



FIRE REGISTER

CHECKS AND MAINTENANCE OF FIRE SYSTEMS, DEVICES, AND EQUIPMENT
FIRE PREVENTION INFORMATION AND TRAINING FOR EMPLOYEES

COMPANY: STERLING CHEMICAL MALTA LTD

SEAT: HF 51, HAL FAR REAL ESTATE, Birzebbugia BBG 3000, Malta

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1. Introduction and purpose

Fire-fighting systems, devices and equipment require an adequate management and maintenance. Management refers to all operations carried out by the Employer and his employees to assure a sufficient reliability for the correct functioning of such devices in case of fire.

Maintenance operations are fundamental for an appropriate handling of fire-fighting equipment. Maintenance has to be entrusted by the Employer to companies with an appropriate and certified ability.

This register is intended to define tasks and responsibilities in relation to check, maintenance and surveillance activities to be carried out on all fire-fighting equipment within the company

2. Recipients

- SAFETY OFFICER
- EMPLOYER
- RSPP (safety office);
- Operators in charge with checking fire-fighting equipment (MS_4.5.1-N “Operators in charge of periodically checking fire-fighting and first-aid equipment ”)

3. Field of application

Check register has to be drawn up in order to comply with law requirements provided by the fire-fighting regulation DM 10/03/98 (article 4 and annex VI) and the Presidential Decree No. 37/98 (article 5, paragraph 2) of Italy.

Checks, inspections and maintenance operations on fire-fighting systems, equipment and machineries have to be noted in the register. Also fire-fighting information and training for workers have to be noticed.

Check, monitoring and maintenance activities are performed on:

- fire extinguishers
- hydrants
- Fire-fighting equipment
- Fixed fire-fighting systems
- fire doors
- fire escape routes, emergency exits and safety signs
- emergency lights
- Emergency power off button
- Automatic fire detection system and alarm buttons
- flammable and/or explosive gas interception valves
- Portable oxygen tanks
- Fumes and heat evacuation systems

Fire-fighting equipment is divided by department and listed in the **form MS_ 4.5.1-G” Fire-fighting equipment list”**. Such form is also available in digital format.

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3.1 Checks and monitoring operations carried out directly by a fire-fighting operations clerk or by the departmental supervisor.

All checks and monitoring performed directly by the department supervisor (or by an officer who holds the position of fire-fighting operations clerk) on fire-fighting devices every six months (three months later than checks carried out by external companies) are listed below. All employees in charge with carrying out these checks are listed for each department in the form **MMS_4.5.1-F "Operators in charge for checking fire-fighting and first-aid equipment"**

First-aid clerks are listed in the form **MMS_4.5.1-A "List of fire-fighting and first-aid operations clerks"**.

Fire-fighting equipment divided by department is shown in the form **MMS_4.5.1-G "List of fire-fighting equipment"**. Such form has to be completed by the operator in charge, by writing the results of all checks carried out. Then, it has to be delivered to the Safety Office.

Checks will be recorded and verified by RSGS in the form **MMS_4.5.1-C "Fire-fighting equipment internal monitoring"**. In case of negative results, RSGS will restore any possible faults by charging the internal maintenance department or by contacting the appointed company. RSGS will report in the form the date in which faults are restored.

Fire extinguishers

1. Fire extinguishers have to be reported using an appropriate sign (a white drawing on red background) and possibly provided with a serial identification number;
2. Fire-extinguishers have to be easily recognizable, free from any obstruction and ready to be immediately used;
3. Fire-extinguishers have to be provided with the safety device against any possible accidental activation;
4. identification marks and instructions for the use of fire-extinguisher have to be clearly readable;
5. pressure gauge does not have to go over the green area limit,
6. Fire-extinguisher has to be kept in good conditions (e.g. it does not have to be rusted, it has to be equipped with its spray nozzle etc...);
7. Fire-extinguisher has to always be provided with its maintenance label which has to be appropriate completed;
8. Make sure each fire-extinguisher is provided with a safety pin.

Wall-mounted fire hoses

1. Fire hose has to be complete with each component (cabinet, hose, nozzle, hydrant adaptor) and reported using the appropriate sign (a white drawing on a red background);
2. Fire-hose has to be easily recognizable, free from any obstruction and ready to be immediately used;
3. Its lay-flat hose has to be accurately rolled and kept in good conditions;
4. The nozzle water valve has to be closed and kept in good conditions;
5. Fire-hose cabinet has to be equipped with a safety glass and does not have to show signs of cracks, corrosion, etc...;

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6. Make sure the hose does not show any fault such as leakages, corrosion tracks or cracks in the flexible pipe;
7. Make sure the hose is provided with the appropriately completed label.

Pillar and underground hydrants

1. Make sure they are accessible and clearly visible
2. Make sure they are provided with all appropriate equipment

Fire doors

1. Make sure the automatic door closer is hermetic;
2. Fire doors cannot be left open or blocked with wedges or other objects; so make sure they are always kept closed;
3. Make sure the door can be easily open or closed;
4. Make sure the automatic door closer is well-functioning (the automatic door closer hinge pin has to be fully functional);
5. Make sure safety signs are clearly readable and efficient;
6. Make sure fire escape routes and emergency exits are clearly shown.

Emergency exit

1. The emergency exit has to be shown with an appropriate sign (white symbol on a green background);
2. Emergency exits as well as fire escape routes have to be free from any obstruction or any other obstacle;
3. Make sure the door can be easily and completely opened.

Emergency lights

1. Make sure all lights are working. This can be done, for example, by stopping the main power supply for a few minutes and checking that all emergency lights are on. As an alternative, check the light led state (green/or red) of each emergency lamp;
2. Make sure all emergency lights are intact and firmly fixed to the walls.

Emergency power off button

1. Check if the emergency hammer is necessary in order to break the button glass;
2. The button has to be clearly visible and ready to be immediately used;
3. The button has to be provided with an appropriate sign showing its use;

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4. Make sure the button is working. After removing the protective cap with a screwdriver, press the button and make sure the electricity supply stops.

Flammable and/or explosive gas interception valves

1. Make sure the valve is shown by an appropriate sign;
2. The valve has to be clearly visible and easily reachable;
3. Close and open the valve when machinery is off by checking it is in working conditions.

Fire detector visual check

1. Make sure the fire detector is installed;
2. Make sure the fire detector is clearly visible and installed on the ceiling with a suspended ceiling
3. Make sure the fire detector is firmly fixed;
4. Make sure the fire detector is seemingly working (e.g. check its led is on);

Emergency buttons visual check

5. Make sure the button installed on the wall is clearly visible;
6. Make sure the button is sealed;
7. Make sure the button is equipped with the cap, glass and flashing led;
8. Make sure the button is shown by suitable signs.

Please note; all operations above mentioned that require a power failure, the activation of audible alarms, etc... Will be carried out during a break from work or at the end of the working day in order to minimize the inconvenience caused to workers from such activities.

3.2 Inspections, checks and maintenance operations carried out by an external operator belonging to a qualified company

In this case the internal operator in charge (RSGS) has the task to ensure that checks are carried out regularly by the appointed company. Checks will be recorded on the check form attached (**Form MMS_4.5.1-D "Maintenance and periodic checks on external fire-fighting equipment"**) Qualified companies, responsible for external check and maintenance activities are recorded in the form **MMS_4.5.1-E "List of companies in charge of carrying out operations fire-fighting equipment"** which reports also their relevant details.

4. Fire prevention information and training for employees

Fire prevention information and training for employees is about:

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- The organization of training courses
- The organization of meetings and information seminars
- The appointment of workers in charge with implementing fire-fighting measures
- The identification of companies which perform maintenance operations on fire-fighting equipment, systems and devices
- The replacement of the operators in charge with carrying out management and maintenance operations on fire-fighting equipment, systems and devices

Fire fighting training course is registered in the **MRS_4.4.2-Workers safety Database** register.