

Firestop Contractor's - Initial Facilities and Procedures Audit Guidelines

| | |
|-------------------------------|--|
| Time budgeted for the audit: | 4 hours |
| Audit at Contractor's office: | Required |
| Audit of a local job site: | Conduct if nearby (< 10 miles and time permits) |
| Upon completion: | Submit completed FM forms 1911 (initial audit) and 279. Additional notes and response to questions to provide details So that an F&PA Manual can be completed. |

These guidelines should be discussed with the individual that will take the examinations to become this company's Designated Responsible Individual (DRI). Items to ask or verify are shown below. Please note that not all companies have to do all of the items shown but you need to convince yourself that quality assurance procedures are in place that address these types of concerns.

I) Eligibility

A) Verify that this entity has been in business for the two year period immediately prior.

If so, how long have they been in business?

If not, how long have they been in business?

B) Is the installation of firestopping this company's main line of business?

If not, what else do they do?

What % of their business is the installation of firestopping?

C) Do they specialize or do they install all types of firestopping?

D) Who will be this company's DRI?

What type of background or training does this person have?

E) Obtain proof of workers compensation insurance and general liability insurance.

Are all workers covered or only select individuals?

What are their state's law in regards to this?

Are they in compliance?

II Design Selection

A) Does anyone besides the intended DRI select designs?

If so, who?

Does the DRI review their work?

B) How do they select designs?

C) Do they have current editions of the UL Fire Resistance Manual - Volume 2?

How about the FM Approval Guide?

Other certification agency publications?

If none, how do they verify that the design is in fact listed?

D) Do they rely solely on manufacturer's literature and handbooks to determine if something is fire rated?

Are the handbooks/brochures/catalogs current?

If not, how do they verify that the system is still a listed/rated system?

E) Do they know the difference between a Fire Resistance Rated System and an Equivalent Fire Resistance Rated Assembly?

F) When selecting designs, do they make photocopies and place them in their project files?

G) How do they record the details/schedule of designs?

Do they use a form?

Which of the following are shown?

project name revision level/date of issue of the schedule

trade/type of firestop wall type F, T or L rating req't

system number (UL/FM) mfg of material

If not a listed system, do they specify it is based on judgement?

If not a listed system, do they signify the AHJ has agreed to it's use?

The type of label to be used (if req'd)

Other?

H) For non-published assemblies and configurations, do they obtain written authorization of the AHJ?

How is the authorization recorded or shown?

I) Do they show how many of each individual design are to be installed?

If not, how do they estimate the amount of material to order?

J) How do they specify or how can one determine which design goes into which opening?

K) Are they aware that there are to be no components substitutions on listed systems without the written authorization of the listing agency? (Written request to be initiated by mfg)

L) Are they aware that there are no component substitutions for non-listed assemblies (once the AHJ has accepted the design) without the written authorization of the AHJ?

M) How are design changes handled? How is the field notified?

III) Storage and Handling of Material

A) Do they use a Purchase Order system? If so, do they keep these for their records?

B) Do they have an adequate storage area to keep materials dry and from freezing?

C) How are materials stored at the job-site?

Are steps taken to ensure they are kept dry and from freezing?

D) Do they inspect incoming material for the correct product name and for the presence of the listing mark (if needed)?

E) Does someone initial the form/PO to signify that the correct material has been delivered and that a certification marking is present, if needed?

What if the UL/FM mark is not on the product?

Do they have a segregated area to house non-conforming materials?

F) How is the disposition of materials to the field controlled?

G) Check a recent project. Verify that PO's exist for some of the individual materials that were used.

H) What type of documentation/design detail is provided to field personnel?

I) Are field personnel instructed to install non-listed assemblies before receiving the authorization of the AHJ?

J) How are installers notified of design changes?

K) Do field personnel verify that the material/packaging contains the proper product name and certification mark before using?

L) Do installers know that certification marks are needed on products that are installed in listed systems?

M) Are installers aware that component substitution is not allowed?

N) How does the company verify that the installation is correct?

O) How are non-conformances handled?

P) How is the non-conformance handled if discovered during final inspection (after it's already installed)?

Q) Are installations checked to determine minimum and maximum annular spaces, pipe/sleeve diameters, etc are maintained?

V) In-process and final inspection

A) What is being done for in-process inspection?

B) What is being done for final inspection?

C) How are non-conformances handled? Are they and their disposition recorded?

D) What % of firestopping is inspected (all, none, spot check)?

E) Who conducts the inspection?

F) What documentation or written records are kept?

VI) Recordkeeping

A) What types of records are kept for each project?

B) How long are they kept? (FM requires 7 years)

C) What type of final documents are sent to the owner/architect upon final completion?

VII Labeling and Label Control (FM labels)

A) Are/will the labels be kept in a secure locked area with limited access?

B) Who has control of the labels?

C) How are/will labels be dispursed to the field?

D) Are/will the range of serial numbers used on a specific project be recorded?
It is not necessary to record the exact serial number used on each specific opening.

E) Who will apply the labels?

F) When will labels be applied?

G) Are they aware that there are 2 different labels to be used and what the difference is?

H) Are they aware that labels are only required if specified in the project specifications?

VIII Quality Control

A) Do they have a written QC manual?

B) Have we reviewed it? Does it adequately address their operation?

Is additional information needed?

C) Are they aware of the items that need to be addressed?

D) Do they know that their Approval will not be able to be completed until such a document exists?

E) Are they aware that FM needs to be notified, and agree to, changes that they make to their QC manual?

F) Do all their employees who deal with items contained in the QC Manual aware of it's existence?

G) Is the Manual readily available for their review and use?

H) Does the company have written proof that those affected know of the Manual's existence and agree to abide by the items in the Manual?

IX Job Site Audit (if time permits)

A) Was a job site visited? If so, name of job?

B) Is it active or already completed?

C) Prior to leaving for the job-site, obtain design documents so that the installation of several firestops can be verified.

D) Were you able to determine if the drawing/schedule matched the opening?

E) Were the proper materials at the job site?

F) What type of documentation was in the hands of field personnel?

G) Check the handling and storage of materials. Is it adequate?

IV) Installation

- A) How do they convey the job and design selection and requirements to field personnel?

- B) What instructions/procedures/drawings are provided to field personnel?

- C) What type of training is provided to installers?

- D) Do they use full-time employees or do they fire contract/temporary employees for peak periods? If contract/temps are used, how are they trained? Do they keep written records of the training that has been provided (as well as the dates?)