



Fault Rectification Reporting to Surrey Fire and Rescue Service

1. Fault Reference Number	
2. Name, address and postcode of building	
3. Name and contact details of responsible person	
4. What type of equipment does this rectification report relate to?	
<input type="checkbox"/>	Automatic door release mechanisms
<input type="checkbox"/>	Evacuation alert systems
<input type="checkbox"/>	Fire detection and alarm systems
<input type="checkbox"/>	Lifts for use by firefighters or Evacuation lifts
<input type="checkbox"/>	Rising mains
<input type="checkbox"/>	Smoke control systems
<input type="checkbox"/>	Suppression systems
5. What date was the fault reported to the fire and rescue service?	
6. What date was the fault rectified?	

7. Did the fault necessitate a temporary change in evacuation strategy from stay put to simultaneous evacuation

Yes

No (go to Question 9)

8. With the fault now rectified, has the stay put policy been reinstated?

9. Name and contact details of person completing form

7. Has the fault necessitated a temporary change in evacuation strategy from stay put to simultaneous?

Yes

No

The building already has a simultaneous evacuation policy

8. Have any additional measures being implemented to mitigate against the fault?

Yes

No

9. If yes, provide details on additional measures.

10. Name and contact details of person completing form