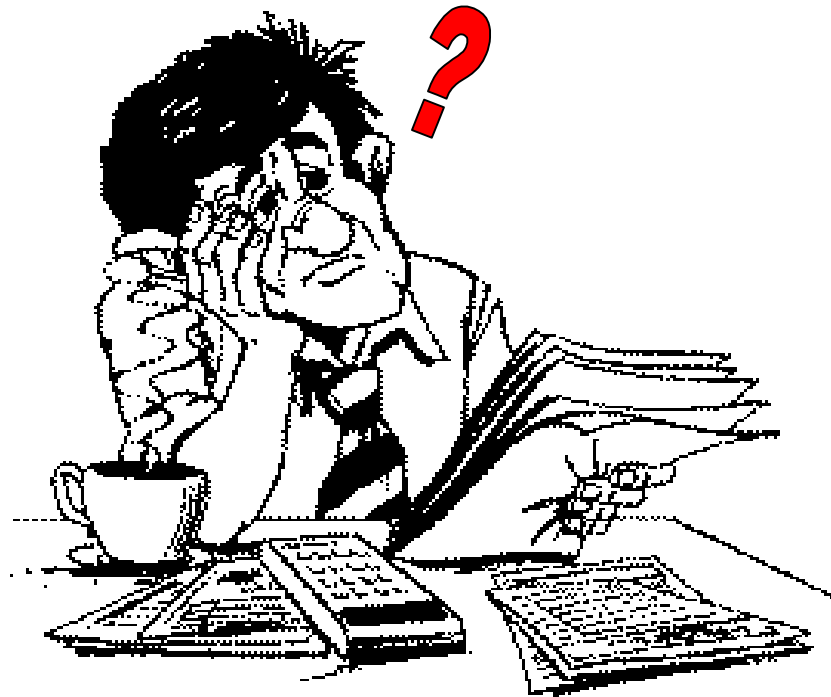


Understanding the Record Of Completion Document



Definition . . .

- NFPA 72, 1.4 (1999 edition) states:

Record Of Completion -

“A document that acknowledges the features of installation, operation, (performance), service, and equipment with representation by the property owner, system installer, system supplier, service organization, and the authority having jurisdiction.”

When is a Record Of Completion required?

- NFPA 72, 1-6.1.1 (1999 edition) states:

“The authority having jurisdiction shall be notified prior to the *installation or alteration* of equipment or wiring. At its request, complete information regarding the system or system alterations, including specifications, wiring diagrams, battery calculation, and floor plans shall be submitted for approval.”

When is a Record Of Completion required?

- NFPA 72, 1-6.1.2 (1999 edition) states:

“Before requesting final approval of the **installation**, if required by the authority having jurisdiction, the installing contractor shall furnish a written statement stating that the system has been installed in accordance with approved plans and tested in accordance with the manufacturer’s specifications and the appropriate NFPA requirements.”

When is a Record Of Completion required?

(continued)

- NFPA 72, 1-6.1.3 (1999 edition) states:

“The record of completion form, Figure 1-6.2.1, shall be permitted to be a **part of the written statement** required in 1-6.1.2. When more than one contractor has been responsible for the installation, each contractor shall complete the portions of the form for which the contractor had responsibility.”

When is a Record Of Completion required?

(continued)

- NFPA 72, 1-6.2.1 (1999 edition) states:

“A record of completion, (*Figure 1-6.2.1*), shall be prepared for each system. . .”

How is the Record Of Completion prepared ?

- NFPA 72, 1-6.2.1 (1999 edition) states:
“Parts 1, 2, and 4 through 10 shall be completed after the system is installed and the installation wiring has been checked. Part 3 shall be completed after the operational acceptance tests have been completed. A preliminary copy of the record of completion shall be given to the system owner and, if requested, to the authorities having jurisdiction after completion of the installation wiring tests. A final copy shall be provided after completion of the operational acceptance tests.”

How is the Record Of Completion prepared ?

(continued)

- NFPA 72, A-1-6.1.3 (1999 edition) states:

“Protected premises fire alarm systems are often installed under construction or remodeling contracts and subsequently connected to a supervising station fire alarm system under a separate contract. All contractors should complete the portions of the completion form for the portions of the connected systems for which they are responsible. **Several partially completed forms might be accepted by the authority having jurisdiction provided that all portions of the connected systems are covered in the set of forms.**”

How is the Record Of Completion prepared ?

(continued)

- NFPA 72, A-1-6.2.1 (1999 edition) states:

“The requirements of Chapter 7 should be used to perform the installation wiring and operational acceptance tests required when completing the record of completion.

The record of completion form shall be permitted to be used to record decisions reached prior to installation regarding intended system type(s), circuit designations, device types, notification appliance type, power sources, and the means of transmission to the supervised station.”

Who gets a copy of the Record Of Completion ?

- The Fire Marshall
- The Owner
- The Owner's insurance company*
- NFPA 72, 1-6.3 (1999 edition) states:

"A complete, unalterable record of the tests and operations of each system shall be kept until the next test and for one year thereafter. The record shall be available for examination and, if required, reported to the authority having jurisdiction. Archiving of records by any means shall be permitted if hard copies of the records can be provided promptly if requested."

*The Owner's Insurance Company ??

- ✓ Many Insurance Companies offer their customers discounts on insurance premiums if sufficient evidence is provided that indicates that the Owner is meeting all code requirements concerning life safety system maintenance and documentation.

Does it end here?

Not a chance !!

❑ *NFPA 72, 3-8.3.2.3.1.d (1999 edition) states:*

“When the alarm verification feature is enabled, disabled, or changed, the comments section of the Record Of Completion (Figure 1-6.2.1, item 10) shall be used to record the status or change to the system operation.”