1. **Responsibilities**

The Board of Directors has responsibility for ensuring that all working environments are safe and adhere to local fire safety regulations.

1. **Work Instruction**
   1. All sites must have fire alarms fitted, tested and maintained.
   2. All fire alarms must operate in line with local fire safety standards.
   3. All fire alarms must be tested weekly to local fire safety standards.
   4. All employees/staff must be aware of the regular testing – by means of notification on the corporate internet.
   5. Any fire alarms that do not function correctly must be reported to the Premises Manager and repaired immediately.
   6. In the case of The Office Group office in London, the building is fully managed and The Office Group is responsible for all fire safety.

**document Owner and Approval**

The Premises Manager is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Director (CISO) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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|  |  |  |  |

Fire alarm fault report

Fire alarm details:

Date tested:

Details of faults:

Reported by: (signature):