

## **STATUTORY RECORDS**

The following is a list of documentation that, where applicable to the building concerned, building owners must keep: Other documentation may be desirable but does not arise out of any statute or regulation. All the documents below are to be kept in the building and must be freely available for inspection.

- Fire Certificate, showing compartmentation etc.
- Records of fire detection and alarm tests showing test point used for each test, dates and smoke detector tests.
- Sprinkler systems test records.
- Smoke extraction system test records.
- Escape route pressurisation system records
- Emergency lighting test records.
- Fire extinguisher and fire hose reel test records (In accordance with BS5306)
- Legionella risk assessment (In accordance with ACP 1991, Regulation 6 of Control of Substances Hazardous to Health Regulations 1988 (COSHH), the Health and Safety at Work etc. Act 1974 and HS(G)70 in the Health and Safety General Series)
- A register of compliance with the Notification of Cooling Towers and Evaporative Condenser Regulations (1992)
- Records of Legionella risk management implementation for at least two years (Approved code of practice 1991, COSHH 1988, Health and Safety at Work etc. Act 1974)
- COSHH Records.
- Lift Insurance inspection reports.
- Lifting equipment insurance test reports and certificates.
- Pressure vessel and system test reports and certificates.
- Fume cupboard test reports and certificates.
- Operation and maintenance manuals with sections dealing with how to isolate equipment and emergency procedures (Health and Safety at Work etc. Act 1974)
- Electrical earthing and insulation test records (Every five years, in accordance with BS7671)
- Portable appliance test records (Electricity at Work Act)
- Waste disposal and handling procedures (Environmental Protection Act)
- Noise assessments.
- Asbestos awareness report.
- General risk assessment.
- Asset register and installation record drawings.