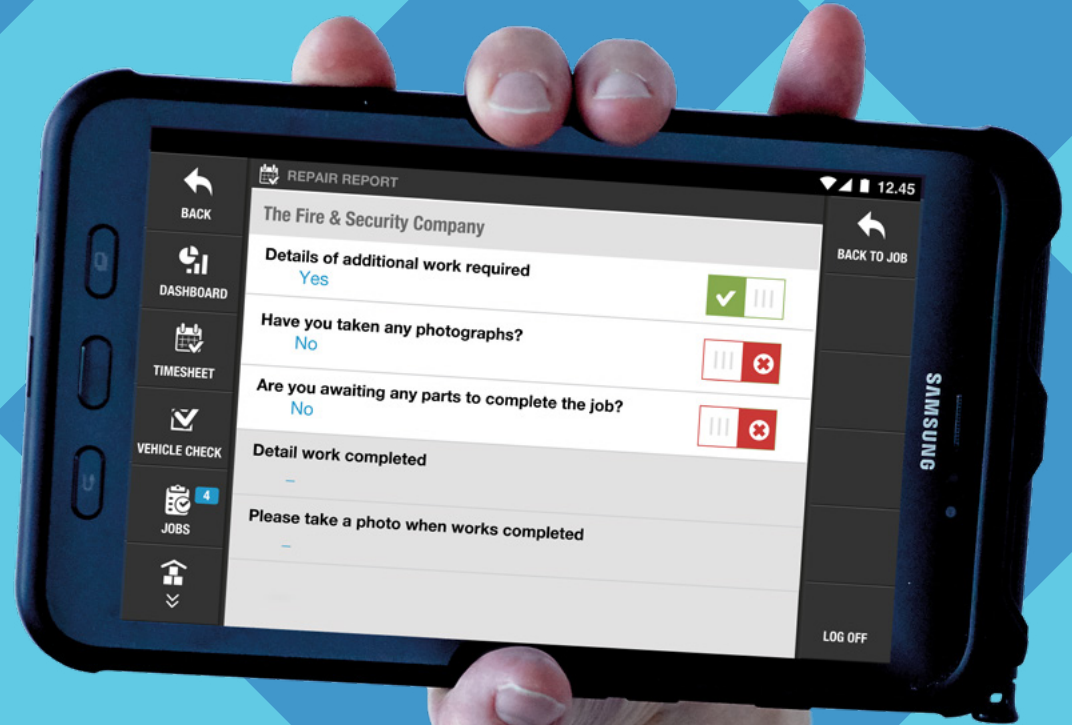
FIRE & SECURITY FORM PACK

JOBWATCH MAKES IT EASY TO TRANSFORM FROM PAPER TO PAPERLESS

We are now offering our customers a unique opportunity to turn the many forms previously filled in multi layers of paper into a seamless paperless on-demand reporting.

All workflows are customised to suit your own business processes while ensuring that all regulatory standards are followed to the letter.

Our worksheets are process driven and especially made intuitive for engineers who are the source of information generated into your forms.





UPDATING PROCESSES AND FORMS CONTENT

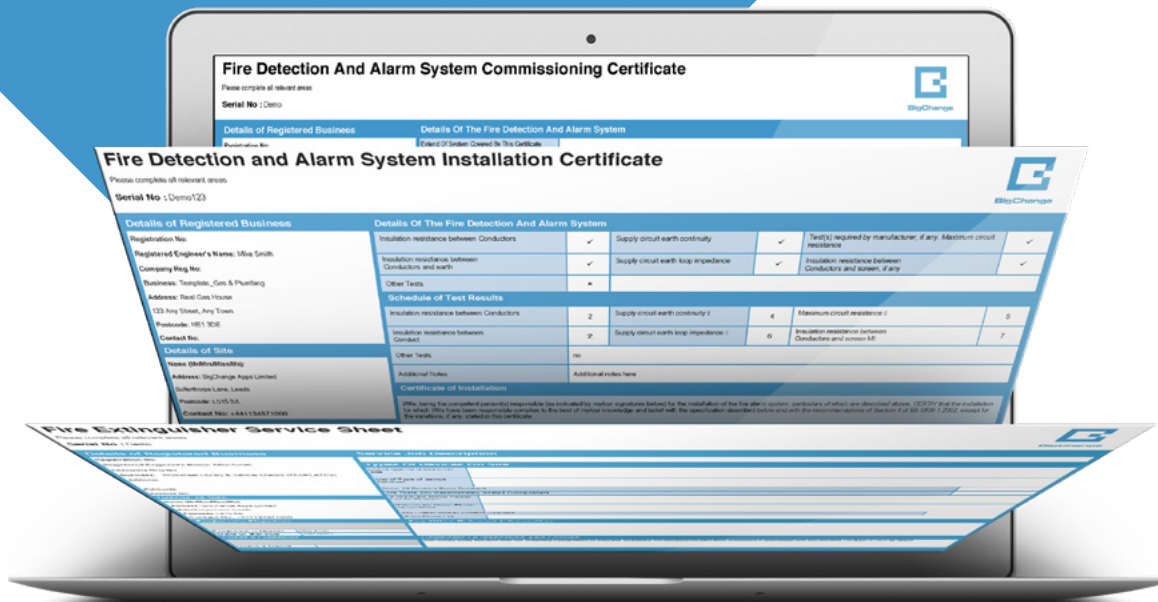
Bigchange work with its partners to ensure that all certificates are kept up to date. Our Professional Services Department will be responsible for making any amendments on the worksheets to reflect any changes made to the certificates or add new certificates should the regulatory bodies require so.



REAP THE REWARD OF GOING PAPERLESS ON YOUR FORMS

- Compliant forms
- Ensure your business is compliant with legislation (HSE)
- Join the paperless revolution; you will never run out of paper because there is no paperwork
- Auto-Email certificates straight to your customers
- 24/7 support when you need it with BigChange RoadCrew
- Increased business profile through our business collaboration platform

1. Fire Detection And Alarm System Commissioning Certificate
2. Fire Detection and Alarm System Installation Certificate
3. Fire Detection and Alarm System Maintenance Certificate
4. Fire Detection And Alarm Design
5. Fire Extinguisher Service Sheet
6. Portable Fire Extinguisher Report
7. Smoke Alarm Inspection & Servicing Certificate
8. Smoke Vent System Servicing



Fire Detection And Alarm System Commissioning Certificate



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:
 Registered Engineer's Name: Mike Smith
 Company Reg No:
 Business: Worksheet Library & Vehicle Checks (TEMPLATES)
 Address:
 Postcode:
 Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):
 Address: BigChange Apps Limited
 Bullerthorpe Lane, Leeds
 Postcode: LS15 9JL
 Contact No: +441134571000

Engineer's Signature & Disclaimer

The system performs as required by the specification prepared the signatory below

Record Issued by (Installer): Mike Smith

The extent of liability of the signatory/signatories is limited to the work described above.

Date 11/09/2019

Customer's Signature

Name:

Details Of The Fire Detection And Alarm System

Extend Of System Covered By This Certificate
 System Status: New An Addition An Alteration

System Examinations And Recommendations

All Equipment Operates Correctly
 Installation work is, as far as can reasonably be ascertained, of an acceptable standard.
 The system has been inspected and tested in accordance with the recommendations of Clause 39.2c BS 5839-1: 2002
 Documentation described in Clause 40 BS 5839-1: 2002 has been provided to the user.
 I/we have not identified any obvious potential for an unacceptable rate of false alarms Section 3 BS 5839-1: 2002
 The following work should be completed before/after the system becomes operational.
 The following potential causes of false alarms should be considered at the time of the next service visit
 Before the system becomes operational, it should be soak tested in accordance with the recommendations Clause 35.2.6 of BS 5839-1: 2002 for a period of (Not < Than 1 Week)

Certificate Of Commissioning

I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the commissioning of the fire alarm system, particulars of which are described above, CERTIFY that the installation for which I/We have been responsible complies to the best of my/our knowledge and belief with the specification described below and with the recommendations of Clause 39 of BS 5839-1:2002, except for the variations, if any, stated in this certificate.

Variations from the recommendations of Clause 39 of BS 5839-1: 2002 (see BS 5839-1: 2002, Clause 7)

Schedule of Equipment Installed

| Reference | Description | Location | Operational | Comments |
|-----------|-------------|----------|-------------|----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |



Fire Detection and Alarm System Installation Certificate



Please complete all relevant areas

Serial No : Demo123

Details of Registered Business

Registration No:
 Registered Engineer's Name: Mike Smith
 Company Reg No:
 Business: Template_Gas & Plumbing
 Address: Real Gas House
 123 Any Street, Any Town
 Postcode: NE1 3DE
 Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):
 Address: BigChange Apps Limited
 Bullerthorpe Lane, Leeds
 Postcode: LS15 9JL
 Contact No: +441134571000

Engineer's Signature

Record Issued by (Installer): Mike Smith
 The extent of liability of the signatory/signatories is limited to the work described above.



Date 01/01/0001

Supervisor's Signature

Verified by Position



Name:

Details Of The Fire Detection And Alarm System

| | | | | | |
|--|---|-------------------------------------|---|--|---|
| Insulation resistance between Conductors | ✓ | Supply circuit earth continuity | ✓ | Test(s) required by manufacturer, if any. Maximum circuit resistance | ✓ |
| Insulation resistance between Conductors and earth | ✓ | Supply circuit earth loop impedance | ✓ | Insulation resistance between Conductors and screen, if any | ✓ |
| Other Tests | ✗ | | | | |

Schedule of Test Results

| | | | | | |
|--|-----------------------|--|---|---|---|
| Insulation resistance between Conductors | 2 | Supply circuit earth continuity [] | 4 | Maximum circuit resistance [] | 5 |
| Insulation resistance between Conduct | 2 | Supply circuit earth loop impedance [] | 6 | Insulation resistance between Conductors and screen M[] | 7 |
| Other Tests | no | | | | |
| Additional Notes | Additional notes here | | | | |

Certificate of Installation

I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the installation of the fire alarm system, particulars of which are described above, CERTIFY that the installation for which I/We have been responsible complies to the best of my/our knowledge and belief with the specification described below and with the recommendations of Section 4 of BS 5839-1:2002, except for the variations, if any, stated in this certificate

Variations from the specification and/or Section 4 of BS 5839-1 (Clause 7)

Schedule of Equipment Installed

| Reference | Description | Location | Operational | Comments |
|-----------|-------------|------------|-------------|-----------------------------|
| 1 | 123231 | Fire alarm | Lounge | ✓ Located on room centre |
| 2 | 123232 | CO2 Alarm | Lounge | ✓ CO2 Alarm comments |
| 3 | 123233 | CO2 Alarm | Bedroom 1 | ✓ Bedroom alarm comments |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |



Fire Detection and Alarm System Maintenance Certificate



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:
Registered Engineer's Name: Mike Smith
Company Reg No:
Business: Worksheet Library & Vehicle Checks (TEMPLATES)
Address:
Postcode:
Contact No:

Maintenance Schedule

| | |
|---|--|
| Type of System and Applicable Standard/Code of practice | |
| Means of signalling a Fire Alarm to the Fire and Rescue Service | |
| Details of the certificate conformity if a different certificate exists | |
| Details of any maintenance work undertaken during maintenance | |
| Any other comments which may be relevant to this maintenance schedule | |

Details of Site

Name (Mr/Mrs/Miss/Ms):
Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds
Postcode: LS15 9JL
Contact No: +441134571000

Maintenance Schedule Statement

This Certificate is issued by the Firm in mentioned in "Details of Registration" of the Schedule in respect of the Fire Detection & Fire Alarm System provided for the person(s) or organisation named in "Details of Site" of the Schedule at the premises identified in "Details of Site Name" of the Schedule, being a Fire Detection and Fire Alarm System of the type described in "Maintenance Schedule" of this Schedule.

Engineer's Signature

| | |
|----------------------------------|------------|
| Engineer's Name | |
| Date of Issue | 11/09/2019 |
| Next Maintenance Due Date | |

Disclaimer

We, being currently an SP2003-1 'Certificated Firm' in respect of Fire Detection & Fire Alarm Systems of the type(s) we have identified in "Maintenance Schedule" of the above Schedule, certify that the maintenance work identified in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP2003-1 Certification Scheme in respect of such a system.

Fire Detection And Alarm Design



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:
 Registered Engineer's Name: Mike Smith
 Company Reg No:
 Business: Worksheet Library & Vehicle Checks (TEMPLATES)
 Address:
 Postcode:
 Contact No:

Details Of The Fire Detection And Alarm System

Extend Of System Covered By This Certificate
 System Status: New, An Addition, An Alteration

Objectives Of Protection Proposed

Description Of System Grade And System Type

| | | | | | | | | |
|------------------|------------------|----|----|---------------------------|----|----|----|---|
| System Category | L1 | L2 | L3 | L4 | L5 | P1 | P2 | M |
| Combined Systems | Type of Premises | | | Estimated Age of Property | | | | |

Description of Areas Protected

(Not Applicable for category M, L1 or P1 systems)

Details of Site

Name (Mr/Mrs/Miss/Ms):
 Address: BigChange Apps Limited
 Bullerthorpe Lane, Leeds
 Postcode: LS15 9JL
 Contact No: +441134571000

Certificate Of Commissioning

I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the commissioning of the fire alarm system, particulars of which are described above, CERTIFY that the installation for which I/We have been responsible complies to the best of my/our knowledge and belief with the specification described below and with the recommendations of Clause 39 of BS 5839-1:2002, except for the variations, if any, stated in this certificate.

Variations from the recommendations of Clause 39 of BS 5839-1: 2002 (see BS 5839-1: 2002, Clause 7)

Limitation Of False Alarms

Account has been taken of the guidance contained in Section 3 of BS 5839-1: 2002

The system is manual. Type and siting of manual call points takes account of the guidance contained in Section 3 of BS 5839-1: 2002

The system incorporates automatic fire detectors, and account has been taken of reasonably foreseeable causes of unwanted alarms, particularly in the selection and siting of detectors.

An appropriate analogue system has been specified.

A time-related system has been specified. Details:

Fire signals from automatic fire detectors result initially in a staff alarm, which delays for Minutes before Transmitting of signals to an alarm-receiving centre. A General Alarm

Appropriate guidance has been provided for the user to enable limitation of false alarms.

Other Measures:

Installation and Commissioning

It is strongly recommended that installation and commissioning be undertaken in accordance with the recommendations of Section 4 and 5 of BS 5839-1: 2002 respectively.

In accordance with the recommendation of Clause 35.2.6 of BS 5839-1: 2002 it is recommended that the, following commissioning, a soak period should follow: (not less than a week)

As the system incorporates no more than 50 automatic fire detectors, no soak test is necessary to satisfy the recommendations of BS 5839-1: 2002

Verification

Verification that the system complies with BS 5839-1: 2002 should be carried out, on completion, in accordance with Clause 43 BS 5839-1: 2002

To be decided by the purchaser

Certification Of Design

I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the design of the fire alarm system, particulars of which are described above, CERTIFY that the installation for which I/We have been responsible complies to the best of my/our knowledge and belief with the specification described below and with the recommendations of Section 2 of BS 5839-1:2002, except for the variations, if any, stated in this certificate.

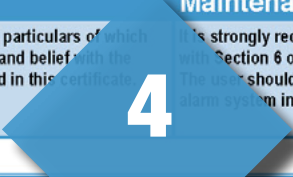
Variations from the recommendations of section 2 of BS 5839-1: 2002 (see BS 5839-1: 2002, Clause 7)

Maintenance & User Responsibility

It is strongly recommended that, after completion the system is maintained in accordance with Section 6 of BS 5839-1: 2002

The user should appoint a responsible person to supervise all matters pertaining to the fire alarm system in accordance with the recommendations of Section 7 of BS 5839-1: 2002

Signature: _____ Date: _____



Fire Extinguisher Service Sheet



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Worksheet Library & Vehicle Checks (TEMPLATES)

Address:

Postcode:

Contact No:

Service Job Description

Types Of Devices On Site

List of type of devices on site

List of Type of device serviced

Have All Devices Been Serviced

Are There Any Inappropriately located Extinguishers

If Yes to the Above Please List the Devices

If Yes to the Above Please list Locations

Any Further Works/Quotation Required

If Yes Please List

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited

Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Engineer`s Signature

Engineer`s Name: Mike Smith

Date of Service: 11/09/2019

Any Other Relevant Information

Client`s Signature

Client`s Name

Certificate Of Inspection And Service

I/We hereby certify that apart from non-comforting extinguishers as recorded, all portable fire extinguishers have been maintained in accordance with this standard, BS 5306-3; 2017 by me/us.

Portable Fire Extinguisher Report

Please complete all relevant areas



BigChange

Serial No : Demo

Details of Registered Business

Portable Fire Extinguishers

Registration No:
Registered Engineer's Name: Mike Smith
Company Reg No:
Business: Worksheet Library & Vehicle Checks (TEMPLATES)
Address:
Postcode:
Contact No:

| Device Number | Device Location | Device Type | Fire Class | Capacity |
|---------------|-----------------|-------------|------------|----------|
| | | | | |
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Details of Site

Name (Mr/Mrs/Miss/Ms):
Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds
Postcode: LS15 9JL
Contact No: +441134571000

Additional Comment

Certificate of Service Disclaimer

I/We hereby certify that apart from non-comforting extinguishers as recorded, all portable fire extinguishers have been maintained in accordance with this standard, BS 5306-3, 2017 by me/us.

Engineer's Signature

Engineer's Name: Mike Smith
Date of Service: 11/09/2019

Smoke Alarm Inspection & Servicing Certificate



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Worksheet Library & Vehicle Checks (TEMPLATES)

Address:

Postcode:

Contact No:

Inspection And Servicing Scope

Extent of the Smoke Alarm system covered by this Certificate:

Service type:

Smoke Detectors Information

Detector type:

Number of Detectors:

Number of detectors tested:

Type of remote signalling:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Electrical Reading Details

| | | |
|---|--|--|
| Mains Input Voltage | | |
| Transformer Output Voltage | | |
| Auxiliary Output Voltage | | |
| Battery Charge Reading | | |
| Quiescent milliamp reading (mains off): | | |
| Alarm milliamp reading (mains off) | | |
| Stand by battery calculation AH = (Q x 24) + (Alarm x .5) x 1.25 + 1.75 | | |

Engineer Statement:

I being the competent person responsible for the servicing of the system(s) described above certify that the work complies with the recommendations of Clause 45 of: BS 5839-1 except for the variations identified above, if any stated in this certificate and in accordance with BAFE Scheme SP203:1

Electrical ReadingsDetails

| | |
|---|--|
| Electronic Battery Test Voltage and Amps Per Hour: | |
| Inspection Battery: | Visual inspection: |
| Fault monitoring tested: | Auxiliary contacts tested: |
| Remote Monitoring tested: | Devices tested: |
| Sounders tested: | Customer declined sounder test: |
| Detectors Cleaned: | Quantity Cleaned: |
| Is zoning correct to chart? | Number of false alarms in the last 12 months |
| Has the logbook been updated? | BAFE Certificate of Compliance issued? |
| Variations from recommendations of BS5839 Part6 :2013 | |
| Notes or materials used: | |

Engineer's Signature **Received by name:**

Date appliance(s)/flue (s) checked: 11/09/2019 **Received by:**

Turnstile Service Inspection



Please complete all relevant areas

Serial No : Barrier

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Repairs Undertaken

Engineer's Signature

| | | | |
|------|--|------|------------|
| Sign | | Date | 23/10/2019 |
|------|--|------|------------|

Turnstile Details

| | | | | | |
|--------------------|--|----------------|--|----------|--|
| Turnstile Location | | Turnstile Type | | Asset No | |
|--------------------|--|----------------|--|----------|--|

General

Check turnstile is operating & functioning correctly

Check general overall condition of equipment

Wipe down turnstile and check for signs of damage, rust etc...

Check condition & secureness of any fitments ie. lights etc...

Record/report any potential concerns as to future reliability

Head Mechanism

Remove turnstile lid/cover & visually inspect operational workings

Check smoothness & operation of unit in both directions

Check all sensors & micro switches for correct operation

Inspect damper assembly, lubricate as necessary

Check paddle/locking arm pivots/springs for wear & tear (replace & lubricate as required)

Check fixing bolts on head & control panel, tighten as necessary

Check solenoid operation for smoothness, clean & lubricate as req

Check ratchet for ease of operation

Control Panel

Check tightness of connections & clean as required

Check integrity & security of cables

Check relays for correct operation, replace or adjust as required

Check all earth connections

Refit lid & tighten down

Overall Condition of Turnstile

