

Australian Standard™

**Fire safety audits**

This Australian Standard was prepared by Committee FP-021, Fire Safety Audits. It was approved on behalf of the Council of Standards Australia on 16 March 2005. This Standard was published on 19 May 2005.

---

The following are represented on Committee FP-021:

Australasian Fire Authorities Council  
Australian Chamber of Commerce and Industry  
Australian Institute of Building  
Australian Institute of Building Surveyors  
Communications Interests (Australia)  
Department of Human Services (Victoria)  
Engineers Australia—Society of Fire Safety  
Fire Protection Association Australia  
Institute of Security Executives  
Insurance Council of Australia  
Joint Accreditation System of Australia and New Zealand  
Property Council of Australia

---

### **Keeping Standards up-to-date**

Standards are living documents which reflect progress in science, technology and systems. To maintain their currency, all Standards are periodically reviewed, and new editions are published. Between editions, amendments may be issued. Standards may also be withdrawn. It is important that readers assure themselves they are using a current Standard, which should include any amendments which may have been published since the Standard was purchased.

Detailed information about Standards can be found by visiting the Standards Web Shop at [www.standards.com.au](http://www.standards.com.au) and looking up the relevant Standard in the on-line catalogue.

Alternatively, the printed Catalogue provides information current at 1 January each year, and the monthly magazine, *The Global Standard*, has a full listing of revisions and amendments published each month.

Australian Standards™ and other products and services developed by Standards Australia are published and distributed under contract by SAI Global, which operates the Standards Web Shop.

We also welcome suggestions for improvement in our Standards, and especially encourage readers to notify us immediately of any apparent inaccuracies or ambiguities. Contact us via email at [mail@standards.org.au](mailto:mail@standards.org.au), or write to the Chief Executive, Standards Australia, GPO Box 5420, Sydney, NSW 2001.

---

Australian Standard™

## Fire safety audits

Originally published as S 655(Int)—2002.  
Second edition AS 4655—2005.

### COPYRIGHT

© Standards Australia

All rights are reserved. No part of this work may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying, without the written permission of the publisher.

Published by Standards Australia, GPO Box 5420, Sydney, NSW 2001, Australia

ISBN 0 7337 6685 4

## PREFACE

This Standard was prepared by Standards Australia Committee FP-021, Fire Safety Audits, to supersede AS 4655(Int)—2002.

The objective of this Standard is to set out a structured process of auditing fire safety against audit criteria to enable stakeholders to adequately gauge, to differing levels of confidence, the efficacy and suitability of fire safety measures in facilities and to ensure that adequate fire safety records are generated and retained. Stakeholders include facility owners, occupiers, managers, the authority having jurisdiction and other interested parties.

This edition of the Standard outlines the process and framework for audits aligned with ISO 19011, *Guidelines for quality and/or environmental management systems auditing*, adapted for fire safety auditing.

The Standard enhances the previous edition by re-defining the categories of audit into three levels that offer varying degrees of confidence that the audit criteria have or have not been met. Audit team member roles have been clarified and additional guidance is given for audit team member competence and audit criteria.

This edition includes normative requirements and its application has been broadened from buildings to all facilities where fire safety needs to be managed on an ongoing basis.

The term 'informative' has been used in this Standard to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

*This Standard incorporates a Commentary on some clauses. The Commentary directly follows the relevant clause, is designated by 'C' preceding the clause number and is printed in italics in a panel. The Commentary is for information only and does not need to be followed for compliance with the Standard.*

## CONTENTS

	<i>Page</i>
FOREWORD.....	4
SECTION 1 SCOPE AND GENERAL	
1.1 SCOPE .....	5
1.2 APPLICATION .....	5
1.3 REFERENCED DOCUMENTS .....	5
1.4 DEFINITIONS .....	5
1.5 PRINCIPLES OF AUDITING.....	5
1.6 LEVELS OF AUDIT .....	9
SECTION 2 MANAGING AN AUDIT PROGRAM	
2.1 AUDIT PROGRAM .....	11
2.2 AUDIT PROGRAM RESPONSIBILITIES .....	11
2.3 AUDIT PROGRAM OBJECTIVES .....	12
2.4 AUDIT PROGRAM EXTENT .....	12
2.5 AUDIT PROGRAM RESOURCES.....	13
2.6 AUDIT PROGRAM PROCEDURES .....	13
2.7 AUDIT PROGRAM IMPLEMENTATION.....	13
2.8 AUDIT PROGRAM RECORDS .....	14
2.9 AUDIT PROGRAM MONITORING AND REVIEWING .....	14
2.10 CONTROL OF RECORDS .....	14
SECTION 3 AUDIT ACTIVITIES	
3.1 GENERAL .....	16
3.2 PLANNING.....	16
3.3 COMMISSIONING THE AUDIT .....	17
3.4 INITIATING THE AUDIT .....	18
3.5 CONDUCTING THE AUDIT .....	19
3.6 COLLECTING AND VERIFYING AUDIT EVIDENCE .....	21
3.7 EVALUATING AND GENERATING AUDIT FINDINGS.....	23
3.8 THE AUDIT REPORT .....	24
3.9 COMPLETING THE AUDIT .....	25
3.10 CONDUCTING AUDIT FOLLOW-UP .....	25
APPENDICES	
A COMPETENCE AND EVALUATION OF AUDITORS.....	26
B DERIVATION OF AUDIT CRITERIA.....	29
C EXAMPLE OF AUDIT CRITERIA FOR EGRESS .....	35
D SAMPLE SCHEDULE OF FIRE SAFETY MEASURES .....	40
E APPENDIX REFERENCES .....	46

## FOREWORD

Fire safety audits are undertaken for a variety of reasons, such as to indicate compliance with statutory requirements, as part of due diligence, pre-purchase or sale appraisal, risk management, insurance assessment, gap analysis against current legislation or standards, or as part of a comprehensive audit program. The audit may be initiated by the owner or manager of the facility, or by a statutory authority.

Audit criteria are derived from nominated benchmarks. The fire safety measures to be audited are a combination of physical features and all other relevant fire safety actions, provisions, and procedures, which define a level of safety to protect both life and asset in the event of fire. Fire safety measures include both physical 'systems' such as the fire resistance of the building structure, alarms and detectors or extinguishing equipment, as well as non-physical 'systems' such as emergency procedures and staff training programs.

This Standard relies upon records, including a schedule of all fire safety measures, being available and retained, thus ensuring compliance with the approved design and that an historical audit trail is available to provide information on a particular facility. This is especially critical when the fire safety aspects of a building have been designed around a performance-based fire engineering design rather than the deemed-to-satisfy provisions of the Building Code of Australia.

This Standard sets out procedures for the auditing of all fire safety measures within facilities, including those maintained to retain their ongoing efficacy in accordance with AS 1851, *Maintenance of fire protection systems and equipment*.

## STANDARDS AUSTRALIA

### Australian Standard Fire safety audits

#### SECTION 1 SCOPE AND GENERAL

##### 1.1 SCOPE

This Standard sets out minimum requirements for the structured auditing of fire safety measures in a facility against nominated audit criteria, including those relating to life safety. It covers requirements for the general principles of auditing, audit program management, the fire safety audit process and responsibilities, reporting, fire safety audit levels and audit team competence.

Guidance is included for evaluation of auditors and deriving fire safety audit criteria.

##### 1.2 APPLICATION

This Standard is intended for use in all existing or proposed facilities where fire safety needs to be managed on an ongoing basis.

##### 1.3 REFERENCED DOCUMENTS

The following documents are referred to in this Standard:

AS

1851 Maintenance of fire protection systems and equipment

AS/NZS

ISO 19011 Guidelines for quality and/or environmental management systems auditing

ABCB

BCA The Building Code of Australia

##### 1.4 DEFINITIONS

###### 1.4.1 Approved design

The latest design of a facility that has been approved by the relevant authority having jurisdiction.

###### 1.4.2 Audit

Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

###### NOTES:

- 1 Internal audits, sometimes called first-party audits, are conducted by, or on behalf of, the organization and may form the basis for an organization's self-declaration of conformity. In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.
- 2 External audits include those generally termed second- and third-party audits. Second-party audits are conducted by parties having an interest in the organization, such as customers, or by other persons on their behalf. Third-party audits are conducted by external, independent auditing organizations.