

Fire Quality Management Plan

**CITY OF CALGARY
FIRE QUALITY MANAGEMENT PLAN**

Fire Quality Management Plan

City of Calgary
Fire Quality Management Plan

This Fire Quality Management Plan has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



SAFETY CODES COUNCIL

Fire Quality Management Plan

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Scope of Accreditation

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Scope of Accreditation

Accreditation under the Safety Codes Act is the authority granted by the Minister responsible for the Act, through the Administrator of Accreditation to an organization, empowering the accredited organization to administer all or in part, the Safety Codes Act and Regulations made pursuant to the Act. The Quality Management Plan is the agreement attested to by the elected officials through a motion in council or by the senior officer of a corporation / agency that the organization will diligently and effectively meet or exceed the provisions of the Quality Management Plan.

City of Calgary will provide services including the administration of the Safety Codes Act (SCA) and all pursuant regulations applicable to the Fire discipline, within the municipal jurisdiction as follows:

Alberta Fire Code Administration: (one is mandatory)

- All parts of the Alberta Fire Code
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (* see details in Section 7 – Service Delivery)

Fire Investigations: (mandatory)

Cause, origin and circumstance determination.

Fire Prevention Programs: (optional)

- Public Education.
- Fire Pre-plans (* see details in Section 7.4 – Fire Prevention Programs)
- Other (list)

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Administration of the City of Calgary Fire QMP

Adherence to the Fire QMP

City of Calgary herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP) including the Scope and Administration and Service Delivery Standards.

The Municipality will provide services under the Service Delivery Standards through their own staff.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review / audit for compliance to this QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews / audits. The Municipality will implement the recommendations of the reviewer / auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend update training required by the SCC to maintain current SCO certification.

Freedoms

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act apply to all information and records relating to, created, or collected under this QMP.

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Records Retention & Retrieval

The Municipality will retain files for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office.

Declaration of Status

The SCOs, staff, and officers employed by the Municipality will not participate in any safety codes administration, inspection or investigation of properties or fires where they may have pecuniary interest.

Revisions

Revisions to this QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in this QMP.

Annual Review

Internal reviews will be carried out annually by the QMP Manager or the Manager's delegate to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality's executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

This is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipality's accreditation designation. All findings for the annual internal reviews are due to the Safety Codes Council **no later than the last day of March of the following year that is being reviewed.**

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this QMP and any amendments. The Municipality will maintain a registry of the SCOs that have been provided with a copy of this QMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this QMP.

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Notices

Any correspondence in regards to this QMP will be forwarded to:

Jeff Fielding, City Manager

Jeff.Fielding@calgary.ca

Name of Chief Administrative Officer

Email address

City of Calgary

P.O. Box 2100, Stn. M, #8003, T2P 2M5

Name of Municipality

Address of Municipality

(403) 268-2109

(403) 538-6111

Phone Number of Municipality

Fax number of Municipality

Municipality Agreement

In accordance with City Council approval dated _____ the City of Calgary hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Jeff Fielding, City Manager

Naheed Nenshi, Mayor

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

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Service Delivery Standards

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Service Delivery Standards

Section 1: Scope of Services

The Service Delivery Standards establishes responsibilities and minimum performance criteria to be provided by the Municipality under the Safety Codes Act (SCA).

Section 2: Performance

The Municipality will:

- Perform the services in an effective and timely manner,
- Endeavour to work co-operatively with the public, owners and/or owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- Perform the services with impartiality and integrity, and
- Provide services in a professional and ethical manner.

Section 3: Personnel

The Municipality will:

- Employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- Employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to the service levels the Municipality provides, and
- Maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training

The Municipality will:

- Train its SCOs and other involved staff in the requirements of this Fire QMP, and
- Maintain the training records on the employee's file.

Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- Inspection Reports,
- Investigation Reports,
- Plans, specifications, and other related documents,
- Plans review reports,
- Verifications of compliance,
- Alternative Solutions / Variances,
- Orders, and
- Permits and other related correspondence.

Section 6: Safety Codes Council Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under the authority of the

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SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Service Delivery

The Municipality will provide the services identified under the Scope of Accreditation as follows:

7.1 Alberta Fire Code Administration

General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- Code advice including but not limited to:
 - New construction under the Alberta Fire Code,
 - Building upgrade programs,
 - Fire Safety Plans,
 - Storage of dangerous goods, and
 - Tire storage,
- Plans examinations including but not limited to:
 - New construction under the Alberta Fire Code,
 - Building upgrade programs,
 - Residential secondary suites, and
 - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- Permit / permission issuance,
 - Fireworks handling, and discharge, and
 - Storage tank systems for flammable liquids and combustible liquids installation, alteration or removal,
- Compliance monitoring site inspections for,
 - Requests and complaints by citizens via 311 Customer Service Requests
 - Construction addressed in the Alberta Fire Code,
 - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
 - Post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
 - Special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
 - Assembly occupancies, and
 - Other occupancies at the discretion of the SCO,
 - Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of compliance,
- No-entry advisory,
- Permit Services Report,
- Identification and follow-up of deficiencies and unsafe conditions,
- Collection and remittance of SCC fees, and
- Maintenance of files and records.

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The Municipality will monitor compliance to determine if the use, occupancy, sites, or work complies with the SCA, relevant codes and standards, permits, and conditions through a program of:

- Site inspections,
- Plans examination (when applicable),
- Permit issuance, and
- Follow-up inspections or verification of compliance (when applicable)

Using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

- Permits issued by the municipality should include:
 - Name of the issuing Municipality,
 - Permit number,
 - Permit discipline type,
 - Date of issue,
 - Applicant's name, address, phone number,
 - Contractor's name, address, and phone number, (if applicable)
 - Certificate holders name and certificate number, (if applicable)
 - Owner's name, address, and phone number,
 - Project or activity location by legal description, civic address, and municipality,
 - Description of the work or activity,
 - Permit conditions,
 - Issuer's name, signature, and designation number, and
 - A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example: "The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."

The Municipality will as appropriate, prior to permit issuance:

- Obtain three complete sets of related documents,
- Conduct a preliminary review of the documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- Obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s) including professional letters or schedules as may be required.

The Municipality will collect and maintain on file all documents of compliance required for the work covered under a permit / permission.

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7.2 Compliance Monitoring

Compliance monitoring will consist of SCO inspections:

- To determine if the use, occupancy, sites, or work comply with the SCA, relevant codes and standards, permits, and conditions,
- , and
- All work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the timeframe for a required inspection(s) by documenting in the file the:

- Reason for the extension, and
- New timeframe or date for conducting the inspection(s).

Storage Tank Systems for Flammable Liquids and Combustible Liquids

The Municipality will:

- Obtain three complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- Have a Fire SCO:
 - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
 - initial all pages of the construction documents,
 - date stamp and sign the documents,
 - complete a Plans Review Report,
 - provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
 - provide two sets of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.
 - complete an onsite inspection of the storage tank system installation and provide final approval if accepted.

Fireworks

The Municipality will, prior to issuing permission:

- Respecting the handling, discharge, fire or set-off, obtain from the applicant written confirmation that the person:
 - Will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
 - Identify the discharge location,
 - Is of at least 18 years of age, and
- Respecting sales, obtain from the owner of the retail business written confirmation that the business:
 - Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
 - Employees handling fireworks for sale are of at least 18 years of age,
 - Manufacturer's instructions are posted at the sales location and provided with each sale,
 - Record of each sale is retained for examination by the Fire SCO and stores fireworks in conformance with Part 3 of the Alberta Fire Code.

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Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a City of Calgary Fire SCO may, at the discretion of the SCO, carry out an inspection for anything, process, or activity to which this Act applies.

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> ✓ AST - 1 site inspection of all work or acceptance of Verification of Compliance ✓ UST – 1 site inspection of all work and reports, prior to backfill ✓ UST - 1 Inspection of all work and reports and Verification on Compliance <input type="checkbox"/> <input type="checkbox"/> ✓ 1 final inspection within 365 days of permit issuance – AST / UST or A Verification of Compliance within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> ✓ AST - 1 site inspection of all work or acceptance of Verification of Compliance ✓ UST – 1 site inspection of all work and reports, prior to backfill ✓ UST - 1 Inspection of all work and reports and Verification on Compliance ✓ 1 final inspection within 365 days of permit issuance, or <ul style="list-style-type: none"> ○ A Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<ul style="list-style-type: none"> ✓ 1 site inspection where a risk to occupied residential building(s) has been identified. ✓ 1 site inspection to ABC Part 3 structures – combustible construction ✓ 1 site inspection to ABC Part 3 structures with partial occupancy
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ✓ Once per event ✓ Minimum one per event > 1000 O.L. ✓ Minimum one per pyrotechnics event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ Not Applicable ✓ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group A, Division 2 Assembly > 300 O.L.; > 150 Licensed > 150 above or below the first story – all require fire alarms	<ul style="list-style-type: none"> ○ Not Applicable ✓ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months

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Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
	Group A, Division 2 < 150 O.L.	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 1 Care or Detention > 40 O.L.	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 1 Care and Detention < 40 O.L.	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 2 Care or Detention > 10 Occupancy sleeping	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 2 Care or Detention < 10 Occupancy sleeping	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 1 to 5 family > 10 Occupancy Child Care	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 1 to 5 family < 10 Occupancy Child Care	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

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Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group D	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months <input type="radio"/> Once every 36 months
	Group E	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months <input type="radio"/> Once every 36 months
	Group F, Division 1	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 2	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 3	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="checkbox"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.

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“Once every 6 months” means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 12 months” means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 24 months” means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

Inspection Reports

A SCO will, for each inspection required by this Fire QMP, complete an inspection report noting:

- Permit number and file number (if applicable),
- Discipline,
- Municipality name,
- Date,
- Owner name, address, phone number and email,
- Occupant name, address, phone number and email,
- Contractor name, address, phone number, and email, (if applicable),
- Legal description, address (if applicable), and municipality,
- Stage(s) of work being inspected (if applicable),
- A description of the work in place at the time of inspection (if applicable),

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- All observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- All observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- All observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- Name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection provide copy:

- Of Inspection Reports of code or standards violations to the owner / occupant,
- Of Inspection Reports of no code or standards violations to the owner / occupant upon request,
- To the Municipality's file, and
- Of follow-up on noted deficiencies or unsafe conditions through re-inspection(s), or at the discretion of the SCO verification of compliance may be accepted as follow-up.

Verification of Compliance

SCOs and/ or representative, may, at their discretion accept a verification of compliance (reasonable assurance provided from a third party that work or occupancy complies):

- As follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- In lieu of a site inspection, (e.g., minor corrections of non-life safety issues).

A SCO, and/ or representative, when accepting a verification of compliance, will document the information to the file including:

- Identification of the document as a verification of compliance,
- Permit or file number and discipline,
- Name and title of the person who provided the verification of compliance and how it was provided (i.e., written assurance, verbal assurance, site visit by designate, etc.),
- Date accepted by the SCO, and
- Signature and designation number of the SCO.

A SCO, and/ or representative will mail out compliance letters to business owners listing non-compliance items, 30-day compliance time line, and process for compliance. This will include:

- Identification of the document as a verification of compliance,
- Permit or file number and discipline,
- Name and title of the person who provided the verification of compliance and how it was provided (i.e., written assurance, verbal assurance, site visit by designate, etc.),
- Date accepted by the SCO, and
- Signature and designation number of the SCO.

No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

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If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- Within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means: after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- To the Owner (the Owner, for the purposes of this QMP means, in order of preference: the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- Will reactivate the file if any further activity related to the permit is initiated within 30 days, and may reactivate the file at any time.

Orders

Orders will be issued and served in accordance with the SCA, the Administrative Items Regulation, and the SCC policy. Orders will be in the format as provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Administrator.

Alternative Solutions / Variances

Alternative solutions / variances will be issued in accordance with the SCA and SCC policy. An alternative solution/variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

An SCO may issue an alternative solution/variance from the Alberta Fire Code or referenced standard if the Safety Code Officer is of the opinion that the alternative solution/variance provides approximately equivalent or greater safety performance than that prescribed by the Code or standard.

A request for alternative solution/variance must be made in writing and include support documentation. A SCO will only make a decision respecting an alternative solution/variance after having thoroughly researched the subject matter.

A copy of an alternative solution/variance issued will be provided to the:

- Owner,

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- Contractor, if applicable,
- Safety Codes Council, and
- The Municipality's file.

7.3 Fire Investigations

Fire Investigations will be conducted by a qualified Fire SCO (Inspector Level I & Investigator Level I) to determine the origin and cause of fire where a person dies or suffers injury that requires medical attention, or in which property is damaged or destroyed when the estimated loss exceed \$1,500.00.

For fires under the \$1,500.00 value, the fire investigator will make contact with the on scene incident fire commander and interview the commander with a series of related and pertinent questions. This is done to gather all information around origin and cause of the fire. The investigator then reviews the written fire report for content and correct information; discusses the report with the fire commander for errors and omission prior to signing the fire report. A qualified Fire SCO then forwards this report to the Office of the Fire Commissioner.

The results will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A qualified Fire SCO may arrange for any additional municipal, law enforcement, agency or resources, as required, to assist in an investigation, including representatives from the Office of the Fire Commissioner.

In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Office of the Fire Commissioner.

Investigations of fire or explosions that result in serious injury, death, suspected incendiary activity or criminal activity will require engaging the Calgary Police Service Arson Team to assist in the investigation. This investigation may also involve outside expertise or the Fire Commissioner to assist in gathering of evidence or completion of the investigation.

Fire Investigations will include the following information:

- File number,
- Location of fire,
- Date of fire,
- Date of investigation,
- Building/property use,
- Cause of fire,
- Origin of fire,
- Value of loss,
- Name and designation number of SCO conducting the investigation,
- Comments, and
- Date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site: www.safetycodes.ab.ca.

7.4 Fire Prevention Programs

Fire prevention programs will include, but are not limited to, public awareness and consultative services oriented to assisting one or more of the following:

- Individuals,
- Business, and

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- Industry
in understanding and providing effective fire safety plans.