ASTTBC Registered Fire Protection Technician Standard of Practice

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Disclaimer

This Standard of Practice (SoP) document provides a summary of practices applicable to the Registered Fire Protection Technician (RFPT) in good standing with Applied Science Technologists and Technicians of British Columbia (ASTTBC). The SoP is based in part on laws, regulations, codes and standards applicable at the time the SoP was written. They may vary from one municipality to another and are subject to change from time to time. RFPTs are advised to check the laws and regulations specific to the municipalities in which they are inspecting and testing fire protection and fire safety equipment and systems. An RFPT or any other person reading the SoP is solely responsible for any misinterpretation or misapplication of the SoP.

Acknowledgement

The SoP was developed by ASTTBC in consultation with stakeholders including: the Authorities Having Jurisdiction (AHJ), the Fire Prevention Officers Association of BC (FPOABC), RFPTs, fire protection company owners, the Building Owners and Managers Association (BOMA), insurance companies, subject matter experts and other professionals. We wish to acknowledge the many people who provided numerous hours of service to review, comment and recommend enhancements in the RFPT SoP.

The source documents are listed below:

- National Fire Protection Association (NFPA) Standards
- National Fire Code of Canada
- BC Fire Code
- Vancouver Fire Bylaw
- Municipal Fire Bylaws
- National Building Code of Canada
- BC Building Code
- Vancouver Building Bylaw
- Canadian Electrical Code
- BC Electrical Safety Regulations
- Underwriters Laboratory Canada (ULC) Published Standards

Regulatory Framework

In February 2021, the Applied Science Technologists and Technicians Act was repealed and ASTTBC was continued as a regulatory body under the Professional Governance Act. As a regulatory body, ASTTBC has the duty to serve and protect the public interest with respect to the conduct of its registrants and to exercise its powers and discharge its responsibilities in the public interest. ASTTBC is subject to the oversight of the Office of the Superintendent of Professional Governance (OSPG), which operates under the Ministry of Attorney General.

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Revisions:

- *February 2019 [Version 2] - includes minor edits with no substantial changes to the contents.*
- *November 2023 [Version 3] - incorporate updates to ASTTBC Guidelines and bylaws and reviewed for consistency with ASTTBC EDI policy.*
- *December 2025 [Version 4] – incorporates updates to fire tags, clarifies RFPT responsibilities, removed fire alarm verification endorsement, prohibits pre-stamping of tags, and clarifies situations where condition 2, 3, and 4 are used as inspection results.*

1.0 Purpose of the RFPT Standard of Practice

1.1 RFPT Required to Comply

1.1.1 The SoP is intended to serve as a resource for all RFPTs, their employers, the Authorities Having Jurisdiction (AHJ), and building owners or their authorized agent(s).

1.1.2 Regardless of where an RFPT provides services in British Columbia, all RFPTs are required to comply with the ASTTBC Bylaws including Standards of Competence, applicable guidelines, and the RFPT SoP. RFPTs are required to work within the scope of their specialty endorsement(s) in which they are fully registered. Adhering to the Standards of Competence and Code of Ethics and complying with the applicable codes, regulations and the SoP will result in best practices when inspecting and testing fire protection equipment and fire safety systems.

1.1.3 Every effort has been made to make this SoP as complete and accurate as possible. Ultimately, RFPTs are responsible for applying the standards and appropriate safe work practices when carrying out their duties and responsibilities. In addition to complying with the SoP, the RFPT shall adhere to:

- Applicable codes
- Standards
- Manufacturers' service and maintenance instructions
- Provincial, national, and municipal regulations

1.2 RFPT Duty to Stay Informed

1.2.1 Codes, standards and policies may be revised or amended from time to time. Every RFPT has the responsibility to maintain proficiency in their professional practice by ensuring they stay informed of any relevant notices and bulletins, as well as regularly reviewing the ASTTBC policies referred to in the SoP. Lack of awareness of current policies, the SoP and changes in applicable codes, standards and bylaws may result in non-compliant practice.

2.0 Definitions

Term	Definition
Applicable Code	includes, but is not limited to, the BC Building Code, the BC Fire Code, the National Fire Code of Canada, the BC Electrical Safety Regulation, the City of Vancouver Fire Bylaw and/or other Municipal Fire Bylaws. The Applicable Code may refer to other codes, standards or documents. Their inclusion provides the legal basis for all required periodic maintenance, service, testing and inspection.
Authority Having Jurisdiction (AHJ)	is defined in the applicable codes as "the government body responsible for the enforcement" of the codes or standards, or an "official or agency designated by that body to exercise such a function". Examples of the office of or person/persons holding these positions include: a Fire Commissioner, a Fire Inspector, a Fire Prevention

	Officer and individuals recognized under Federal or Provincial Acts such as designated fire safety officials in the employ of a Crown Corporation (i.e.: BC Hydro) or federally operated property (i.e.: Military bases or the airport authority).
Bylaws	refers to a law or regulation that is enacted by a local government which may serve to identify specific requirements, and which may augment applicable codes within their jurisdiction.
Clean	within the context of Commercial Kitchen Exhaust Cleaning (CO), and the inspection and testing of kitchen exhaust venting refers to the active removal of combustible or corrosive substances on surfaces, fusible links, filters, inside ductwork and related equipment or components. The inspection and testing of special fire suppression system fusible links and fire-retardant cylinder(s) requires certification in the appropriate fire suppression systems endorsement either Pre- engineered (SP-P) or Custom-engineered (SP-C).
Deficiency	is a term used to describe the damaged, non-operational, or non-functional state of a piece of equipment, a component of a system or an entire system
Digital Seal	A Seal used to authenticate electronic documents[1]. 1. A valid digital Seal is made up of four components: Application of a personalized Seal to the document that includes the registrant's name, registrant's identification number, and ASTTBC designation. 2. Registrant's signature, 3. The date of seal application, and 4. A digital certificate issued by an ASTTBC-approved digital certificate supplier. *All four components are required for a digital seal to be considered valid.*
Endorsement	refers to the fire protection specialty for which an RFPT has achieved the registration requirements. As further described in the ASTTBC Bylaws, the endorsements are: 1. Portable Fire Extinguishers (EX) 2. Unit Emergency Lighting (EM) 3. Fire Alarm Systems (AL) 4. Water-based Fire Protection Systems (WA) 5. Commercial Kitchen Exhaust Cleaning (CO) 6. Special Fire Suppression Systems – Pre-engineered (SP-P) 7. Special Fire Suppression Systems – Custom-engineered (SP-C) 8. Stationary Fire Pumps (FP) 9. Smoke Control Systems (SM)

[1] Use of a digital seal is in accordance with ASTTBC Bylaws and the Professional Seal Guideline.

	10. Generator Systems (GS)
Fail	is the condition of a fire protection equipment or system that has been inspected and tested and is determined to be not in operating condition or will not function as intended by manufacturer specifications.
Fire Services Act	is the BC Fire Safety Act, which is a provincial statute administered by the Fire Commissioner, that includes fire prevention legislation for the entire province under the Local Government Act. Exemptions include, but are not limited to, BC Hydro and Federal Properties (Airport/Military).
Inspect	refers to the examination of fire protection equipment, components or systems to establish, through observation and other required means, the operational and functional condition and placement of the equipment, components or system to confirm that in an emergency, it will likely function to the intended design as specified by the manufacturer.
Label	is a self-adhesive (peel and stick) printed medium identifying the agency under whose auspices the required service, maintenance, inspection, and testing has been correctly performed, and which the RFPT formally witnesses by applying his or her signature and professional seal.
Local Government	is a city or town that has established an independent elected body to deal with local concerns as defined in the Local Government Act and/or Community Charter.
Maintenance	regardless of how minor or routine is not considered as inspection and testing. Qualified and experienced persons must perform maintenance of fire protection equipment or systems. Maintenance and repair functions should be completed before the equipment or system is inspected and tested.
Owner	means the building owner or their authorized agent for matters related to fire protection and fire safety systems inspection and testing.
Pass	is the condition of fire protection equipment or system that has been inspected and tested and is determined to operate or function as intended by manufacturer specifications.
Registered Fire Protection Technician (RFPT)	is an individual who has achieved the minimum education, training, work experience and other requirements specified in the ASTTBC Bylaws and is registered with ASTTBC in one or more specialty endorsements. Only a Registered Fire Protection Technician in good standing with ASTTBC is authorized to use the designation

	RFPT. The title and designation are federally protected trademarks reserved by ASTTBC.
Repair	is to fix or mend equipment or systems suffering from damage or a fault. The repair typically requires partial or complete dismantling and re-assembly of equipment or systems. RFPTs are not certified by ASTTBC to conduct repairs.
Replace	is to remove equipment or a component of a system that is not functioning as intended and install a properly functioning replacement or equivalent piece of equipment or component.
Report	is a document approved, sealed and signed by an RFPT as the official record of the results, findings and outcome of the inspection and testing of fire protection equipment and/or systems. As specified in the BC Fire Code, NFPA, ULC and other standards and codes, the report is mandatory. One printed or hard copy of the report shall be provided to the owner and one printed or hard copy shall be kept on the premises and accessible to the AHJ.
Service	is the action of inspecting and testing of fire protection and fire safety equipment or systems.
Seal	is a physical device with stamping capabilities issued to a fully qualified RFPT. The seal includes the name, registration number and the endorsements for which the RFPT has achieved full certification. The center of the stamp includes a signature field, which the RFPT shall legibly complete in a manner that matches the signature as recorded in the registrants file at ASTTBC.
Standard	is a requirement or specification of the characteristics and/or performance of fire protection equipment and systems. Standards describe the observable and measurable features that RFPTs use to determine if the fire protection equipment and/or system being inspected and tested functions in compliance with the manufacturer specifications and the requirements specified in codes and bylaws.
Supervision	Means the responsibility for the control and conduct of the activities, work, or decisions related to the Regulated Practice that have been delegated to another RFPT or non-registrant. A registrant providing supervision must do so in accordance with the Professional Practice and Conduct Guideline.
Tag (Noun)	is a fire protection tag as specified in the SoP. The purpose of the tag is to provide a readily visible summary of the results of the inspection and test. The tag displays the name of the fire protection service company, the RFPT who performed the work, and the date of the next inspection and testing.

Tag Or Tagging (Verbs)	is the action involving an RFPT completing, sealing, signing and punching out the summary results of an inspection or test of the fire protection equipment or system on a tag in conformance with the RFPT SoP. Tags shall be placed with the summary results of the inspection or test facing out. The RFPT stamp and signature shall be visible and easily read by any person.
Test (Verb)	is the means through which specified methods are employed to determine that the fire protection equipment and/or system(s) will function as intended by the manufacturer, the design, applicable codes and regulations under which the system is tested.
Non-registrant	Are individuals, who may have completed the academic requirements for registration in their chosen field, but are in the process of gaining the requisite work experience before they may register as practicing technologists, technicians, or technical specialists. A non-registrant may only engage in fire protection practice while under direct supervision of a qualified RFPT.

3.0 Providing Inspection and Testing Services

3.1 Building Owner Responsibilities

3.1.1 It is the responsibility of the building owner to comply with the Administrative Provisions section of the published version of the BC Building and Fire Codes, which includes maintaining fire prevention equipment and systems in good working order. This includes:

3.1.2 Making arrangements for the required inspections and testing. It is the owner's responsibility to initiate repairs or additional work, and follow-up inspection and testing to be in compliance with manufacturer specifications, codes, standards and municipal regulations.

3.2 Registered Fire Protection Technician (RFPT) Responsibilities

3.2.1 Registered Fire Protection Technicians provide their fire protection testing and inspecting services to the building owner on a contractual basis. RFPTs are responsible for notifying the building owner and the Authority Having Jurisdiction (when appropriate) of any deficiencies identified during the inspection and testing of fire equipment or systems.

3.2.2 The RFPT is responsible for providing the fire protection inspection and testing services in accordance with applicable practices and standards.

3.2.3 The RFPT is responsible for maintaining knowledge, skills, and competencies relating to the equipment and systems they are testing and/or inspecting. This includes equipment used to perform the testing, updates to inspection processes and standards, updates to relevant codes and standards, and understanding of emerging technologies and practices in fire protection.

3.2.4 It is the responsibility of the RFPT to inform the building owner of all observed deficiencies in the fire protection equipment or systems as described in the

report. The RFPT shall advise the building owner of any equipment or systems that have not been inspected and tested. It is the responsibility of the RFPT to inform the fire protection company on the same day of any deficiencies identified during the inspection and testing.

3.2.5 The RFPT who performed the inspection and testing of the fire protection equipment or systems is responsible for completing the mandatory report. This report must be submitted to the building owner within 21 calendar days from completion of the inspection and testing. The RFPT is responsible for ensuring the report is sent to the owner within the 21 calendar days.

3.2.6 The RFPT's report must describe the inspection and test results of the fire protection equipment or systems that were found to be dysfunctional compared to manufacturer specifications, bylaws, codes or standards. Additional requirements for fire protection testing and inspection reports can be found in Appendix 1. The RFPT shall stamp and sign the inspection and test report and inform the building owner that a copy of the report must be available at the building, accessible to the AHJ.

3.3 Providing Fire Protection Inspection and Testing Services

3.3.1 Upon arrival at the site, the RFPT shall confirm the scope of service to be completed. The RFPT will need to confirm with the building owner the information provided in previous reports including telephone and contact information of people who may be required to facilitate the inspection and testing. At all times, the RFPT shall comply with the ASTTBC Standards of Competence and Code of Ethics and shall be courteous, cooperative and informative with the building owner.

3.3.2 The RFPT prepares by reviewing the reports (if available) from previous inspections and tests conducted on the fire protection equipment or system(s). Any deficiencies noted in the previous report(s) shall be carefully examined during the current inspection and testing. A clear understanding of the activities, occupancy, purpose and the construction of the building(s) in which the fire protection equipment and/or systems are installed will help determine the scope of the inspection and testing.

3.3.3 The RFPT shall observe, and record in the written report, all conditions in the building that could affect the proper and safe operation of the fire protection equipment and systems. This includes:

- proper location and accessibility to fire protection equipment;
- any new occupancy or use of the building that changes the level of fire protection needed;
- obstructions to fire protection equipment or system controls; and
- anything that might affect the proper functioning of the fire protection systems or compromise the health or safety of the occupants. (see 4.7 Condition 3)

3.3.4 At the conclusion of the inspection and testing service the RFPT shall inform the owner of the results. The RFPT shall clearly explain to the owner why it is necessary to correct the deficiencies and the consequences of not doing the recommended additional work.

3.3.5 When the RFPT identifies equipment or systems that are deficient to a point that the level of fire protection functionality is compromised, and the safety of the property and/or occupants may be at risk, the RFPT is obliged to advise the building owner of the urgency of the situation.

3.3.6 When the RFPT identifies equipment or systems that are deficient to a point that the level of fire protection functionality is compromised, and the RFPT is of the opinion that the safety of the property and/or occupants are placed in **urgent** danger, in addition to the owner, the RFPT shall notify the AHJ by phone. The initial communication with the AHJ shall be followed up by notification in writing, with a copy to the AHJ and the building owner. (see 4.8 Condition 4).

4.0 Requirements for Inspecting and Testing

Fire protection equipment shall be inspected and tested as required by the applicable codes and standards. Any deviation or variations shall be approved in writing by the AHJ for the municipality where the fire protection equipment or system is located, and this documentation shall always be available for review on site. The owner may have been provided with additional obligations regarding the required inspection and testing through the auspices of an insurer, independent risk assessment or corporate loss control program. It is the owner's responsibility to ensure that such additional requirements are properly documented and available for review by the RFPT performing the inspection and testing.

4.1 Documenting Inspections and Tests

4.1.1 After completing the inspection and testing of the fire protection equipment or system(s), the RFPT shall attach or affix a properly completed tag to the fire protection equipment or system(s) that has been inspected and tested. The printed face of the tag shall be positioned so that it is readily visible to the public for review. The RFPT shall prepare a report describing the results of the inspection and testing (Refer to Appendix 1). A copy of the report shall be made available to the AHJ at the building where the equipment and/or systems are installed. The report shall include the name and contact information of the fire protection company under whose auspices the RFPT is contracted, and the report shall be stamped and signed by the RFPT who performed the inspection and testing.

4.1.2 When deficiencies identified during an inspection and testing have been corrected, the equipment or system shall be re-inspected and re-tested (see Appendix 3 for applicable standards).

4.1.3 An individual other than the RFPT responsible for the inspection and testing of the equipment or system may conduct repairs (unless the RFPT is also authorized or certified to repair). Once the repair has been completed, the equipment or system shall be re-inspected and re-tested by an RFPT. The RFPT who is re-inspecting and re-testing the fire protection equipment or systems shall complete a new tag that is to be fastened to the equipment or system, so the new tag is visible on top of the original tag. The original tag(s) shall remain on the equipment or system until the next required inspection and test.

4.1.4 After a repair, the RFPT shall complete a report to describe that a repair was

completed and what was re-inspected and re-tested. The new or updated report shall be provided to the owner within 5 calendar days.

4.2 Tags and Tagging Fire Protection Equipment and Systems

4.2.1 Tags provide a visual summary of the findings of the inspection and testing. Further details regarding the results and recommendations of the inspection and testing are to be provided to the building owner in the report prepared by the RFPT that did the inspection and testing.

4.2.2 A new tag bearing the RFPT's seal and signature shall be attached to the fire protection system or equipment after it has been inspected and tested. The RFPT shall fasten the tag to the equipment or system with their results facing out for greater visibility, particularly for the owner and the AHJ.

4.2.3 The RFPT is responsible for ensuring that the owner receives a copy of their inspection report. The report shall include the name and contact information of the fire protection company and shall be sealed and signed, or digitally signed, by the RFPT who performed the inspection and testing.

4.2.4 The RFPT seal and signature on the tags and inspection reports attest that:

- the RFPT has the required education, experience and competencies to inspect and test the equipment or system that is tagged;
- the inspection and/or testing have been completed in compliance with the applicable codes, standards and practices;
- the RFPT accepts professional responsibility for the work performed.

4.2.5 If an RFPT is supervising work, regardless of who is performing the work, only the supervising RFPT shall seal and sign the tag and report. The supervising RFPT must be present on the site to review the work of all individuals that they are supervising prior to affixing their professional seal.

4.3 Specifications, Graphic Layout and Wording for Tags

4.3.1 Tags shall include a perforation at the top for inserting a twist tie or similar device for fastening the tag to the equipment or system.

4.3.2 The minimum size of the tag shall be 6.0 x 14.0 cm.

4.3.3 The company name, address and telephone number shall be clearly visible at the top of the tag.

4.3.4 The graphic design and wording on the tag shall be as shown in Appendix 2. Modifications including additions, edits, or deletions, to the wording and graphic layout of the tag are prohibited.

4.4 Completing and Displaying Tags

4.4.1 Upon completing the inspection and testing of the fire protection equipment or system, the RFPT shall fill in, punch, stamp and sign a new tag, indicating one of four conditions as described in Sections 4.5 to 4.8 (refer to Appendix 2).

- The RFPT must use a punch to perforate the tag as shown in the examples.
- The RFPT shall secure the tag to the fire protection equipment or system making sure the front of the tag is clearly visible.
- The RFPT may not reuse or edit a tag that has been previously completed.
- A tag that has been incorrectly completed by the RFPT may not be edited. The incorrect tag must be destroyed immediately and a new tag issued in its place.
- The RFPT is responsible for reviewing the tag to ensure it is compliant with the standards set out in Section 4.5 to 4.8 and Appendix 2.
- The RFPT that stamps their professional seal to a fire tag must be the individual affixing the tag to the fire protection equipment or providing direct supervision to the individual who affixes the tag.

4.4.2 When a fire protection system or an individual piece of equipment is NOT functioning as intended by the manufacturer, bylaw, code or standard, the RFPT shall follow the tag process described in either Condition 3 (see 4.7) or Condition 4 (see 4.8). In addition, the inspection report shall:

- Include a complete description of the deficiencies.
- Be clearly stamped and signed by the RFPT.
- Be provided to the owner.

4.4.3 The new tag(s), as described in Condition 1 or Condition 2, for the inspected and tested equipment or system shall include the date (year, month and day) when the next service is due.

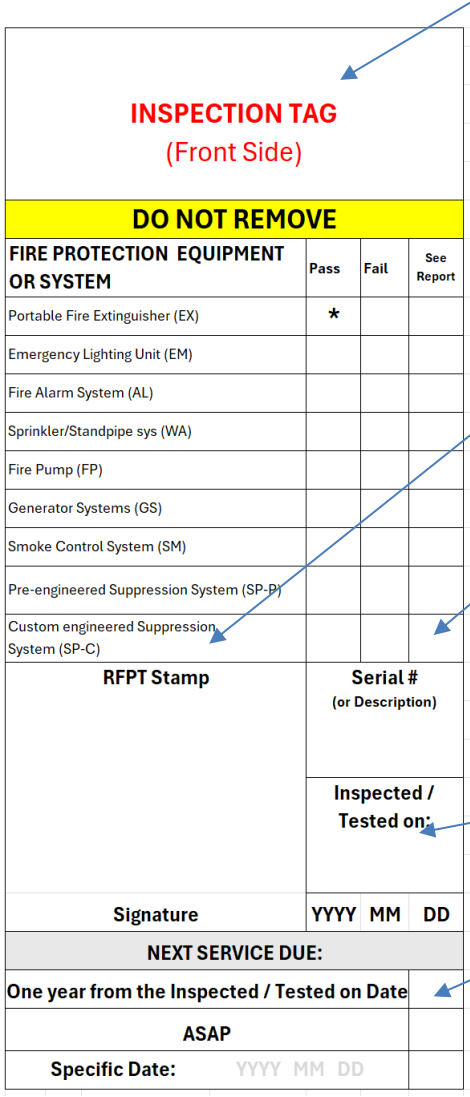
4.4.4 The new tag(s), as described in Condition 3 or Condition 4, for the inspected and tested equipment or system shall include ASAP as the next service due.

4.4.5 Upon re-inspection of fire protection equipment that has previously been tagged under condition 4:

- the RFPT shall leave the previous tag with the red X for sprinklers as well as fire alarm panels. A new tag with the latest inspection result shall be affixed on top of the tag with the red X.
- Other fire protection equipment that previously failed under condition 4 may remove and securely discard the previous tag.

4.5 Condition 1: Equipment or System is Functioning as Intended

4.5.1 When the fire protection equipment or system is determined to be operational and functioning as intended, the RFPT shall punch the appropriate box in the PASS column.



INSPECTION TAG
(Front Side)

DO NOT REMOVE

FIRE PROTECTION EQUIPMENT OR SYSTEM	Pass	Fail	See Report
Portable Fire Extinguisher (EX)	*		
Emergency Lighting Unit (EM)			
Fire Alarm System (AL)			
Sprinkler/Standpipe sys (WA)			
Fire Pump (FP)			
Generator Systems (GS)			
Smoke Control System (SM)			
Pre-engineered Suppression System (SP-P)			
Custom engineered Suppression System (SP-C)			

RFPT Stamp	Serial # (or Description)		
	Inspected / Tested on:		
Signature	YYYY	MM	DD

NEXT SERVICE DUE:	
One year from the Inspected / Tested on Date	
ASAP	
Specific Date: YYYY MM DD	

Name and Contact Information
Fire protection company name and contact information shall be clearly displayed at the top of the tag.

Punch PASS Column for Applicable Row
The RFPT shall punch the PASS column when the fire protection equipment or system is functioning as intended.

RFPT Stamp and Signature
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

Serial Number (or Description)
The RFPT shall write the serial number of the equipment or system. If no serial number is available, then description is required.

Current Date of Service
The RFPT shall write in the year, month and when the system or equipment is inspected and/or tested.

Punch Next Service Due Date
The RFPT shall punch the NEXT SERVICE DUE date as One year from current date or ASAP as specified in the applicable code or standard.

4.6 Condition 2: Equipment or System is Functioning, but Other Conditions Observed

4.6.1 The equipment or system meets the intended functionality but may need some upgrades or there are conditions observed by the RFPT that require attention and remediation by the building owner or their authorized agent. The RFPT shall punch the PASS and SEE REPORT columns. A description of the condition or concern and the proposed remedial action by the building owner or their authorized agent shall be entered in the inspection and testing report.

Examples of this condition include, but are not limited to:

1. A fire extinguisher will function, but it is installed at the wrong height or location.
2. Smoke detector has passed its life expectancy but is still functional.
3. Emergency light unit has passed its life expectancy but is still functional.
4. Alarm panel has passed its life expectancy but is still functional.

INSPECTION TAG
(Front Side)

DO NOT REMOVE

FIRE PROTECTION EQUIPMENT OR SYSTEM	Pass	Fail	See Report
Portable Fire Extinguisher (EX)	*		*
Emergency Lighting Unit (EM)			
Fire Alarm System (AL)			
Sprinkler/Standpipe sys (WA)			
Fire Pump (FP)			
Generator Systems (GS)			
Smoke Control System (SM)			
Pre-engineered Suppression System (SP-P)			
Custom engineered Suppression System (SP-C)			

RFPT Stamp	**Serial #** (or Description)		
	Inspected / Tested on:		
Signature	**YYYY**	**MM**	**DD**

NEXT SERVICE DUE:	
One year from the Inspected / Tested on Date	
ASAP	
Specific Date: YYYY MM DD	

Name and Contact Information
Fire protection company name and contact information shall be clearly displayed at the top of the tag.

Punch PASS and SEE REPORT Columns
The RFPT shall punch the PASS and SEE REPORT columns in the applicable row.

RFPT Stamp and Signature
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

Serial Number or Description
The RFPT shall write the serial number (preferred) or description of the equipment or system.

Current Date of Service
The RFPT shall write the year, month and day when the system or equipment was inspected and/or tested.

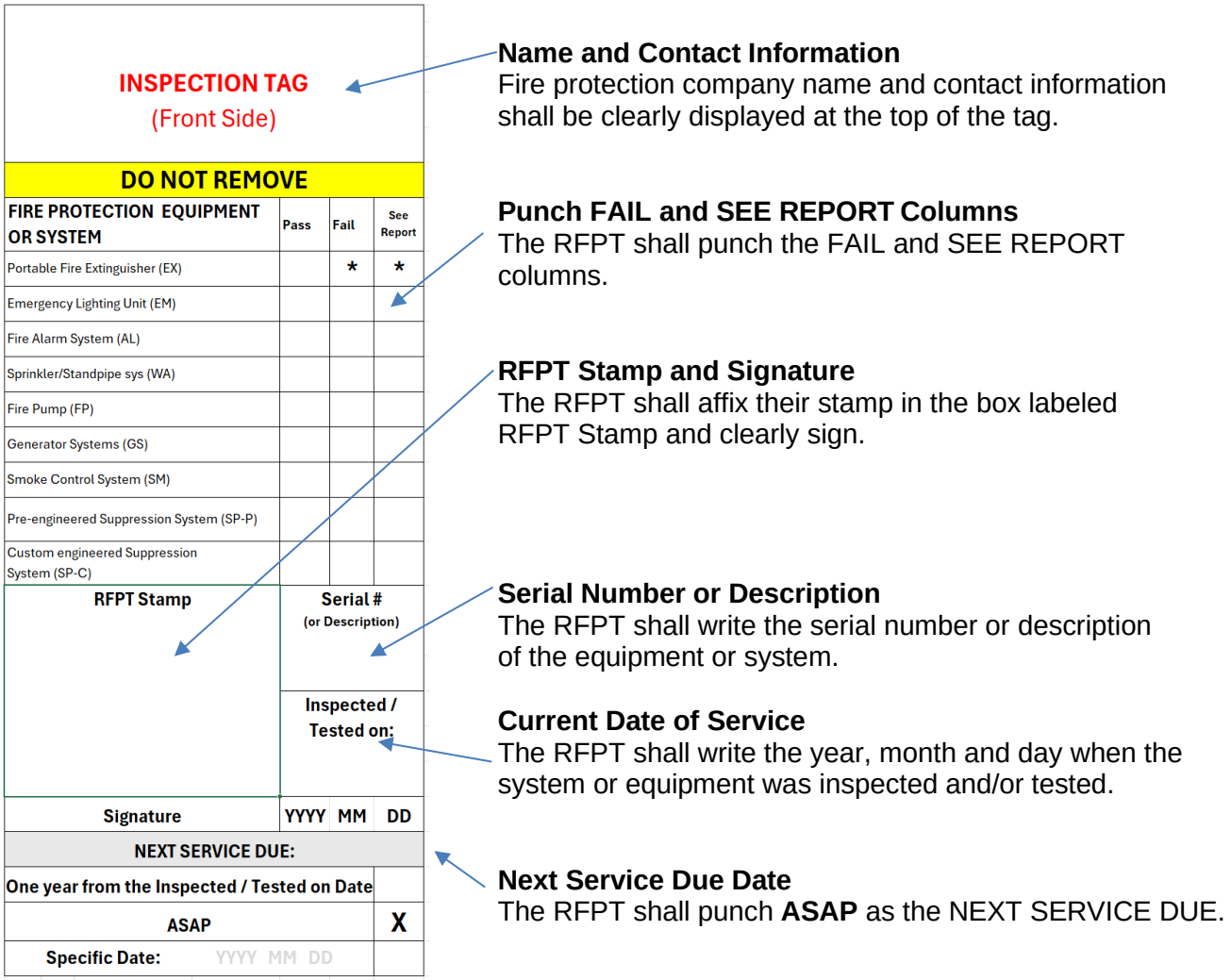
Next Service Due Date
The RFPT shall punch the NEXT SERVICE DUE date as "One year from the Inspected/Tested on Date" or ASAP as per applicable code and/or standard.

4.7 Condition 3: Equipment or System is Not Functioning and Repairs or Intervention is Required

4.7.1 When the equipment or system does NOT meet intended functionality and/or additional work is REQUIRED, the RFPT shall punch FAIL and SEE REPORT, and mark ASAP as the NEXT SERVICE DUE. The condition of the fire equipment or system shall be described in the inspection and testing report. The REQUIRED additional work shall be specified in the report.

Examples of this condition include, but are not limited to:

1. A fire extinguisher will function, but it is due for service/periodic testing.
2. Installation or maintenance of the fire protection equipment does not follow the manufacturer's standards.
3. Access to a room with a system or system component, such as a smoke or heat detector or pull station, was denied or not possible.



INSPECTION TAG
(Front Side)

DO NOT REMOVE

FIRE PROTECTION EQUIPMENT OR SYSTEM	Pass	Fail	See Report
Portable Fire Extinguisher (EX)		*	*
Emergency Lighting Unit (EM)			
Fire Alarm System (AL)			
Sprinkler/Standpipe sys (WA)			
Fire Pump (FP)			
Generator Systems (GS)			
Smoke Control System (SM)			
Pre-engineered Suppression System (SP-P)			
Custom engineered Suppression System (SP-C)			

RFPT Stamp	Serial # (or Description)
	Inspected / Tested on:
Signature	YYYY MM DD

NEXT SERVICE DUE:	
One year from the Inspected / Tested on Date	
ASAP	X
Specific Date: YYYY MM DD	

Name and Contact Information
Fire protection company name and contact information shall be clearly displayed at the top of the tag.

Punch FAIL and SEE REPORT Columns
The RFPT shall punch the FAIL and SEE REPORT columns.

RFPT Stamp and Signature
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

Serial Number or Description
The RFPT shall write the serial number or description of the equipment or system.

Current Date of Service
The RFPT shall write the year, month and day when the system or equipment was inspected and/or tested.

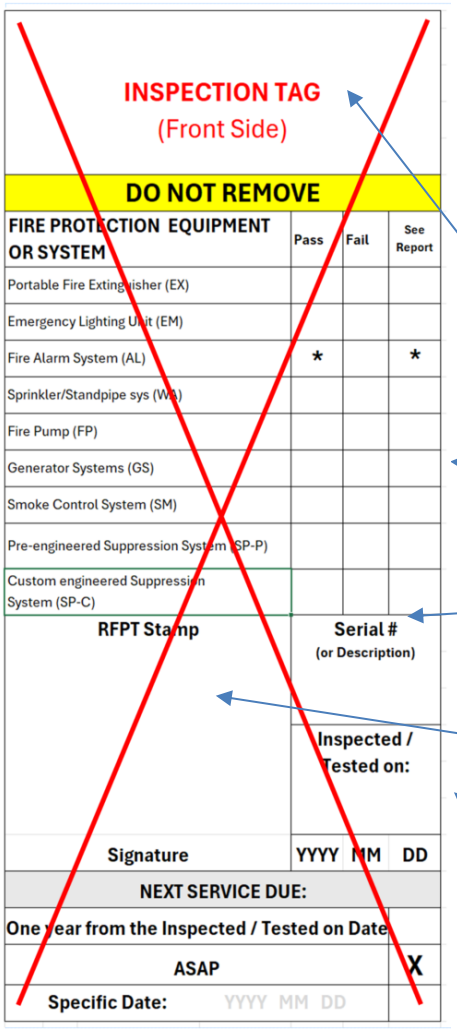
Next Service Due Date
The RFPT shall punch **ASAP** as the NEXT SERVICE DUE.

4.8 Condition 4: Equipment or System is Not Functioning and Critical Repairs or Immediate Intervention is Required

4.8.1 When the equipment or system does NOT function as intended and additional work or replacement is URGENTLY REQUIRED, the RFPT shall punch FAIL and SEE REPORT then mark a large red **X** on the front of the tag as shown below. The RFPT shall advise the fire protection company and the building owner or their authorized agent of all red **X** tags and the conditions that urgently require attention. A red felt pen is required to mark the **X**. The RFPT shall mark ASAP as the NEXT SERVICE DUE date. Please see paragraph 3.3.5 regarding situations that may require notifying the AHJ.

Based on the applicable codes, standards or manufacturer specifications, deficiencies that would result in an RFPT punching FAIL and marking a large red X on the front and back of the tag include, but are not limited to:

a. Fire protection equipment does not meet testing standards;
b. A battery pack that does not work;
c. A fire extinguisher that has been discharged;
d. A fire pump that does not start;
e. An audible alarm device on a fire alarm system does not work;
f. An alarm initiating device on fire alarm system does not work;
g. A sprinkler or standpipe system operation is impaired;
h. A special fire suppression system operation is impaired;
i. Fire Code and is 3 months overdue for inspection and testing;
j. Extinguishing agent discharge plug (squib) missing or disconnected;
k. Fire hose that is rotted and/or overdue for a hydrostatic test.
l. A smoke control or required exhaust system is impaired.



Name and Contact Information
Fire protection company name and contact information shall be clearly displayed at the top of the tag.

Punch FAIL and SEE REPORT Columns
The RFPT shall punch the FAIL and SEE REPORT columns.

Serial Number or Description
The RFPT shall write the serial number (preferred) or description of the equipment or system.

RFPT Stamp and Signature
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

Current Date of Service
The RFPT shall write the year, month and day when the system or equipment was inspected and/or tested.

Next Service Due Date
The RFPT shall punch **ASAP** as the NEXT SERVICE DUE

Distinguishing between Condition 3 (see 4.7) and Condition 4 (see 4.8)

When a condition such as described in paragraph 3.3.5 exists, and after considering all relevant circumstances, it is expected that an RFPT will make a decision based on their training, experience and professional judgement. If the RFPT is unclear as to whether notifying the AHJ is warranted, the RFPT is expected to err on the side of caution and notify the AHJ as required in Condition 4.

5.0 Commercial Kitchen Exhaust Cleaning

5.1 Specifications, Graphic Layout and Wording for Kitchen Exhaust Cleaning Labels

5.1.1 The minimum size of the label is 7.5 x 15.0 cm. The company name and contact information must be clearly displayed on the label. The text and graphic layout are shown in 5.3. A self-sticking peel-off label placed in a visible location on the exhaust hood is required. The printing and any marking on the label should be with permanent ink or marker to avoid being smudged or erased.

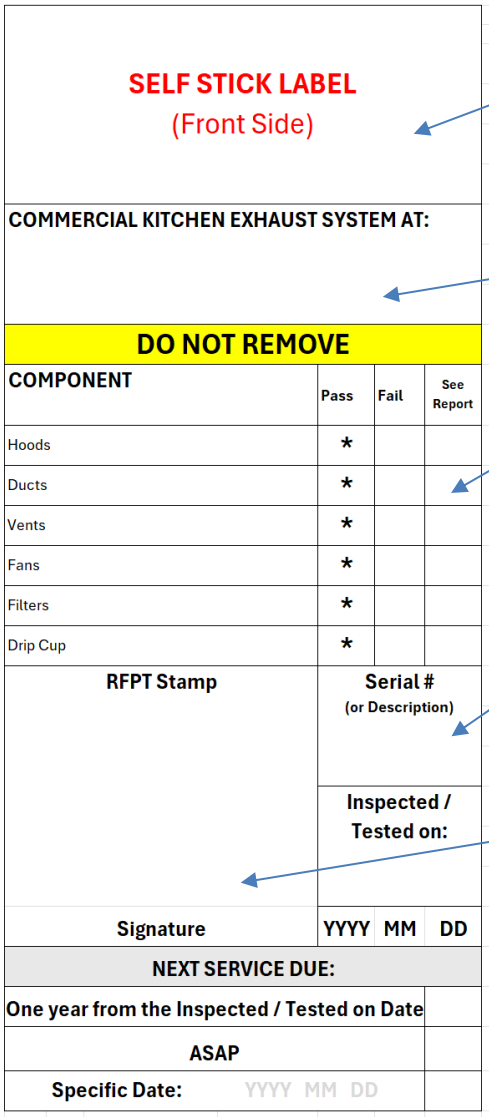
5.2 Completing and Displaying Kitchen Exhaust Cleaning Labels

5.2.1 The RFPT shall punch the appropriate boxes on the label to indicate the results of the cleaning, inspection and/or testing completed on various component parts of the system. The overall condition of a commercial kitchen exhaust system shall fall within one of four conditions as described in Sections 5.3 to 5.6.

5.2.2 The RFPT must describe in the report the areas of the system that have not been cleaned or inspected/tested due to inaccessibility or other reasons. The report shall describe whether access panels need to be installed to provide access to parts of the system. The next service date must be noted. The RFPT then stamps the label, signs, and affixes the label to the exhaust vent hood so it is readily visible to observers. The peel-and-stick label is to be affixed to the unit only when the cleaning and inspection/testing has been completed.

5.3 Condition 1: Components Cleaned and Functioning as Intended

5.3.1 When all components of the kitchen exhaust system are accessible, have been cleaned and are functioning as intended, the RFPT shall punch the PASS box for each component that has been cleaned, inspected and tested.



SELF STICK LABEL
(Front Side)

COMMERCIAL KITCHEN EXHAUST SYSTEM AT:

DO NOT REMOVE

COMPONENT	Pass	Fail	See Report
Hoods	*		
Ducts	*		
Vents	*		
Fans	*		
Filters	*		
Drip Cup	*		

RFPT Stamp	Serial # (or Description)
	Inspected / Tested on:
Signature	YYYY MM DD

NEXT SERVICE DUE:

One year from the Inspected / Tested on Date	
ASAP	
Specific Date: YYYY MM DD	

Cleaning Company Name and Contact Information
Fire protection or cleaning company name and contact information shall be clearly displayed at the top of the label.

Describe the Location of the System
Write the address and unit number.

Punch PASS column only
Punch the PASS column in the row for each component of the exhaust system that is clean and functioning as intended.

Serial Number or Description
The RFPT shall write the serial number or description of the equipment or system.

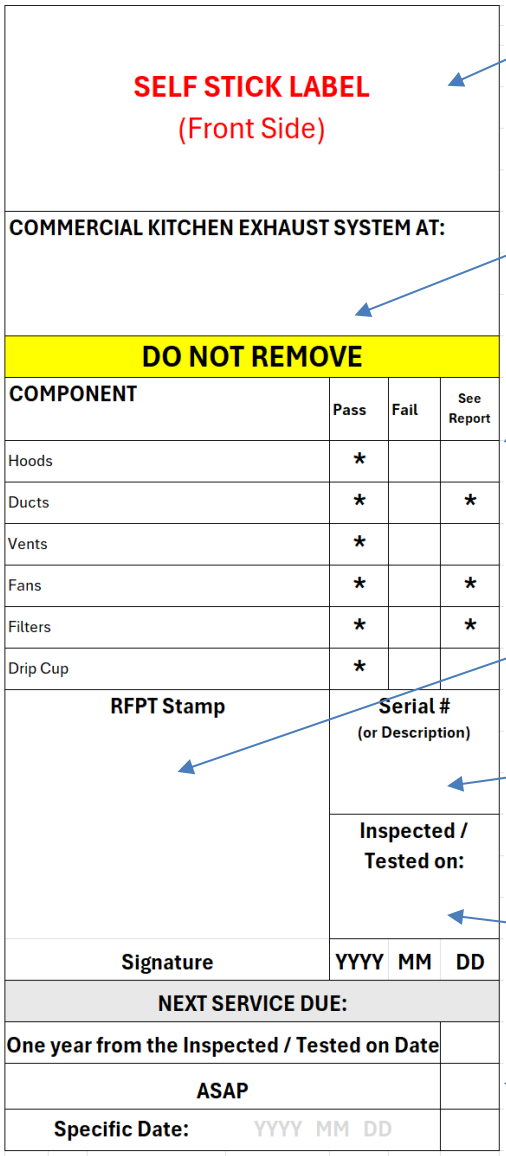
RFPT Stamp and Signature
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

Current Date of Service
The RFPT shall write the year, month and day when the system or equipment was inspected and/or tested.

Next Service Due Date
The RFPT shall punch the NEXT SERVICE DUE as applicable.

5.4 Condition 2: Components Cleaned, System Functions, but Other Conditions Observed

5.4.1 If additional work is required, the RFPT shall punch the appropriate box on the label. A description of the required additional work shall be entered into the report. The owner or their authorized agent shall be advised of the deficiencies.



Cleaning Company Name and Contact Information
Fire protection or cleaning company name and contact information shall be clearly displayed at the top of the label.

Describe the Location of the System
Write the address and unit number.

Punch PASS and SEE REPORT Columns
The RFPT shall punch the PASS column and punch SEE REPORT for components identified by the RFPT as a concern.

RFPT Stamp and Signature
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

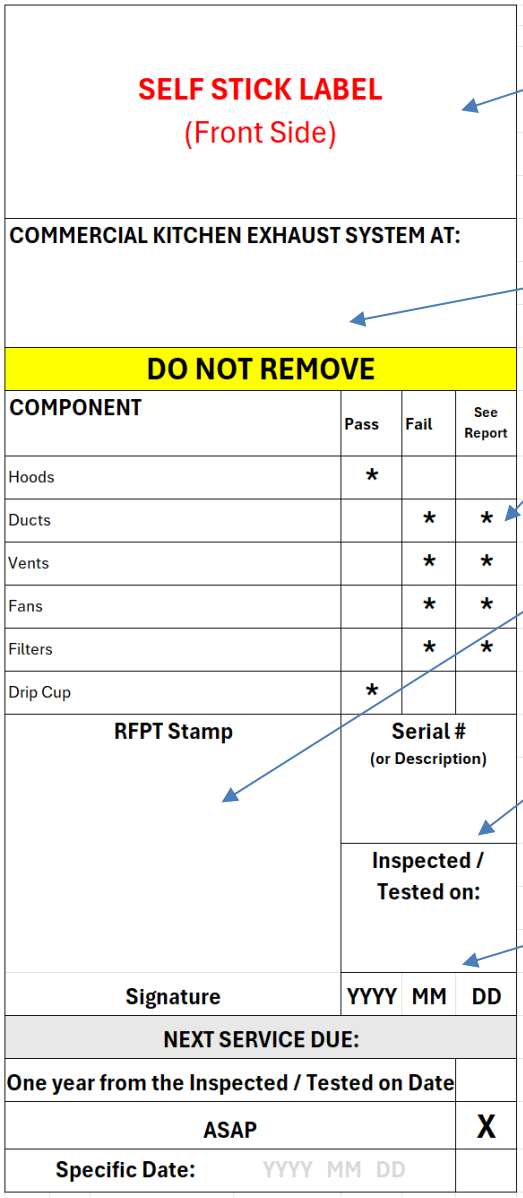
Serial Number or Description
The RFPT shall write the serial number (preferred) or description of the equipment or system.

Current Date of Service
The RFPT shall write the year, month and day when the system or equipment was inspected and/or tested.

Next Service Due Date
The RFPT shall punch the NEXT SERVICE DUE.

5.5 Condition 3: Components Not Cleaned, FAIL

5.5.1 When some components of the kitchen exhaust system are inaccessible, have not been cleaned or are not functioning as intended and additional work is required, the RFPT shall punch the FAIL and SEE REPORT boxes for the deficient components. Any component of the system that has been cleaned and inspected shall be punched PASS.



SELF STICK LABEL
(Front Side)

COMMERCIAL KITCHEN EXHAUST SYSTEM AT:

DO NOT REMOVE

COMPONENT	Pass	Fail	See Report
Hoods	*		
Ducts		*	*
Vents		*	*
Fans		*	*
Filters		*	*
Drip Cup	*		

RFPT Stamp	Serial # (or Description)
	Inspected / Tested on:
Signature	YYYY MM DD

NEXT SERVICE DUE:

One year from the Inspected / Tested on Date	
ASAP	X
Specific Date: YYYY MM DD	

Cleaning Company Name and Contact Information
Fire protection or cleaning company name and contact information shall be clearly identified.

Describe the Location of the System
Write the address and unit number.

Punch FAIL and SEE REPORT Columns
The RFPT shall punch the FAIL and SEE REPORT columns.

RFPT Stamp
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

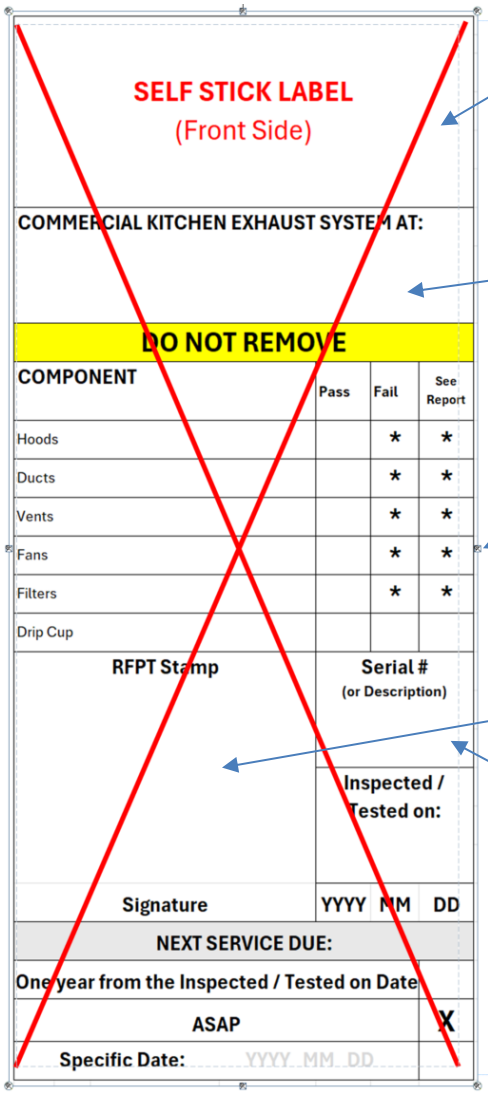
Serial Number or Description
The RFPT shall write the serial number (preferred) or description of the equipment or system.

Current Date of Service
The RFPT shall write the year, month and day when the system or equipment was inspected and/or tested.

Next Service Due Date
The RFPT shall punch **ASAP** as the NEXT SERVICE DUE.

5.6 Condition 4: Components Not Cleaned, Additional Work Urgently Required

5.6.1 When the equipment or system does NOT function as intended and additional work or replacement is URGENTLY REQUIRED, the RFPT shall punch the FAIL and SEE REPORT boxes and mark a large red **X** on the front of the label as shown below. The RFPT shall advise the fire protection company and the building owner or their authorized agent of all red **X** labels and the conditions that urgently require attention. A red felt pen is required to mark the **X**. The RFPT shall mark ASAP as the NEXT SERVICE DUE date. Please see paragraph 3.3.5 regarding situations that may require notifying the AHJ.



Cleaning Company Name and Contact Information
Fire protection or cleaning company name and contact information shall be clearly displayed at the top of the label.

Describe the Location of the System
Write the address and unit number.

Punch FAIL and SEE REPORT Columns
The RFPT shall punch the FAIL and SEE REPORT columns.

RFPT Stamp and Signature
The RFPT shall affix their stamp in the box labeled RFPT Stamp and clearly sign.

Serial Number or Description
The RFPT shall write the serial number (preferred) or description of the equipment or system.

Current Date of Service
The RFPT shall write the date when the system or equipment was inspected and/or tested.

Next Service Due Date
The RFPT shall punch **ASAP** as the NEXT SERVICE DUE.

6.0 Kitchen Exhaust Fire Suppression System Inspection and Testing

Inspection and testing the fusible links, system suppressant agent cylinder and other features of a commercial kitchen exhaust system shall be completed by an RFPT with endorsement in either Pre-engineered (SP-P) or Custom-engineered (SP-C) Special Fire Suppression Systems. Inspection and testing of commercial kitchen exhaust fire suppression systems shall be done as per manufacturer specifications, applicable codes and standards.

7.0 Ownership, Responsibility and Use of RFPT Professional Seal

7.1 Professional Seal Ownership

7.1.1 Use Professional Seal is strictly limited to documents describing work or containing information that is within the scope of practice. Seals are not transferable or usable by anyone at any time other than the individual to whom they were issued and remain the property of ASTTBC. Registrants holding a Registered Fire Protection Technician designation are required to have a Seal to fulfill their professional duties. Individuals applying to register in one of these designations will automatically have a Seal application processed as part of their Registrant application package with ASTTBC.

7.2 RFPT Responsibility

7.2.1 The RFPT is responsible for the safekeeping and use of the stamp or seal issued in their name. Any seal that is misplaced, lost, stolen or damaged beyond use shall be reported immediately to ASTTBC.

It is the responsibility of the RFPT to use the seal in compliance with the ASTTBC Bylaws, ASTTBC Professional Seal Guideline, and all standards and codes applicable to RFPTs.

The use of the stamp is restricted to the RFPT whose name appears on the stamp.

The inspection and/or testing done by the RFPT is restricted to the specialty endorsements for which the RFPT is qualified, certified and registered.

7.3 Stolen, Lost or Misplaced Stamp or Seal

7.3.1 Upon discovery of a missing or stolen seal, the RFPT shall immediately notify the ASTTBC Registrar in writing, and shall, as soon as possible, submit to ASTTBC a signed affidavit indicating the disposition of the stamp. In the case of a stolen stamp, a police report may be requested. The RFPT is responsible for costs to prepare and submit an affidavit and for ASTTBC to issue a replacement stamp.

7.4 Use of the Stamp or Seal

7.4.1 The right to use professional seals is a privilege granted by ASTTBC. Only an RFPT in good standing may use their seal.

Pre-stamping of tags and documents is prohibited.

Tags and documents shall not be reproduced with a stamp imprinted on them.

The right to have and use a stamp may be revoked if not used in an ethical or professional manner in compliance with ASTTBC Standards of Competence and Code of Ethics, the Professional Seal Guideline, and/or any applicable fire protection SoP.

7.5 Documents Requiring a Professional Seal

7.5.1 The RFPT shall stamp all applicable documents, including fire protection testing and inspection reports, fire tag, and commercial kitchen exhaust tags, regardless of whether the municipality has enacted a bylaw requiring inspection and testing of fire protection equipment and systems to be done by ASTTBC RFPTs.

7.5.2 The RFPT shall stamp tags and reports for the inspection and/or testing work done only in the specialty endorsements in which the RFPT is registered and is in good standing. All tags, stick-on labels for commercial kitchen exhaust cleaning, reports and any other document specifically requested by an employer or an AHJ shall be stamped and signed or initiated.

7.6 Stamping Documents in Supervisory or Shared Responsibility Roles

Applying a professional seal to a document must be done in accordance with ASTTBC's Professional Seal Guideline.

7.6.1 In situations where a RFPT provides direct supervision to another RFPT or a non-registrant, the supervising RFPT must affix their professional seal to the document.

Upon application of their professional seal, the supervising RFPT is accepting professional responsibility for all work detailed within the fire protection testing and inspection report, regardless of who performed the work.

7.6.2 In situations where multiple RFPTs assume responsibility for a shared report, a separate page must be included in the front of the report that includes:

- Each RFPT's name, RFPT number, and sections of the report that they have performed the work and/or are assuming professional responsibility;
- The professional seal, along with the appropriate signature, date, and digital certificate (if authenticated digitally), stamped to the page indicating the sections for which each RFPT is accepting responsibility.

Appendix 1 - Minimum Requirements for Fire Protection Test and Inspection Reports

The following information is required in all fire protection test and inspection reports:

Administrative Information

- Site address
- Owner information
- Date of inspection
- Name and contact information of the fire protection company.
- Full name (as displayed on the ASTTBC public register) of all RFPTs conducting the assessment.
- Full legal name of all non-registrants completing fire protection work under supervision.
- RFPT professional seal (stamped, signed, and dated by the RFPT who performed the inspection/testing and/or the RFPT who supervised the inspection/testing).

Inspection and Testing Information

- Equipment inspected
- Serial number of the fire protection equipment that is inspected
- Inspection result of each device or system
- Deficiencies or recommendations noted for each device or system.

Appendix 2 - Fire Protection Fire Tags

Fire tags show in this appendix may be replicated for printing purposes.

Note: *These tags are standardized across all ASTTBC jurisdictions. Modifications to the content, design and wording of these tags are prohibited with the exception of the inclusion of the name, logo, and contact information of the fire protection company.*

Fire Protection Equipment or System

INSPECTION TAG
(Front Side)

DO NOT REMOVE

FIRE PROTECTION EQUIPMENT OR SYSTEM	Pass	Fail	See Report
Portable Fire Extinguisher (EX)			
Emergency Lighting Unit (EM)			
Fire Alarm System (AL)			
Sprinkler/Standpipe sys (WA)			
Fire Pump (FP)			
Generator Systems (GS)			
Smoke Control System (SM)			
Pre-engineered Suppression System (SP-P)			
Custom engineered Suppression System (SP-C)			

RFPT Stamp	Serial # (or Description)
	Inspected / Tested on:
Signature	YYYY MM DD

NEXT SERVICE DUE:	
One year from the Inspected / Tested on Date	
ASAP	
Specific Date: YYYY MM DD	

Commercial Kitchen Exhaust System

SELF STICK LABEL
(Front Side)

COMMERCIAL KITCHEN EXHAUST SYSTEM AT:

DO NOT REMOVE

COMPONENT	Pass	Fail	See Report
Hoods			
Ducts			
Vents			
Fans			
Filters			
Drip Cup			

RFPT Stamp	Serial # (or Description)
	Inspected / Tested on:
Signature	YYYY MM DD

NEXT SERVICE DUE:	
One year from the Inspected / Tested on Date	
ASAP	
Specific Date: YYYY MM DD	

Appendix 3 - Summary of Applicable Codes, Standards and Bylaws

A3.1 Fire Alarm Systems (AL)

Fire alarm and emergency voice communications (EVC) systems are required to be tested annually to CAN/ULC-S536 (Standard for Inspection and Testing of Fire Alarm Systems).

A3.2 No Access (Suites or Units)

Inaccessible areas, suites or units within a building shall be recorded on the CAN/ULC-S536 Appendix C3.2 Individual Device Test Record.

A3.3 High Devices

High devices shall be tested as per ULC S536. Those field devices identified as being inaccessible as noted in the remarks column of section 23.2 shall be tested at least once every two years.

The building owner (or their authorized representative) is responsible for making suitable arrangements to access high fire protection system devices.

A3.4 Dedicated Detection and Recall Controllers (DDRC)

Elevator recall functions shall be tested in accordance with CAN/ULC-S536 (Standard for Inspection and Testing of Fire Alarm Systems).

A3.5 Integrated Testing of Fire Protection and Life Safety Systems

The BC Fire Code, Division B, Section 6.8 requires that every building undergoes complete testing of all interconnected life safety equipment and systems controlled by (or through) the fire alarm system every two years.

A3.6 Portable Fire Extinguishers (EX)

Portable Fire Extinguishers are to be inspected and tested in accordance with NFPA 10 (Standard for Portable Fire Extinguishers).

A3.7 Unit Emergency Lighting (EM)

Unit emergency lighting is required to undergo annual inspection and testing in accordance with 6.5.1.6 of the BC Fire Code.

A3.8 Water-based Fire Protection Systems (WA)

NFPA 25 (Standard for the Inspection, Testing and Maintenance of Water-based Fire Protection Systems) is the primary testing criteria.

A3.9 Smoke Control Systems (SM)

BC Fire Code, Section 7.3 is the standard for inspections and test procedures for smoke control systems. Additional reference is CAN/ULC-S524 (Standard for Installation of Fire Alarm Systems).

A3.10 Special Fire Suppression Systems – Pre-engineered (SP-P) and Special Fire Suppression Systems – Custom-engineered (SP-C)

A3.10.1 Kitchen exhaust vent hood systems shall comply with UL-300 and can no longer employ dry chemical agents. Systems which have not been upgraded shall be red tagged by the RFPT in compliance with Section 4.0 of the SoP.

A3.10.2 Pre-engineered dry chemical fire suppression systems used for auto booths and localized spray operations may be predesigned and have service manuals. Similar to kitchens, if the particular operation or system is outside the manual's design, the manufacturer is to be contacted for guidance.

NFPA 17A (Standard for Installation and Testing for Wet Chemical Extinguishing Systems)

NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Kitchen Cooking Operations)

Water or other extinguishing agent releasing systems shall comply with CAN/ULC-S524 (Standard for Installation of Fire Alarm Systems).

The following additional standards are referenced in the BC Fire Code and their required testing shall be documented in the inspection and testing service report:

- NFPA 11 (Standard for Installation and Testing of Low, Medium, and High-Expansion Foam Systems)
- NFPA 12 (Standard for Installation and Testing of Carbon Dioxide Extinguishing Systems)
- NFPA 12A (Standard for Installation and Testing of Halon 1301 Fire Extinguishing Systems)
- NFPA 12B (Standard for Installation and Testing of Halon 1211 Fire Extinguishing Systems)
- NFPA 17 (Standard for Installation and Testing of Dry Chemical Extinguishing Systems)
- NFPA 25 (Standard for Inspection and Maintenance of Water Based Extinguishing Systems)

A3.11 Stationary Fire Pumps (FP)

NFPA 25 (Standard for the Inspection, Testing and Maintenance of Water-based Fire Protection Systems) is the primary testing criteria and comply with the NFPA Standard and/or other local codes and bylaws, and the Canadian Electric Code - CEC 22.1 (Part 1).

A3.12 Generator Systems (GS)

CAN/CSA C22.1 (Canadian Electrical Code), CAN/CSA 282 (Emergency Electrical Power Supply for Buildings), CAN/CSA Z32 (Electrical Safety and Essential Electrical Systems in Health Care Facilities), and CAN/ULC-S536 (Standard for Inspection and Testing of Fire Alarm Systems) are the reference standards and codes.

Where the generator serves as the emergency power supply for the building's fire alarm system, the RFPT shall review the Appendix C2.5 – Emergency Power Supply Test and Inspection – record of the CAN/ULC-S536 (Standard for Inspection and Testing of Fire Alarm Systems) Report or the Appendix C5.7 – Emergency Power Supply Test and Inspection – record of the CAN/ULC-S537 (Standard for Verification of Fire Alarm Systems) Report, to ensure there is sufficient stand-by capacity.

Appendix 4 - Table 1 Summary of RFPT Endorsements, Applicable Codes, Standards and Bylaws

RFPT Endorsement	Stamp Designation	NFPA	National Fire Code of Canada	BC Fire Code	National Building Code of Canada	BC Building Code/VBBL	ULC	Canadian Electric Code	Municipal Bylaws	Other
Portable Fire Extinguishers	EX	10	Yes	Yes	Yes	Yes	S532	No	Yes	No
Unit Emergency Lighting	EM	NA	Yes	Yes	Yes	Yes	No	Yes	Yes	
Fire Alarm Systems	AL	NA	Yes	Yes	Yes	Yes	S524 S536 S561 S1001	Yes	Yes	No
Water-based Fire Protection Systems	WA	13 25 20	Yes	Yes	Yes	Yes	S1001	No	Yes	No
Commercial Kitchen Exhaust Cleaning	CO	96	Yes	Yes	Yes	Yes	No	No	Yes	No
Special Fire Suppression Systems – Pre-engineered and Special Fire Suppression Systems – Custom-engineered	SP-P SP-C	17A 96 11, 12 12A 12B 17 25	Yes	Yes	Yes	Yes	S1001	No	Yes	No
Stationary Fire Pumps	FP	14 25 20	Yes	Yes	Yes	Yes	S1001	No	Yes	No
Smoke Control Systems	SM	No	Yes	Yes	Yes	Yes	S1001	No	Yes	Note 1
Generator Systems	GS	37	Yes	Yes	Yes	Yes	S1001	Yes	Yes	CAN/CSA 282-M CSAZ32

Appendix 5 - Additional requirements

The ASTTBC Bylaws and Practice Guidelines outline additional requirements and guidance for all RFPTs including, but not limited to:

Professional Practice and Conduct Guideline

- Minimum document retention period of 10 years for all RFPT documents,
- Required Professional Liability (also known as errors and omissions) Insurance for all RFPTs,
- Professional responsibility for shared/split inspections,
- Requirements for providing direct supervision to other RFPTs and non-registrants.

Professional Seal

- Use, storage, and security of the professional seal
- Use of a seal on digital (electronic) documents

Continuing Professional Development

- Completion of annual continuing professional development