

UNIFORM QUALITY MANAGEMENT PLAN

FIRE DISCIPLINE

Policy C105

1.0 POLICY

The Town of Banff will administer the Safety Codes Act (SCA), including all pursuant regulations applicable to the Fire discipline, within the municipal jurisdiction.

2.0 SCOPE

This Uniform Quality Management Plan (QMP) applies to all parts of the Alberta Fire Code except the following Part 4 requirements for tank storage of flammable and combustible liquids:

- Equivalentts (may approve alternative materials, systems, equipment and procedures)
- Intervals between inspections and tests (may establish longer intervals between inspections and tests)
- Approval (review of plans, drawings and specifications)
- Atmospheric storage tanks (may approve non-conforming storage tanks)
- Installation of underground storage tanks (assign site sensitivity classification)
- Receipt of leak or spill notification (receipt of notification other than emergency incidents)
- Rendering storage tanks temporarily out of service (receipt of notification when tanks are out of service or reactivated)
- Removal or abandonment of underground storage tanks (receipt of notification when an underground storage tank system has no further use)
- Disposal and reuse of storage tanks (receipt of notification when above ground storage tanks have been out of service or are to be placed back in service)

3.0 ADMINISTRATION OF THE UNIFORM QUALITY MANAGEMENT PLAN

3.1 Adherence to the Uniform QMP

The Town of Banff is responsible for the administration, effectiveness, and compliance with this Uniform QMP that includes the scope, administration and uniform service delivery standards.

The Town of Banff will provide services in accordance with Section 4 of this Uniform QMP, Uniform Service Delivery Standards, through their own staff or one or more accredited agencies. When providing services through an agency(s), the Town of Banff will contract with the agency(s) to provide services in accordance with Uniform Service Delivery Standards and will be responsible for monitoring the contracted **agency's compliance**.

The Town of Banff recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this Uniform 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 Town of Banff will implement the recommendations of the reviewer/auditor.

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

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

3.2 Personnel Training

The Town of Banff will ensure that SCOs of the Town of Banff attend updating seminars required by the SCC to maintain current SCO certification.

3.3 Freedom of Information

The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created or collected under this Uniform QMP.

3.4 Records Retention & Retrieval

The Town of Banff will retain the files of all projects including those where an accredited agency(s) was involved, for at least 3 years or in accordance with the Town of Banff's record retention policy, whichever is greater. Such files will be available at the Town of Banff's office. Files where an accredited agency was involved are the property of the Town of Banff and will be returned to the Town of Banff within a reasonable time after completion of the services, or upon request.

3.5 Declaration Of Status

The Town of Banff, its SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Town of Banff, will not participate in any design, construction, or installation activities within the Town of Banff, for projects where they also provide compliance monitoring.

3.6 Revisions

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

3.7 Revision Control System

The Town of Banff will ensure its SCOs have ongoing access to a copy of this Uniform QMP and contracted accredited agencies are provided with a copy of this Uniform QMP.

The Town of Banff will maintain a registry of the SCOs and agencies they have provided with a copy of this Uniform QMP and amendments to this Uniform QMP, and immediately distribute copies of amendments to all registered holders of this Uniform

QMP.

3.8 Notices

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

Chief Administrative Officer, Town of Banff
P.O. Box 1260
BANFF AB T1L 1A1
T. 403.762.1200 F. 403.762.1260 Email corporate.services@banff.ca

4.0 UNIFORM SERVICE DELIVERY STANDARDS

4.1 Scope Of Services

This Uniform Service Delivery Standards document establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the Safety Codes Act (SCA) including:

- Code advice,
- Plans examinations,
- Fire inspections,
- Fire investigations,
- Variances,
- Orders,
- Issuance of occupant loads,
- Verification of compliance,
- Identification and follow-up of deficiencies and unsafe conditions, and
- Maintaining files and records.

4.2 Performance

The Town of Banff will:

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

4.3 Personnel

The Town of Banff 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 relative to services the Town of Banff provides, and
- Maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

4.4 Quality Management Plan Training

The Town of Banff will:

- Train its SCOs and other involved staff in the requirements of this Uniform QMP, and

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- Maintain the training records on the employee's file.

4.5 Records

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

- Plans, specifications, and other related documents,
- Plans review reports,
- Inspection reports,
- Verifications of compliance,
- Variances,
- Orders, and
- Related correspondence and/or other relevant information.

4.6 Orders

The Town of Banff will employ appropriately certified SCOs who may issue orders in accordance with the SCA.

4.7 Variances

The Town of Banff will employ appropriately certified SCOs who may issue variances in accordance with the SCA and SCC policy.

4.8 Compliance Monitoring

a) General

The Town of Banff will monitor compliance through a program of plans examination (when applicable), site inspection, and follow-up inspections. Using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

b) Site Inspections

A SCO will inspect to determine if work complies with the SCA and relevant codes and standards.

The Town of Banff may, at their discretion, extend the time frame for a required inspection(s) by documenting in the file:

- The reason for the extension, and
- The new time frame or date for conducting the inspection(s).
- A SCO will, for each inspection required by this Uniform QMP,
- Complete an inspection report noting:
- File number (if applicable),
- Discipline,
- Town of Banff name,
- Date,
- Owner name, address, and phone number,
- Legal description, address (if applicable), and Town of Banff,
- A description of the work in place at the time of inspection,
- 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

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- 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 Town of Banff will, for each required inspection:

- Provide copies of Inspection Reports to the occupant, and Town of Banff's file; and if requested to the Owner,
- Follow-up on noted deficiencies or unsafe conditions through re-inspection(s).
- Issue an invoice in the amount of \$100.00 for a third inspection and any subsequent inspections necessary to ensure that all deficiencies identified have been addressed to the satisfaction of the SCO.

c) No-Entry

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 Occupant or Owner (as appropriate), advising of the inspection attempt and requesting that the Town of Banff be contacted to arrange for the inspection.

5.0 RELATED DOCUMENTS

5.1 Fire Department Bylaw 66-2

5.2 Safety Codes Act

5.3 Alberta Fire Code

6.0 ATTACHMENTS

6.1 Appendix A - Uniform Delivery Standards: Fire Discipline

This policy shall be in effect on the date it is approved by resolution of Council.

John Stutz
Mayor

Robert Earl
Town Manager

APPROVAL HISTORY

Approved: 2007.04.23 COU07-93

This Uniform Quality Management Plan that contains scope, administration, and Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.

Administrator of
Accreditation

Date



SAFETY CODES COUNCIL

**APPENDIX A
UNIFORM DELIVERY STANDARDS: FIRE DISCIPLINE**

Compliance monitoring in the fire discipline will consist of:

- Administration of the Safety Codes Act, the Alberta Fire Code, and all codes and standards referenced by the Alberta Fire Code.
- Investigation and reporting of fires.

Compliance monitoring may, at the discretion of the Town of Banff, also consist of reasonable inspections of buildings, structures and places to check for compliance with the Alberta Fire Code. Inspections will be administered in accordance with the Inspection Program and Frequency Schedule (attached) and will include the preparation and distribution of site inspection reports. At the discretion of the Fire Safety Codes Officer, verification of compliance may be acceptable as proof of correction to a noted deficiency.

Summary records will be maintained which contain the following minimum information:

Maintenance Inspections	New Occupant Inspections	Investigations
file number, site address, name of Safety Codes Officer doing the work, comments, date of inspection, and assurance of compliance with corrective items	file number, site address, name of Safety Codes Officer doing the work, comments, date of inspection, and assurance of compliance with corrective items	file number, location of fire, date of fire, date of investigation, building / property use, cause of fire, origin of fire, value of loss, name of Safety Codes Officer conducting the investigation, comments, and date of completion/sign off.

Investigations will be conducted to determine the cause and origin of fires where a death, injury, or property loss occurs, the results of which will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire Safety Codes Officer may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification of the provincial Fire Commissioner. It is also recognized by the Town of Banff that investigations of fires or explosions that result in serious injury, death, suspected incendiary activity or complicated loss, may involve representatives or agents of the provincial Fire Commissioner.

Inspection Program and Frequency Schedule

Major Occupancy Classification	Fire Inspection Required
Assembly A-1 A-2 A-3 A-4	Annually
Institutional B-1 B-2	Annually
Residential (Apartments) C	Annually
Business & Personal Services D	Every Two Years
Mercantile E	Every Two Years
Industrial F-1 F-2 F-3	Annually

Independence and Impartiality

The Town of Banff gives assurance that the Safety Codes Officers that are **retained to administer the “Safety Codes Act”**, including any engaged accredited agencies, will have the ability to make decisions independently with regard to their responsibilities under the Building and Fire Code without undue influence.