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 fire doors must be constructed to local fire safety standards.
   2. All fire doors must operate in line with local fire safety standards.
   3. All fire doors must be fitted with the ability to open in the event of fire.
   4. All external fire doors must be under remote camera surveillance.
   5. All fire doors must be tested monthly or as regularly as specified by local fire regulations basis to ensure that they work in accord with the specifications above and a signed and dated copy of this work instruction must be returned to the Premises Manager every week/month.
   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 |
|  |  |  |  |
|  |  |  |  |

Fire door inspection and testing report

Door location:

Date tested:

Details of faults:

Tested by: (signature):