SOPHTLOGIC*i*

Fire Safety Administration
England
Build 2059 - SP14
User Manual

Contents

FP Premises Record Card

From the 'Global Navigator'

- Click onto 'Fire Safety' button

This will now appear in the toolbar

When entering Premises into the Premises Record Card you need to use the Property Directory window

Property Directory

For some FRS's the collection of addresses will be populated via a third party Gazetteer.   Within this window, you will select a Gazetteer Address Record and associate it against a Premises Record Card, which you will create via the 'Register' button, in addition to adding a SLN / FSEC, VO code, Station etc.

- Click onto Fire Safety

- Scroll down and Click onto Property Directory
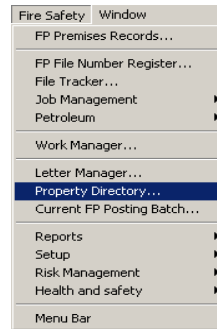
The Property Directory window will appear
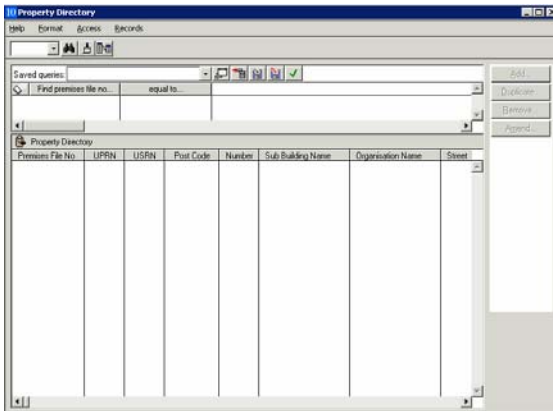
When opened the window will be blank

If you click onto the Green Tick without doing a Search, the Gazetteer will load every single property within the third party system, which could take a very very long time to load...

This is NOT RECOMMENDED

Let's SEARCH for a Premises / Postcode / Post Town

Search for an Address

This is the best way to use the Gazetteer; plus it's a lot faster to search for a Premises. Using the Search function allows you to find the Post Code / Address / Street / Business that you want to link into the Premises Record Card.

- Click onto the box that shows 'Find Premises File No.

A drop down list will appear

- Choose one of the options you want to search by
- Repeat the process for the box showing 'Equals To'
- Enter in the box what you are looking for – e.g. Post Code, Street, Post Town etc...

For my search I have entered a criteria for Post Town > begins with > 'Belfast'

- Click onto the Green Tick

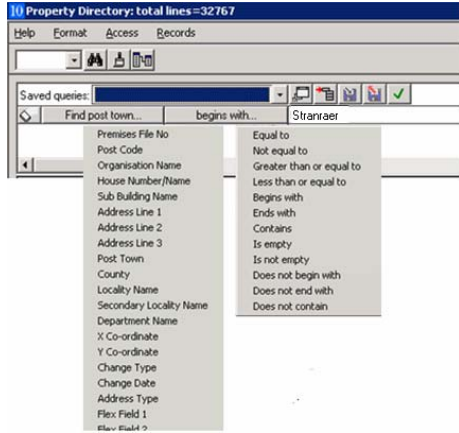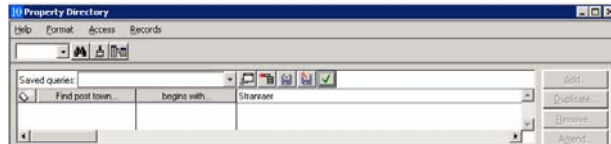As you can see the third party Gazetteer has returned 32767 Premises Records within the Post Town of 'Belfast' have appeared within the Gazetteer Address Data window

Now you need to 'Find' the Premises you want to 'Register' to the 'Premises Record Card'... this could take a while with so many to look through. Or you can define the Query more

Remember, DO NOT Just click onto the Green Tick you will be telling the third party Gazetteer to load ALL Premises Records within its system... and that will take absolutely ages to return...

Multiple Searches

As you can see on the last page I have done a search for all of the premises in the Post Town of 'Stranraer' the Gazetteer has returned 32767 properties. Now I want to define the search to all the Properties that are in 'Portpatrick'. You can define your searches by using Post Codes, Street Names etc …
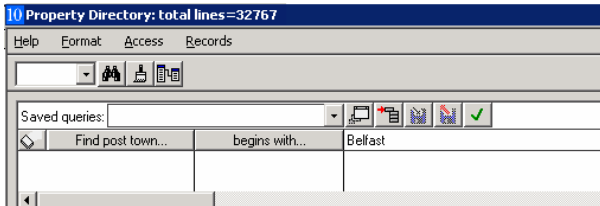
Above the search box there is a toolbar

- Click onto the 'Insert a Row' icon

As you can see another search row has appeared

- Click onto the first drop down List
- Select one of the Options within the list
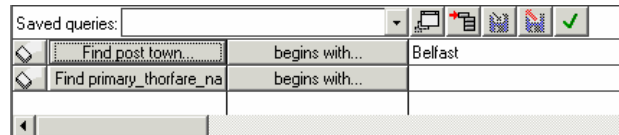
In the second drop down list

- Select one of the options
- Enter the Search criteria
- Click onto the Green Tick
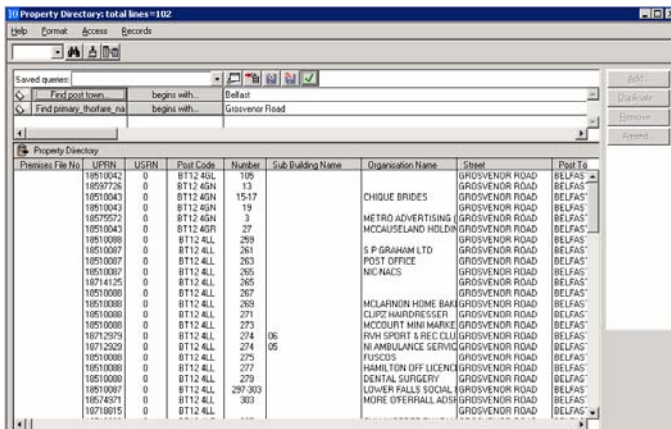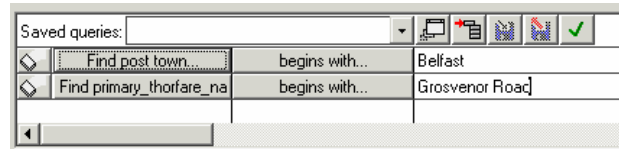
As you can see we now have 102 records returned

If you would like to define the report further

- Click onto the 'Insert a Row' icon

- Select the options from the drop down list

I have chosen 'Post Code'

- Enter the Search Criteria

I have entered postcode BT12 5AX
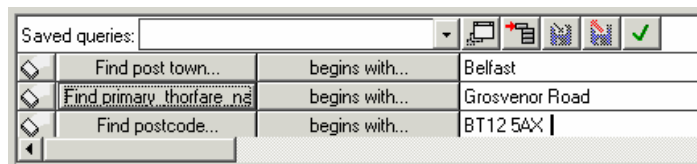
As you can see the third party Gazetteer has returned 20 premises.

By searching just by post code, again could take a while depending how many properties are within that Post Code,

Breaking the search down makes it easier to find the address(s) you are looking for.
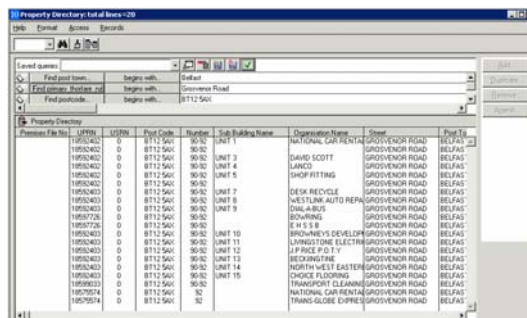
Now you have found the Address you will need to register the address to the Premises Record Card

The premises for the Gazetteer will automatically update the premises in the SOPHTLOGIC system. You will know which premises have been updated and those that haven't as the example below

- Search for Name The B
- Click onto the OK button
- Sort by address (click onto the address heading)
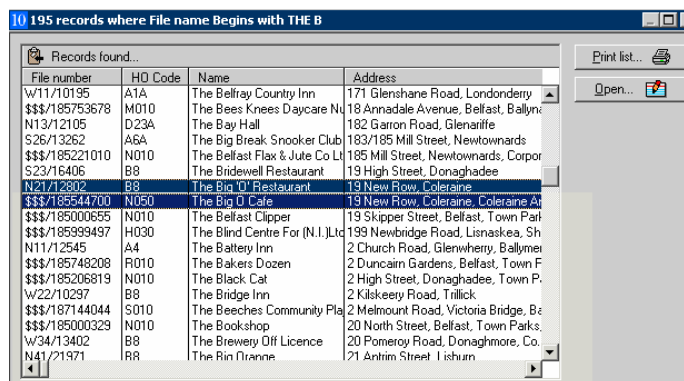
This will help you to see duplicate premises

- Scroll down until you come to '19 New Row'

You should see two premises with the same address

N21/12802 is the Premises that was set up in the SOPHTLOGIC system
$$$/185544700 is the premises that was imported by the Gazetteer

The $$$ sign will be the district e.g. S32 / N21 / E12 / W34 etc... the numbers that follow is the UPRN number from the Gazetteer.

The information linked (inspections etc) to the N21/12802 Premises will need to be merged to the $$$/185544700 Premises.

As you can see the Name and HO Code that was entered by the Brigade is different then the Name and HO Code entered by the Gazetteer. There is more Premises information from the Gazetteer. As shown below

- Click onto the non gazetteer premises then do the same with the gazetteer premises

- Click onto the Open button   [Open...]

- Click onto the Edit button   [Edit...]

As you can see there are differences between the non-gazetteer and the gazetteer premises

FP premises records (left)

Help

Please enter the relevant premises details:

Field	Value
Station:	Coleraine Fire Station
File numbering options:	● Main premises ○ Occupant ☐ Manual
File no:	N21 / 12802 /	Auto Check
Name:	THE BIG 'O' RESTAURANT
Address:	19 NEW ROW COLERAINE	Segmented Address...
Post code:	BT52 1AD	Site Ref: AFP_137345
District:	Coleraine Borough Council
VO Code:	B8 - Shop (Non-Cert)
Secondary use:	
SLN:	B8	FSEC: B8
	Shop (non-certifiable)
Risk:	L
	☐ 1(1)d

OK Cancel

FP premises records (right)

Help

Please enter the relevant premises details:

Field	Value
Station:	Unknown (un-geocoded)
File numbering options:	● Main premises ○ Occupant ☐ Manual
File no:	$$$ / 185544700 /	Auto Check
Name:	THE BIG O CAFE
Address:	19 NEW ROW COLERAINE COLERAINE AND SUBURBS LONDONDERRY BT52 1AD	Segmented Address...
Post code:	BT52 1AD	Site Ref: 187265704
District:	
VO Code:	??? - Unknown Use
Secondary use:	
SLN:	N050	FSEC: N
Risk:	
	☐ 1(1)d

OK Cancel

- Click onto the 'Segmented Address' button   **Segmented Address...**

Premises address (left)

Help

Field	Value
OS address index:	USER_FP	☑ Set As Primary Address
Post Code	BT52 1AD
Organisation	
Building Number	
Address Line 1	
Address Line 2	
Address Line 3	
Postal Town	
Locality	
Locality	
County	
Sub Building	
Department Name	
X Corordinate	0	Change type:
Y Corordinate	0	Change date:
Flex field 1	
Flex field 2	
Flex field 3	
Flex field 4	
Flex field 5	

OK Cancel

Premises address (right)

Help

Field	Value
OS address index:	USER_FP	☑ Set As Primary Address
Post Code	BT52 1AD
Organisation	THE BIG O CAFE
Building Number	19
Address Line 1	NEW ROW
Address Line 2	
Address Line 3	
Postal Town	COLERAINE
Locality	
Locality	COLERAINE AND SUBURBS
County	LONDONDERRY
Sub Building	
Department Name	
X Corordinate	284881	Change type: AUTO
Y Corordinate	432322	Change date:
Flex field 1	6552
Flex field 2	N050
Flex field 3	
Flex field 4	
Flex field 5	N

OK Cancel

As you can see the premises imported by the Gazetteer has more address information
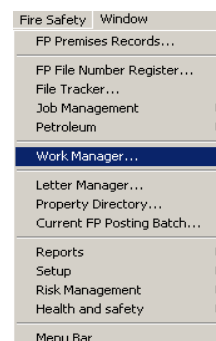
Work Manager

Work Manager has been enhanced to enable Fire and Rescue Services to develop, and prioritise, a programme of work that will assist in the delivery of fire safety inspections of any type on any premise. These inspections could be scheduled for the coming months or years. It would be possible for assessments / inspections to be scheduled by type of premise, postcode or risk for allocation to Fire Safety Officers.

For example if the Fire and Rescue Service could decide to focus on the premises that constitute the greatest risk to life, ensuring that Fire Safety Audits are scheduled for completion on the following premises types first: Hospitals, Care Homes, HMOs, purpose built flats >4 stories, hostels, hotels and those licensed under the Licensing Act 2003. This can now be achieved by use of Work Manager.

Work Manager can also be used to utilize fire safety inspecting officers' time more efficiently e.g. allocation of inspections on e.g. a postcode which means one or more officers can assess premises in the same vicinity and share transport.

The following changes have been made to Work Manager:

- Inclusion of all Premises (and properties from 3rd party gazetteers/property registries) – delivered by the addition of a 'Premises' and 'Include scheduled premises' check box on the Work Manager's search criteria.
- The facility to search directly on FSEC group.
- Allocation of premises/properties in bulk by use of Work Manager's Allocate function. e.g. ability to select multiple premises by FSEC Group for a division and allocate to district manager for reallocation.
- Addition of override "Due Date" on the Allocation windows allows users to specify the planned due date for premises allocated via Work Manager
- Inspection Type drop down list has been re-ordered alphabetically
- NB: Archived Inspection Types will be listed at the bottom of the list
- FSEC Group, Prev Insp and Next Insp have been added to the 'Results list'.
- Bulk emailing of Job sheets e.g. ability to select multiple jobs to be emailed

- Click onto Fire Safety
- Scroll down and Click onto Work Manager

The Fire Safety Work Manager window will appear
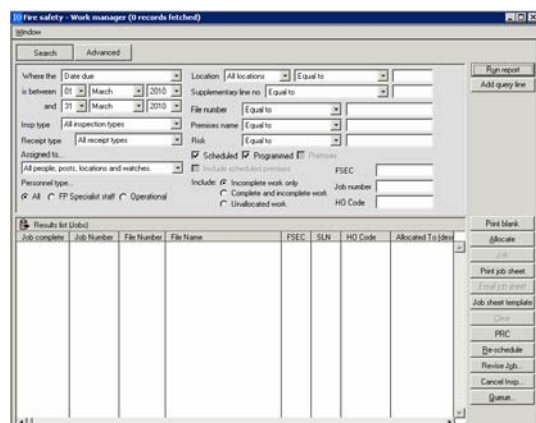
Search and Advanced Methods

Work Manager now provides two alternative interfaces from which data can be retrieved: 'Search' and 'Advanced'.

Search Tab

Provides you with the ability to define the criteria on which the return could be 'Complete' or 'Incomplete' or 'Unallocated' work by selections made from drop down lists.

You can choose any of the options for your search by clicking onto the arrows.

- Enter the date criteria you want the search to be between.

To add/amend the 'Inspection Type' or 'Receipt Type' drop down list go to Fire Safety – Setup – Fire Safety Configuration – 'Inspection Type' folder or 'Methods of Job Receipts'.

Some of the results are in Turquoise, Red, Black and others are in Blue – the Work Manager Key Colour & Status will explain what the colours indicate.

Work Manager Key Colour & Status

Turquoise	List of Premises not Jobs. Once the premises has been allocated then the colour will change from Turquoise to Black – meaning the Premises is now a Job
Blue – Complete = No	Unallocated and Inactivated, no Job number assigned and therefore does not exist as an Inspection in the Inspection and Visits Sub Menu Option against the Premises.
Blue	Records have been generated by Inspection Calendar records being created and act as a reminder for work that should be allocated and carried out based on this, they are deemed outstanding regardless of whether the due date has been exceeded or not as they are reminders of work scheduled. This due date is the base date plus frequency record against the Inspection criteria.
Red – Complete = Yes	These are Jobs which have been allocated and activated (Job number assigned and recorded as an inspection in the Inspection and Visits sub menu option of the PRC) yet have exceeded the due date and have not yet been completed.
Black – Complete = Yes	Work that has been allocated and completed regardless of whether the work was completed on or after the due date. Premises
Black – Complete = No	Work, which has been allocated, not yet completed, but has not been exceeded. Its due date and is netherless outstanding as it has been scheduled to be done.
Red and Black	Inspection Jobs were either originally generated as a programmed inspection or manually entered via the Inspection and Visits sub menu option.

As you can see the Jobs that have been set up in Inspection and Visits will appear in this list

Listing Premises

If the 'Premises' check box is selected 'Work Manager' will return all premises in the property directory. Premises will be identified by the Type = 'PRE', Method of Job Receipt = 'Premises' and will be coloured turquoise.

By default premises where an inspection is due after or on the start of the reporting date range are excluded from the results. Where an inspection type is selected in the search criteria, this is then used as the basis for the next and previous inspection dates.

However, if the 'Include scheduled premises' check box is checked – all premises will be returned regardless of whether the job has been scheduled (i.e.) has a Due Date [matching the inspection type if selected].

Usage Scenario: allocate jobs to inspect and audit all High Risk

Search for

- Inspection Type equal to 'Fire Safety Audit'
- Risk field Begins with 'H'
- Premises check box must be checked for a given date range.

Once you are satisfied with the criteria for your search

- Click onto the 'Run Report' button
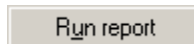
Please note the selection of the Inspection Type is important as it is the 'Inspection Type' selected that will be allocated to the 'Fire Safety Inspecting Officer' when the job is allocated. It also acts as a filter when determining the next and previous inspection dates.

Work Manager has returned 5407 records in the 'Results List' (jobs) window of all premises which are High Risk.

The premises returned will be coloured turquoise.

To allocate these High Risk Premises to officers

There are new columns that have been added to Work Manager

The **'Previous Insp'** column returns the most recent* finish date of the last completed Inspection entered of the selected inspection type.

The 'Next Insp' column will return the due date of the next* inspection scheduled specified by the selected inspection type. The most recent inspection is dictated by the end date of the date range specified. For example if the date range for the report is entered as 01/03/2009 – 31/03/2009 the system would look for the last completed inspection [specified by the inspection type if selected] that occurred before the 31/03/2009. This ensures inspections completed within the reporting period are included in the results.

The next inspection date is dictated by the next earliest due date [matching the inspection type if selected] that's scheduled after the 01/03/2009. This also ensures work scheduled in the selected reporting period is included in the results.

Please note: If the reporting date range starts before the date of the previous inspection the 'Previous Insp' column will be blank.

If the 'Include scheduled premises' check box is checked the results will include premises where an inspection has been scheduled [matching the inspection type if selected] after the reporting period's start date.

If the reporting period's end date is after the date of the next inspection the 'Next Insp' column will be blank. This allows for multiple forward allocation of work the same premises. i.e. planned audits over several years.

Allocating / Reallocation Work to Inspecting Officers

The 'Work Manager' window incorporates a variety of selection mechanisms. The system provides the facility to allocate work to 'People', 'Posts', 'Watch' and 'Locations' The system design enables the user/ Brigade to choose whether the ownership of work (i.e.) the Person, Post or Location alters when the Start or Finish Dates are updated.
Allocating Work

NOTE: The system also enables work to be allocated to no-one i.e. No Person, Post or Location details have been entered in the 'Allocated To' field, it is still possible to 'Print the Progress Slip'.

Allocating Work to Posts

Allocation of work to a Post, it will link to the individual who occupies the specified post at either the time the inspection started or was finished, as indicated by the associated service history records.

Allocating Work to Locations

Allocating work to locations would usually only be used for the batch allocation of 'OPS' work, or is an efficient and effective method of distributing work to Fire Safety Area Divisions. The system will link to a Person or Post by Locating the first highest-ranking Officer at the Location (i.e.) Station to which the work has been allocated.

Usage Scenario: sort work geographically for reallocation to inspecting officers.

The 'Results list' should be sorted by 'Post Code' using the column header.
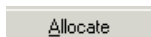
- Scroll till you come to the 'Post Code Column

The work can then easily be allocated in block (using multiple selection) and the allocate function. As shown below.

How to allocate:

The 'Premise' requiring audits should be highlighted (using ctrl+click, shift+click)

- Select the 'Allocate' button

. The 'Allocate To' window will display

The system defaults to the 'Allocate to'

- Enter details of the 'Post', 'Person', 'Watch' or 'Location' or enter an letter

- Press the Tab key

NOTE: If more than one record corresponds to the criteria entered, details of the first record will update associated fields – as shown on the next page.

To view other records corresponding to the criteria entered

The 'Allocate To' window will display –

- Enter the name of the 'Fire Safety Inspecting Officer' to whom the job is to be allocated to.

- Click onto the Tab button on your key board – if there is more that one name a drop down list will appear

The system will update the 'Code', 'Location', 'Division', 'Watch' and 'Post' details

- Check the 'Override due date' check box and enter the date the job is due i.e. 01/05/2010

The 'Book Files Out to' check box should be checked if a record is to update 'File Tracker' enabling an accurate representation of File Locations to be maintained.

- Click into the 'Book Files Out To' option

- Click onto the OK button

Please Note: When allocating work from premises records the system requires the you to enter a due date when allocating. The allocation of the jobs via 'Work Manager' will create a new 'Inspection' and associated Job – with a due date as previously defined on the 'Premises record. The job will also will be added to the 'To Do' list of the Inspecting Officers tablet if using fireSpace/WAND2**.**

As you can see the 'job Number' has changed from '<unallocated>' to a Job number and the Inspecting officers name has appeared in the 'Allocated To' column.

If you click away the job will change

- For a Premises: from 'Turquoise' (unallocated Premises) to 'Black' (allocated Job)

- For a Job: from 'Blue' (unallocated and inactivated) to 'Red' (allocated and activated & recorded as an inspection in the Inspection & Visits option).

Here are a few examples of allocation:

Here is an example of the 'Location' / 'District' that has been chosen

Here is an example of the 'Post' that has been chosen

Here is an example of the 'Person' that has been chosen

Advanced Tab

Provides you with 'Advanced Queries' suitable for users who have a Good Understanding of Fire Safety System in respect of programmed and un-programmed work.

As you can see, in the 'Reports' window there is a list of different type of prepared reports

- Change the search to 'Due Date'
- Enter a Date into the Search box
- Click onto one of the Reports
- Click onto the 'Run Report button
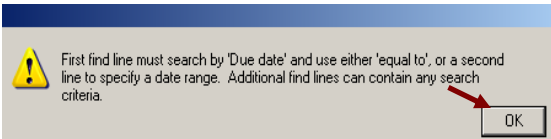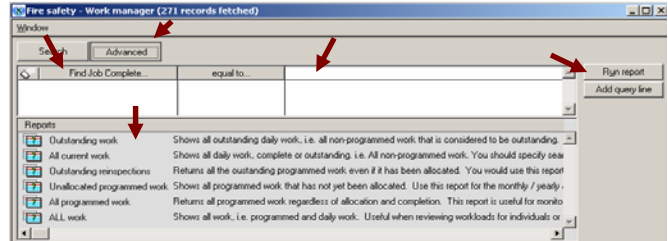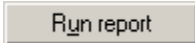
If you do not enter a Date a dialog box will appear as shown

- Enter a Date
- Click onto the OK button

The information that comes back is only for the date(s) entered

If you want a broader search use greater than '>31/03/09' or less than '<01/04/10'.

As you can see, I have chosen the 'All Work' reports.

Any outstanding jobs will appear in the Results List (jobs) window

On the next page is a more detailed definition of what the reports will show

Outstanding Work: Shows all outstanding daily work i.e. all non programmed work that is considered outstanding. The 'Jobs' displayed in the 'Outstanding work' report are all manual jobs created via the 'Inspections and Visits' sub record option of the 'FP Premises Records' window,

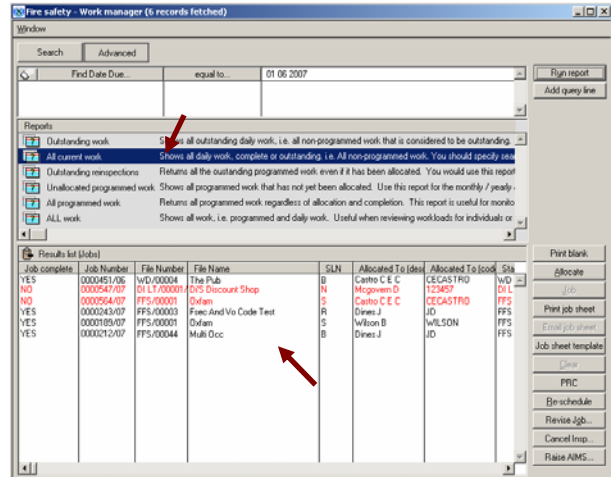All Current Work: Shows all daily work, complete or outstanding i.e. all non programmed work. The 'Jobs' displayed in the 'All current work' report includes all work, which has been created manually (i.e.) created via the 'Inspections and Visits' sub record option of the Premises record card.

Outstanding Re-Inspections: Returns all outstanding programmed work even if it has been allocated (This report can be used to monitor programmed work, please note a date range must be defined)

Unallocated programmed work: Shows all programmed work that has not yet been allocated. All programmed work, which has not been created and thus remains unallocated.

All Programmed work: Returns all programmed work regardless of allocation and completion
All real work (i.e.) those jobs created via the 'Inspections and visits' facility which, are complete.
All programmed work which, has not been allocated.
All programmed work which, has been allocated, but is incomplete.

All work: Shows all work i.e. programmed and daily work. This report is suitable for reviewing individual or station workloads, please note a date range must be defined.
All real work (i.e.) those jobs created via the 'Inspections and visits' facility which, are complete.
All programmed and un-programmed work not yet allocated.
All allocated incomplete programmed and un-programmed work

Allocating Jobs: To enable all work e.g. 'Daily' and 'Programmed' to be allocated to a 'Person', 'Post' or 'Location'. The system acknowledges work as 'virtual' until such time that it is allocated. Until work has been allocated inspection details will not be included in the 'Inspection history'. A 'Slip' or 'Job sheet' can not be printed until work has been allocated. The system will display all work corresponding to the search criteria entered and the report selected (i.e.) 'Outstanding re-inspections'.

fireSpace – WAND2

Inspecting officers have been using the WAND1 application on Tablet PC's to complete electronic Audits utilising the first 'National Audit and Data Gathering Form' issued by CFOA in 2006. However it was recognised that in order to facilitate migration to the new version of the audit form, significant changes would need to be made to the WAND1 interface on the Tablet PC's.

SOPHTLOGIC new fireSpace 'WAND2' product makes interface easier to use especially when entering data into the form allowing the system to populate, calculate and grey out parts/sections of the form automatically, working from rules and solutions that have been developed in the background. The toolkit includes but is not restricted to broad areas of functionality that gives you more control of the work allocated onto the Tablet PC (Check-In) including the ability to 'Complete' and/or 'Cancel' allocated work and create 'Follow-Up Audits' (Check-Out) in line with 'CFOA' recommendations and collects additional functionality to better inform the 'IRMP Returns'.

The important point to note is that the fireSpace functionality can be developed, expanded and most importantly customised without the need for the deployment upheaval associated with new software releases. If a new version of fireSpace becomes available, when a user accesses fireSpace, they will be notified that an application update is available to download.

fireSpace is a web based application. For installation and updates you must be able to access the 'Internet' either thru 'WIFI' or 'Ethernet'. For downloading and uploading of jobs ('Check In', 'Check Out'), you must be able to access the '**Intranet'** either thru a 'WIFI' or 'Ethernet' connection. (provided at service premises via Tablet PC connection points).

**You DO NOT need Internet access to fill out the Audit Form(s).**

Installing fireSpace to your PC/Tablet

FRS personnel will need to download the fireSpace client from a SOPHTLOGIC website to all PC's/Tablet's that will need to access the audit forms.

You might need to contact your administrator when installing fireSpace onto your tablet – This may be a privileged access only.

If you do have the 'Privilege' to install fireSpace...

- Go to website – www.safeashouses.net/publishing/firespace/windows

- Click onto the 'Install' button
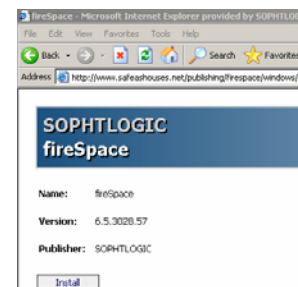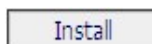
A 'File Download' window will appear asking would you like to 'Run' or 'Save' this file
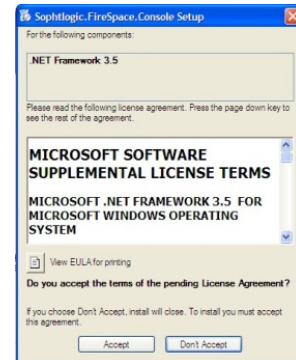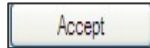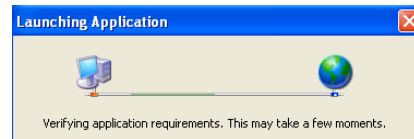

• Click onto 'Run' button

A Microsoft licensing agreement may appear.

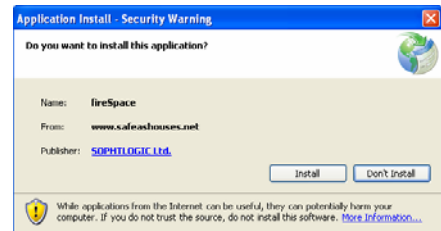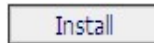• Click onto the 'Accept' button

A 'Launching Application' box will appear for a few seconds then it will disappear

An 'Application Install' window will then appear asking would you like to 'Install' this application

• Click onto the 'Install' button

The 'Installing fireSpace' window will appear
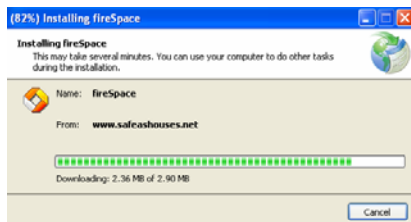
This will install the fireSpace application to your Tablet / PC

You may get a dialog box appear stating you 'Can-not Start Application', if this appears.

• Click onto the 'OK' button
• Contact your 'Administrator'

If successful, fireSpace will appear in the 'Start' menu option on your 'PC / Tablet'

Open and Updating fireSpace
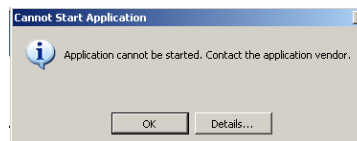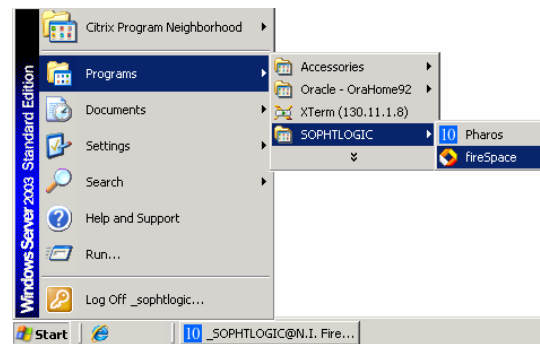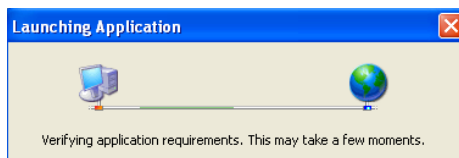
When you open fireSpace, the system will need to do an update; e.g. new functionalities, amendments etc…

From you 'Tablet PC'

- Click onto 'Start'
- Click onto 'Programs'
- Click onto SOPHTLOGIC
- Click onto fireSpace

Make sure you are connected to the Internet

A 'Launching Application' box will appear for a few seconds to check if there are any Updates to fireSpace, then it will disappear

If there are 'Updates Available' to fireSpace

An 'Update Available' window will then appear asking would you like to update the version you have of fireSpace
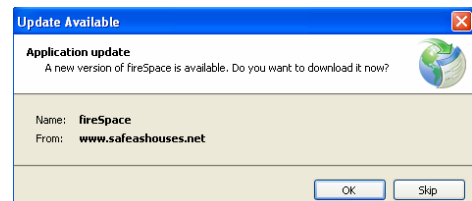
- Click onto 'OK' button

The 'Updating fireSpace' window will appear

This will update the files and open fireSpace

This will only take a few seconds

Place fireSpace Icon Onto The Desktop – this is for convenience

But in doing this, when updates are taken for fireSpace this will delete the shortcut form the desktop during installation of the new version and it will be necessary to repeat the procedure below to re-instate the shortcut onto the desktop.

- Click onto 'Start'
- Click onto 'Programs'
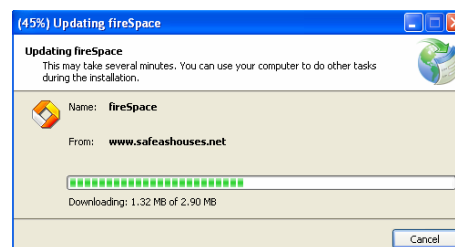- Click onto Sophtlogic
- Right click onto fireSpace
- Click onto 'Send To'
- Click onto 'Desktop' (create shortcut)
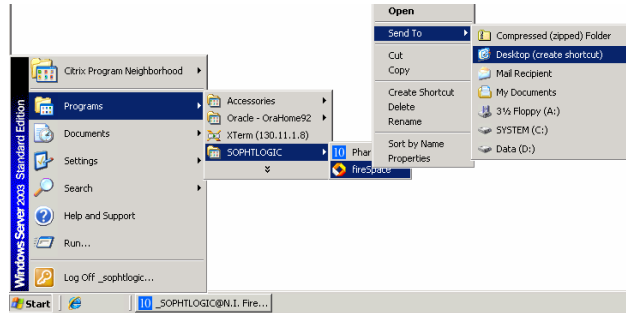
As you can see the fireSpace icon has appeared onto your desktop

- Click onto the fireSpace icon

How fireSpace Work

Let's take a look at what each display field, tabs, buttons and drop down menus are used for.

At the top of your fireSpace window there are three columns: -

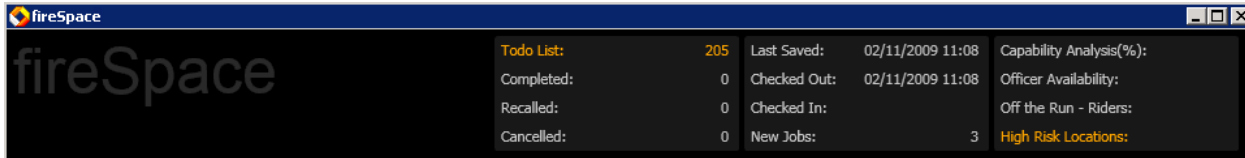**Column One**:   Allows you to see, how many Jobs are in your 'ToDo', 'Completed', 'Recalled' and 'Cancelled' list

Column Two: Allows you to see, When Jobs were 'Last Saved', 'Checked In/Out' and how many 'New Jobs'

Column Three: Allows you to see, % of 'Capability Analysis', 'Officer Availability', 'Riders off the Run' and 'High Risk' of the Locations.

As you can see there are three tabs '**Active Audit**' '**Library**' and '**TUI Console**'
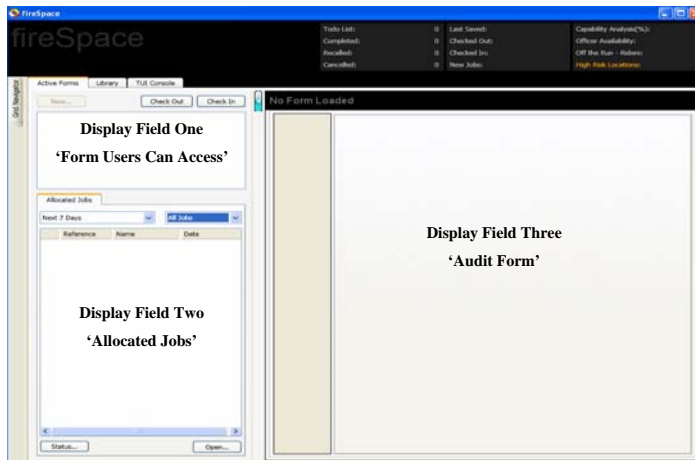
The '**Active Audit**' tab is were the jobs and audit form will be displayed

The '**Library'** tab is were you update new versions of the audit form

The '**TUI Console**' tab is were you have to register your account to obtain a valid licence

The '**Check Out**' button – 'Downloads' jobs that have been allocate to the 'Station/Watch/Location'

The '**Check In**' button – 'Uploads' the 'Completed Jobs' to the main datastore

fireSpace also has three Display Fields:

Display Field 1 – 'What is Allocated to Me' – *Displays downloaded forms in most cases this will display 'Audit and Data Gathering (Northern Ireland 2009)'*

Display Field 2 – 'Wand Mobile – Allocated Jobs' – *Displays Jobs – depending on the drop down list selected e.g. 'ToDo', 'Completed',' Recalled' etc.*

Display Field 3 – 'Audit Form' – *Displays the data form selected in window 1*

Let's have a look at the 'TUI Console' Tab

TUI Console Tab

fireSpace uses 'SOPHTLOGIC's Gateway Server, <u>T</u>rusted <u>U</u>ser Account <u>I</u>nterface (TUI)' console which holds account and licensing Information on public serves hosted by SOPHTLOGIC. Upon accessing fireSpace client, the system will authenticate the 'User' based on the 'Windows Account Name' (Username) and 'User Domain Name' from the 'Operating System'.   This information can be overridden for instance where access is required from machines not joined to a 'Domain'.

Remember your tablet PC must be connected to the network via the 'Ethernet' port (available via Tablet PC connection points), before you can carry out the following Licensing and Checkout procedures.

- Click onto the 'TUI Console' tab

The 'Specify Alternative TUI Credentials' window will appear

By entering your 'Windows Account Name' (username) and 'Domain/Host Name' the system will check to see if your 'Account' details are valid to obtain a 'Valid Licence'. This will ensure that you have the privileges to access fireSpace, and download any jobs that have been allocated.

This only has to be done when the application is first used.

Copy Button: Copy
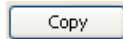
The 'Copy' button allows some 'Brigades' to 'Copy' the 'TUI Credentials' from the 'Work Station Details' box on the right to the 'Alternative Details' box on the left.

Validate Licence Button: Validate Licence

The 'Validate Licence' button allows you to check for a valid licence for that user
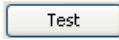
- Enter the 'Windows Account Name' (your User Name)
- Enter the 'Domain Name' e.g. SOPHTDV, ADMINNT

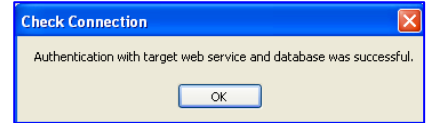The 'Domain Name' is usually the same as the 'Domain/Host Name' in the 'Workstation Details' box

- Click onto the 'Validate Licence' button   Validate Licence

Test Button

The 'Test' button allows you to check authentication with the target web service and database

NOTE: The TUI console now only ever removes the current details on a success validation. This means that if a user inadvertently Copies the TUI credentials from the 'Operating System', the underlying licence will not be affected unless they successfully overwrite the licence with another.

Additionally, the system now detects for changes in the credentials before enabling the 'Validate Licence' button, this is intended to further prevent users inadvertently retrying to validate an active licence.

If this dialog box appears this means that the person you are trying to 'Validate' does not have a 'TUI Account' set up within 'Strategy'. This is setup by SOPHTLOGIC. **Please contact your administrator is this occurs**.
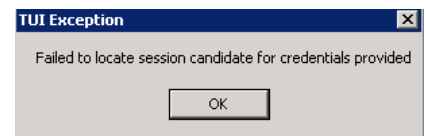
The program will retrieve your credentials from the server and the "Validated Licence Information" and "Network Configuration" boxes will fill and then be greyed out.

If these details verify the User has the privileges to access fireSpace, the User is then cached on the machine until such time as the license expires or the details require changing.

'WAND Gateway' services, here is an overview. Once the licence has been validated fireSpace communicates with the 'WAND Gateway' services which are installed at the site. The WAND Gateway is used by fireSpace to dynamically integrate and exchange data between multiple 'FRS' datastores.

You will need to restart fireSpace for your changes to take affect.

- Close the fireSpace window
- Click onto fireSpace icon
- Click onto the 'TUI Console' tab

As you can see the 'Licensing' information and the expiry date of the licence has been activated.
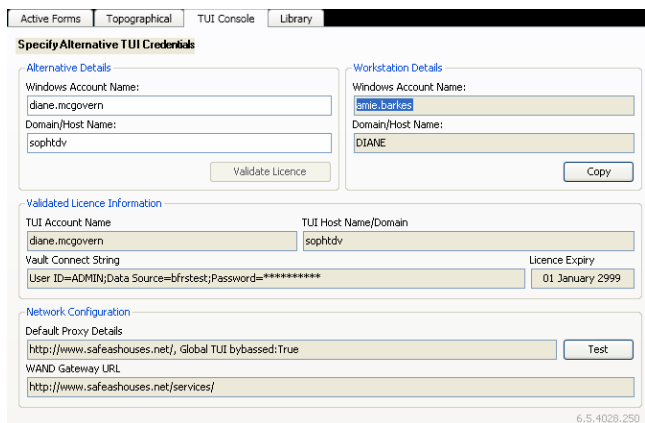
Library Tab

The 'WAND Data Form Library' allows users to synchronise form data to the database that their 'TUI' is configured to.

Users are able to see the forms currently available from SOPHTLOGIC and the forms currently on their database along with what version they are currently running.

Before Jobs can be downloaded you will need to load the forms form SOPHTLOGIC to WAND Data Form Library.

This facility allows different forms to be made available for access via fireSpace and the Tablet PC. For example, 'Home Fire Safety Visits', audit forms for 'England' and 'Scotland'.
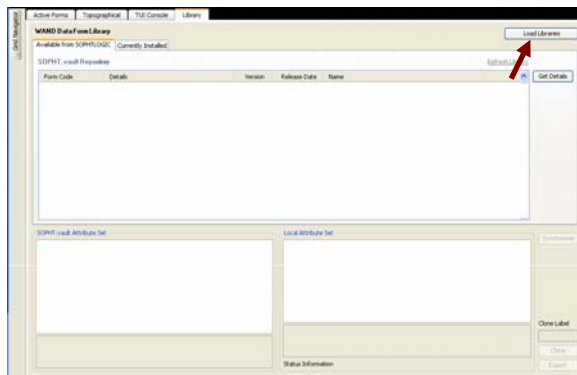
- Click onto the 'Load Libraries' tab

The system will default to 'Available from SOPHTLOGIC' tab
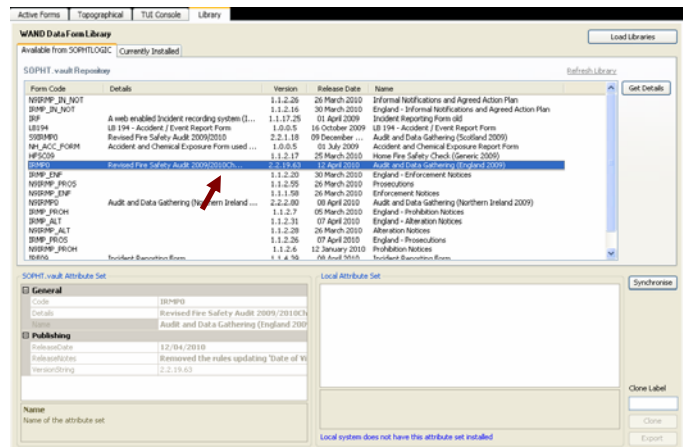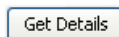
- Click onto the 'Load Libraries' button

As you can see a list of forms will appear

The window will show the 'form Code', 'Details' and the 'Version' of the form.

It also shows the 'Date' the form was 'Released' and the 'Name' of the form.

- Click onto 'Audit and Data Gathering (England 2009)'

- Click onto the 'Get Details' button

If the 'Library' folder (Audit Form in this instance), is up to date all boxes will fill and a message **"The local version is up to date"**, will be displayed at the bottom of the window.

If the 'Library' version is out of date the message **"The local version is out of date please synchronise"** will be displayed and it will be necessary to carry out synchronisation to load the new version.


- Click on the Synchronise button
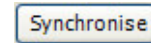
During the synchronisation process the form data is copied from SOPHTLOGIC's source data so if any changes are made or if any changes are required synchronisation of the form data is essential to ensure the user receives the latest version.

This may take a little while (10 – 15 seconds), after a short delay the new 'Library' file will load and **"The local version is up to date"** will be displayed. As shown below.
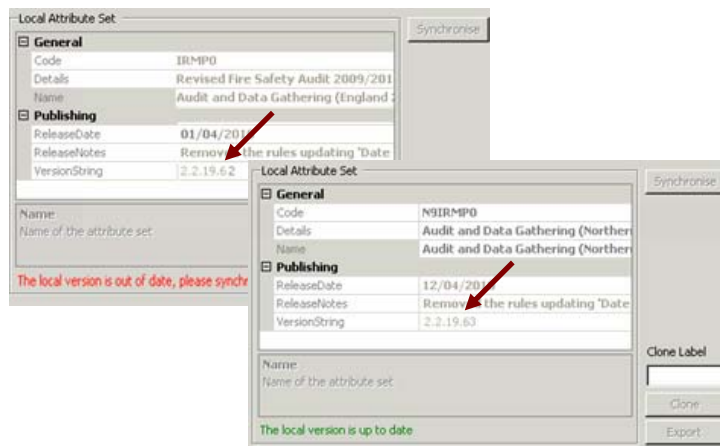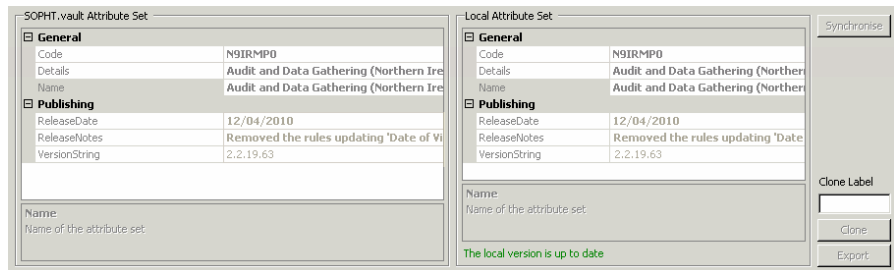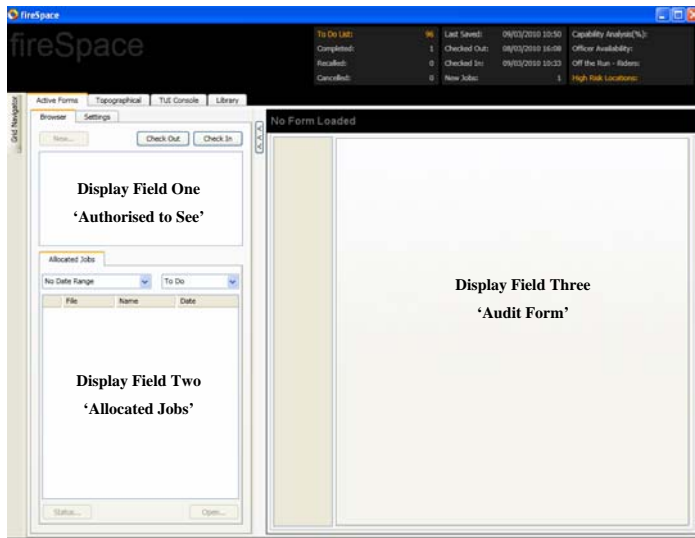

As you can see in the 'Publishing' box > 'Version String' row, has changed from; the old version - 2.2.19.62 to the new version - 2.2.19.63

*** Ensure you are connected to the network ***

Active Forms Tab

Let's have a closer look at the 'Active Forms' display fields

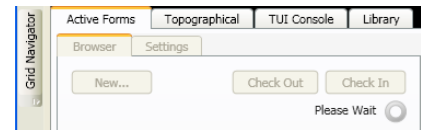The 'Active Forms' tab is were the jobs and audit form will be displayed

- Click onto the 'Active Forms' Tab

If there is no data in the 'Authorised to See' display field (field 1)

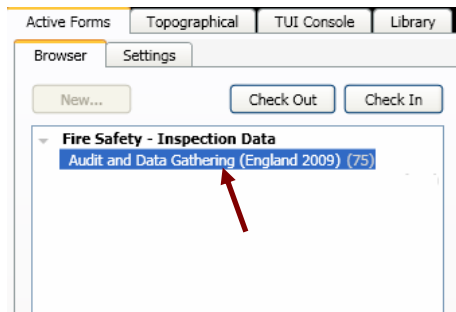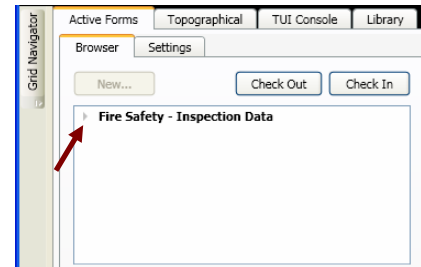- Click onto the '**Check Out'** (download) button

The form will deactivate and grey out and a 'Please Wait' will appear.   Once fireSpace has loaded 'New' or 'Updates' Incidents the form will become active again.

This will display the 'Fire Safety – Inspection Data'

As you can see there is a '+' next to the 'Fire Safety – Inspection Data' folder

- Click onto the '+' next to the folder

The 'Audit Data Gathering (Northern Ireland 2009)' and 'Home Fire Safety Check' options will appear underneath

- Click onto the 'Audit Data Gathering (England 2009)'.

In the 'ToDo' List

As you can see all 'Jobs' which are incomplete, still to do or have been allocated will appear in the 'Allocated Jobs' display field (2)
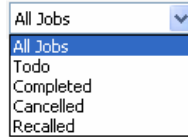
Date Range

To manage the workload you have been allocated

All Jobs List

To manage / view the workload in different folders

- Click onto the 'All Jobs' arrow

A drop down list will appear with five options to choose from:

All Jobs:	List of Jobs that are not yet finished, Completed, Cancelled and Recalled
ToDo:	List of Jobs that are not yet finished and still to do
Completed:	Lists of Jobs that have been Completed - will upload to the main datastore when 'Check-In' selected
Cancelled:	Lists of Jobs that have been Cancelled - will upload to the main datastore when 'Check-In' selected
Recalled:	Lists of Jobs that have been unable to upload to the main datastore when 'Check-In' was selected

All Jobs List

- Click onto the 'All Jobs' arrow
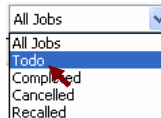- Select 'All Jobs' option from the drop down list
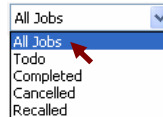
As you can see in this example, there is a list of 'All Jobs' - 'Completed' 'ToDo' and 'Cancelled'

ToDo List

- Click onto the 'All Jobs' arrow
- Select 'ToDo' option from the drop down list

As you can see in this example, there is a list of 'All Jobs' still left 'ToDo'

Completed List

- Click onto the 'All Jobs' arrow
- Select 'Competed' option from the drop down list
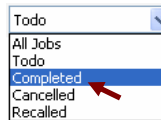
As you can see in this example, the 'Completed' job will be identified by a tick

Cancelled List

- Click onto the 'All Jobs' arrow
- Select 'Cancelled' option from the drop down list
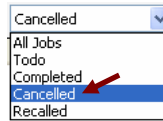
As you can see in this example, the 'Completed' job will be identified by a cross
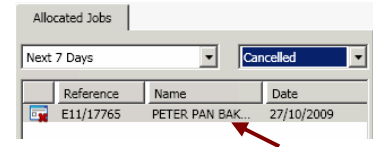
Recalled List

- Click onto the 'All Jobs' arrow
- Select 'Recalled' option from the drop down list

The 'Recalled' jobs list will display all jobs that have failed to 'Check-In'

Status Button

To change the 'Status' of the job from 'ToDo' > 'Completed' or 'Cancelled'

- Click onto the 'Status' button

A List of three options will appear

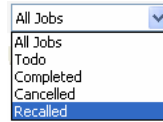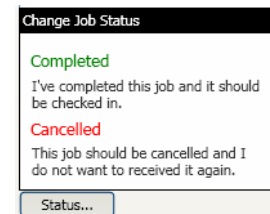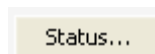|	
To Do:	Jobs that are not yet finished and still to do
Completed:	Jobs can not be Completed unless all Mandatory fields have been filled in. A dialog box will appear to show what Mandatory fields are still left to do before the 'Completed' Job can be moved to the Completed List and uploaded (Check-In) to the Datastore which will then update the Premises Record Card.
Cancelled:	Jobs that have been 'Cancelled' will be moved to the Cancelled List and uploaded (Check-In) to the Datastore and update the Premises Record Card as a 'Cancelled Audit'.

Each job that is 'Completed' or 'Cancelled' should be

- Selected in the 'All Jobs' list
- Click onto the 'Status' button
- Click onto the 'Completed' or 'Cancelled' option
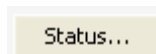
The 'Completed', or 'Cancelled' Job will disappear from the 'ToDo' list and appear in the 'Completed' or 'Cancelled' list – both of these lists will clear when you 'Check-In'.

Any Jobs that didn't successfully upload to the datastore will appear in the 'Recalled' list in the 'All Jobs' drop down menu. Reasons may be – the values entered are too large for the field lengths set.
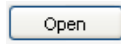
Audit Form Display Field

In the 'Allocated Jobs' display field (2)

- Click onto a Job
- Click onto the Open button

OR

- Double Click onto a Job

Parts and Pages

The Audit Form is also divided into Four Parts;
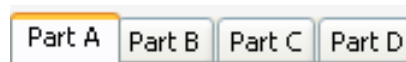
Part A: Site Assessment (Information primarily for Fire Safety File and FSEC)

Part B: Fire Safety Audit (Assessing Compliance with Fire Safety Order)

Part C: Calculation of Relative Risk Rating and Risk Level

Part D: Operational Site Specific Risk Information (where appropriate)

Within Part A, B, C & D, are Pages

Part A: Three Pages –   page 1 - 3
Part B: Five Pages –   page 4 - 8
Part C: Four Pages –   page 9 - 12
Part D: Eight Pages –   page 13 - 20
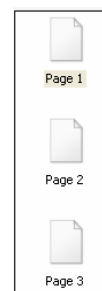
To view different Parts of the form

- Click onto the Tabs.

To view the Pages within the Tabs

- Click onto the Pages

The 'Audit Form' will be displayed in the centre of display field (3).
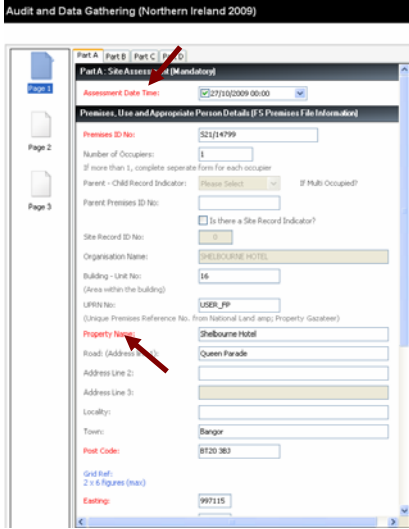
Anything in '**Red**' means it is a '**Mandatory**' field and must be filled in. If you miss any of the '**Mandatory**' fields you will be allowed to continue with the form but you will '**NOT**' be able to 'Complete' the form until these fields are filled in.

The Validation will flag that a **Mandatory** field has not been completed.
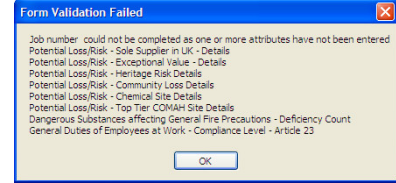
In addition, there are a number of look-up tables and flowcharts which the inspector may need to consult during the process.

For initial Audits of Premises, Parts A, B, and C should normally be completed for all Occupancies (subject to each individual FRA policy) and where appropriate 'D'. This will result in an individual Inspection regime for each Premises in accordance with Risk Rating and Fire Safety Management.

Confirming the Date and Time

Within the 'Date' field, a 'Date' will automatically appear. To verify that this 'Date' and (in some parts of the form) 'Time' is correct.

- You must tick the check box where there is a 'Date'.
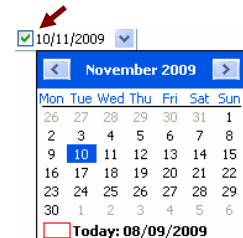
Changing the Width of the Audit Form
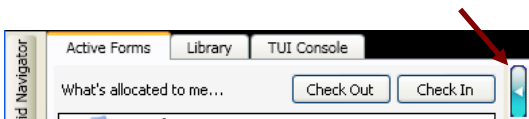
Next to the 'Check In' button there is a Blue Arrow

As you can see the 'What is Allocated' and 'Allocated Jobs' windows (1 & 2) have disappeared and the Audit Form is the width of the whole page

- Click back onto the Blue Arrow

The 'What is Allocated' and 'Allocated Jobs' display field (1 & 2) will reappear

Minimising / Maximising fireSpace

- To Minimise a window click onto the middle icon

- To Maximise a window click onto the middle icon

WAND automatically 'Saves' data that has been entered when the fireSpace application closed.

NOTE: Any text that is slightly smaller and italic (slanted) is explanations that are taken from the Revised CFOA Fire Safety Audit & DG Guidance 28th April 2008 Draft V2.2

Check In Jobs

Open Premises Record Card

Let's view the results in the 'Premises Record Card' of a job when it has been 'Checked In' as a 'Follow-Up', a job that was 'Checked In' as 'Completed' and a job that was 'Checked In' as 'Cancelled' via fireSpace.

In 'Global Navigator'

- Click onto the 'Fire Safety' button

This will appear in the tool bar

- Click onto 'Premises'
- Click onto the 'FP Premises Records'
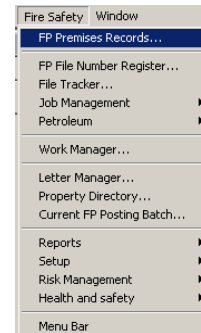
Follow-Up Job

If a 'Job/Audit' has been 'Follow-Up' via fireSpace the job will be uploaded to the 'Premises Record Card' on 'Check-In'

To view the 'Results' of a 'Follow-Up Job'

Within the 'FP Premises Record Card'
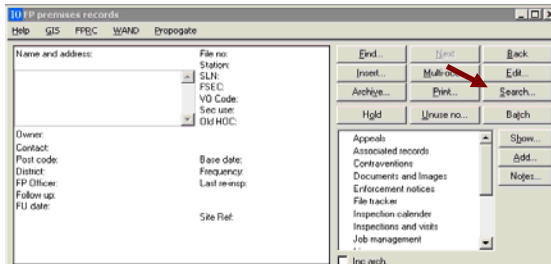
- Search for the 'Premises'
- Click onto the 'Search' button
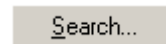
- Select one of the fields to 'Search' the 'Premises' on
- Enter the 'Name/File Number' of the 'Premises'
- Click onto the 'OK' button
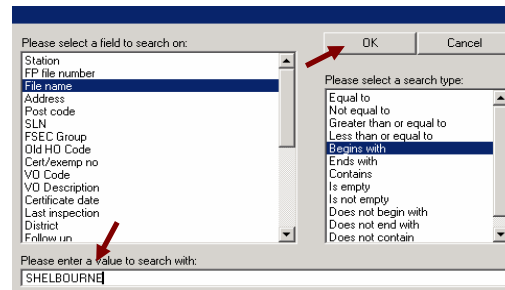
- Click onto the 'Premises'
- Click onto the 'Open' button

The 'Premises' will appear in the 'Record Card'
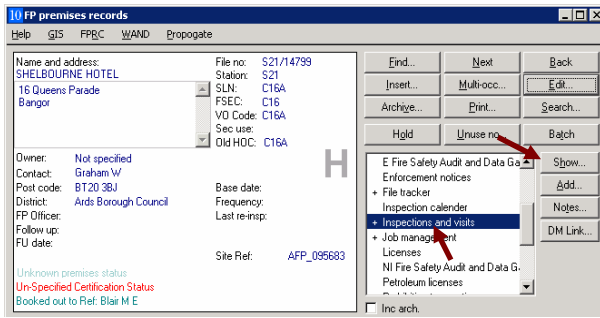
Within the 'Sub Menu' options

- Click onto 'Inspections and Visits'
- Click onto the 'Show' button
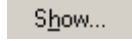
The 'Start' and 'Finish' date is still left blank

This is because the 'Inspection' has a 'Follow-Up' job scheduled.

- Click onto the 'Job'

- Click onto the 'Revise' button
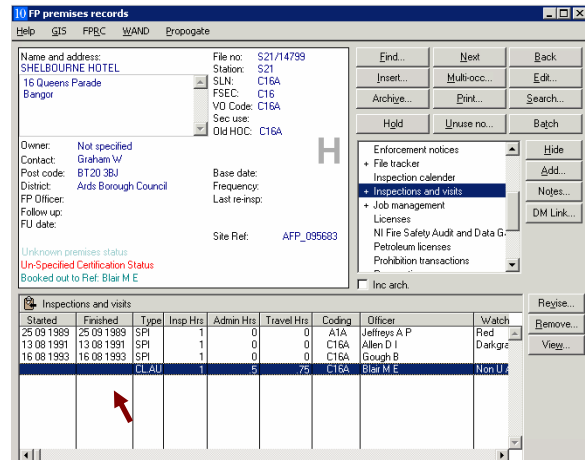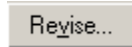
The 'Inspections and Visits' window will appear – as shown
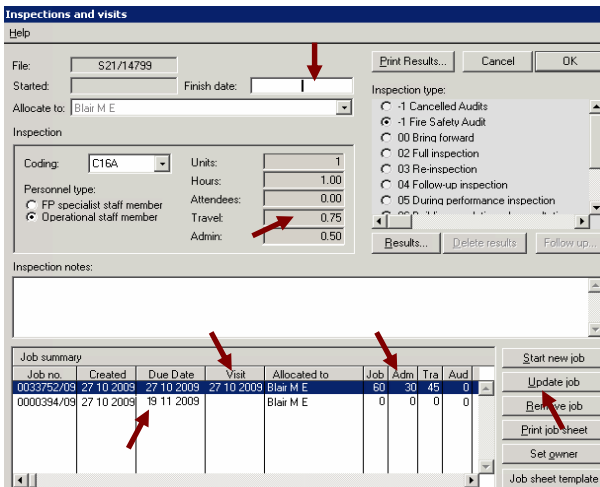
The 'Finish Date' has been left blank

The 'Times' from the 'First' job has been automatically updated

There are two inspections/jobs within the one Audit. The 'Actual Job' and the 'Follow-Up Job' that has been created by fireSpace.

The 'Job Due Date' on 'Part D Page 12' of fireSpace is reflected the next 'Follow-Up' date

- Click onto the 'Job'

- Click onto the 'Update Job' button

fireSpace has automatically populated

- The 'Work Completed' check box - has now been ticked
- The 'Date of Visit' has been populated
- The 'Offer's Times for Inspection (Job)', 'Admin' and 'Travel' have automatically been updated.

The 'Follow-Up Job' that was created in fireSpace, has been updated

The 'Enter Job' window is 'Closing' the 'Job' NOT the 'Audit'

- Click onto the 'OK' button

This will bring you back to 'Inspections and Visits' window

When the 'Follow-Up Job' (on the 19/11/09) comes back as 'Completed' the 'Finish Date' and the 'Visit Date' will appear, the 'Hours' entered in fireSpace will appear in the 'Inspections and Visits' window and the 'Inspection Hours' will update to cover both 'Job Times'. (as shown on pg 99)

- Click onto the 'OK' button

This will bring you back to the 'Premises Record Card'

The Start and Finish date will be entered meaning the 'Audit' is now 'Closed'.

Completed Job

If a 'Job/Audit' have been 'Completed' via fireSpace the job will be uploaded to the 'Premises Record Card' on 'Check-In'
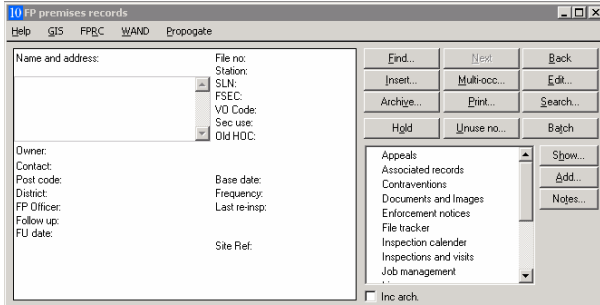

To view the 'Results' of a 'Completed Job'
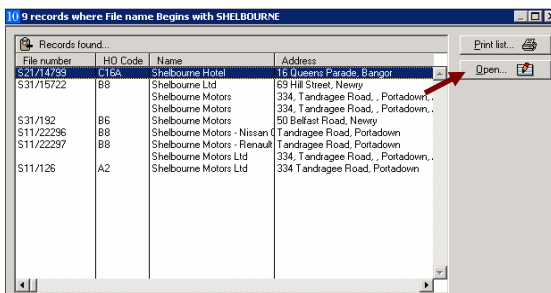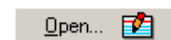
Within the 'FP Premises Record Card'

- Search for the 'Premises'
- Click onto the 'Search' button
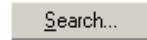
- Select one of the fields to 'Search' the premises on
- Enter the 'Name/File Number' of the premises
- Click onto the 'OK' button
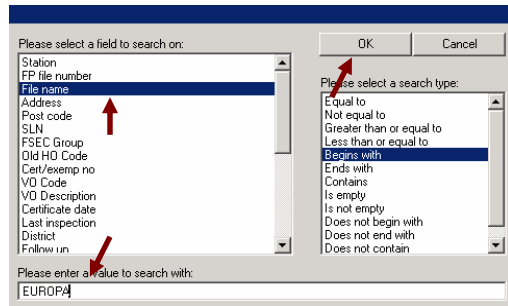

- Click onto the 'Premises'
- Click onto the 'Open' button

Within the 'Premises Record Card'

- Click onto 'Inspections and Visits'
- Click onto the 'Show' button

The 'Inspections and Visits' summary window will appear at the bottom of the 'Record Card'.

As you can see fireSpace has entered the 'Started' and 'Finished' dates of inspection and entered the 'Job', 'Admin' and 'Travel' hours.

- Click onto the 'Job' you want to 'Revise'
- Click onto the 'Revise' button
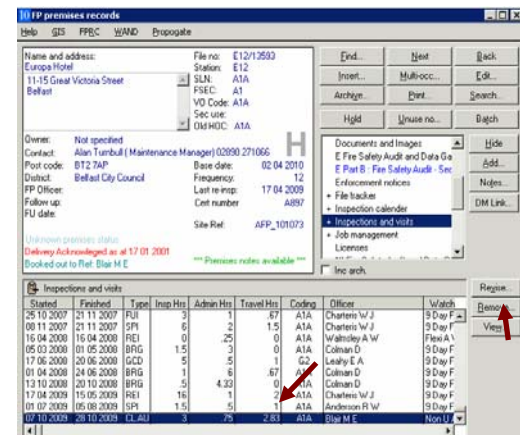
The 'Inspections and Visits' window will appear – as shown

fireSpace has automatically populated

fireSpace has automatically entered the 'Finish Date'

In inspections, the 'Hours' from the 'Both' jobs has been added together and automatically updated

These are the total 'Inspection Hours' – reflect the total time spent on all associated jobs / audits

There are two inspections/jobs within the one audit. The 'Actual Job' and the 'Follow-Up Job' that has been created by fireSpace.

The 'Visit Date' of the 'Job' has been entered

The 'Hours' spent on the job have automatically been entered

- Click onto the 'Update Job' button
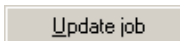
The 'Job' window will open

fireSpace has automatically populated

- The 'Work Completed' check box - has now been ticked
- The 'Date of Visit' has been populated
- The 'Offer's Times for Inspection (Job)', 'Admin' and 'Travel' have automatically been updated from 'Part D 'Page 12' of fireSpace

- Click onto the 'OK' button

You should now be back in the 'Inspections and Visits' window
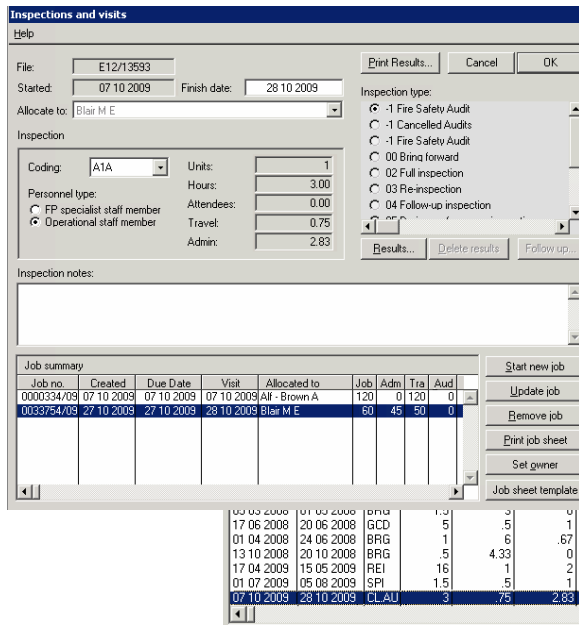
- Click onto the 'OK' button

You should now be back in the 'Premises Record Card'

As you can see this 'Audit' is now 'Closed'.

Cancelled Job

If a 'Job/Audit' has been 'Cancelled' via fireSpace the job will be uploaded to the 'Premises Record Card' on 'Check-In'

To view the 'Results' of a 'Cancelled Job'
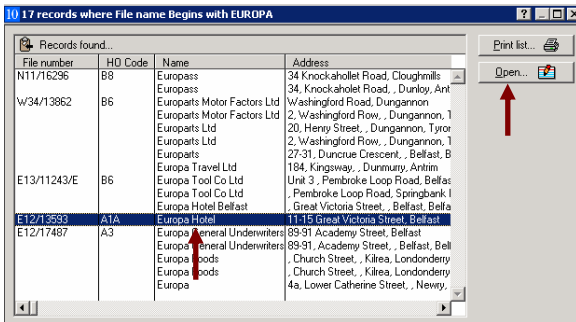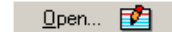
Within the 'FP Premises Record Card'
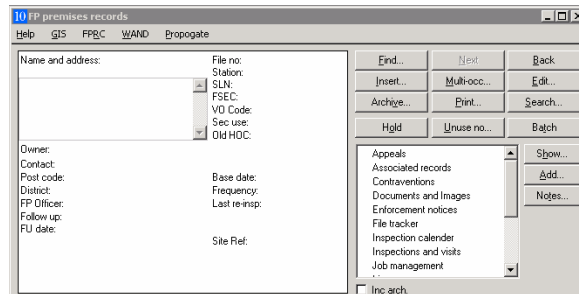
- Search for the 'Premises'

- Click onto the 'Search' button
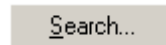
- Select one of the fields to 'Search' the premises on
- Enter the 'Name/File Number' of the premises
- Click onto the 'OK' button
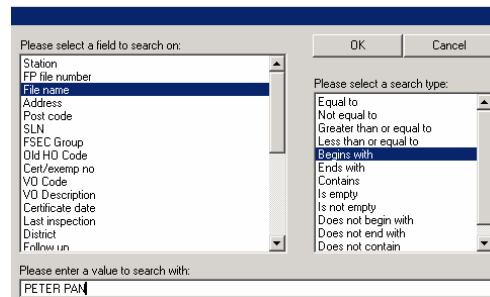
- Click onto the 'Premises'
- Click onto the 'Open' button
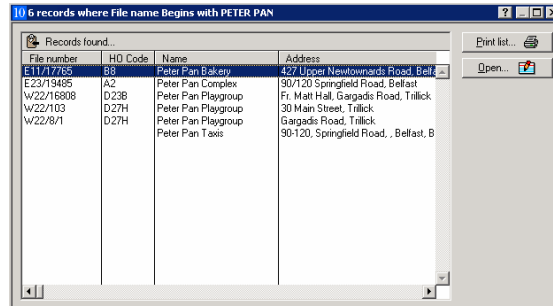
The 'Premises Record Card' will open
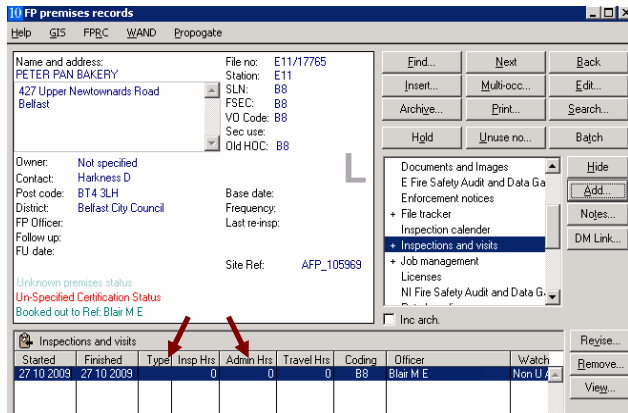
- Click onto 'Inspections and Visits'
- Click onto the 'Show' button

The 'Inspections and Visits' summary window will appear at the bottom of the 'Record Card'.

As you can see

- The create, 'Start' and 'Finished Date' has been entered
- The 'Type' has been removed
- 'No Hours' have been entered

- Click onto the job you want to 'Revise'
- Click onto the 'Revise' button
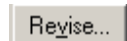
The 'Inspections and Visits' window will appear – as shown
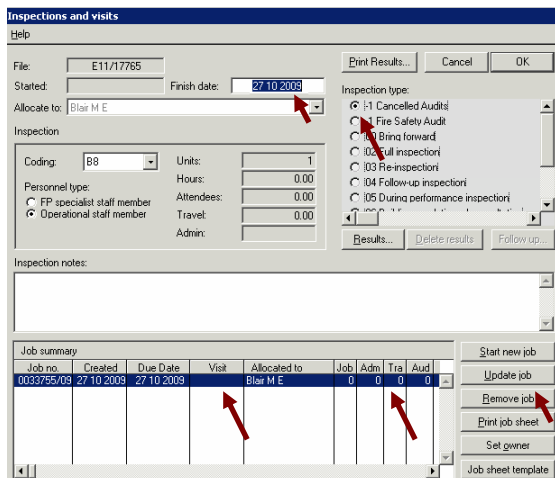
- fireSpace has automatically entered the 'Finish Date'

- The 'Inspection Type' has changed from 'Fire Safety Audit' to 'Cancelled Audit'

- 'No Hours' have been entered

- 'No Visit Date' has been entered

- Click onto the 'Job'

- Click onto the 'Update Job' button

As you can see, nothing has been entered in the job window

- Click onto the 'OK' button

This should bring you back to the 'Inspections and Visits' window

- Click onto the 'OK' button

A 'Warning' dialog box may appear, asking a completion date has been entered on an 'Outstanding Job' is this correct?
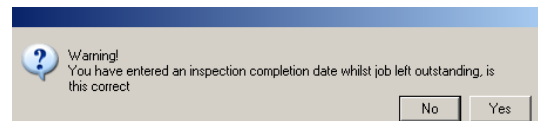
- Click onto the 'Yes' button

Another 'Warning' dialog box may appear, asking if you want to make the file as 'Returned'.
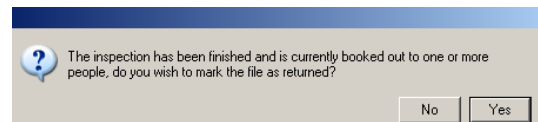
- Click onto the 'Yes' button

This should bring you back to the 'Premises Record Card' window

This Job is now 'Closed'

Remove Job
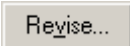
To remove a job from the 'Job Summary' window

- Click onto the 'Remove' button
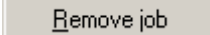
A dialog box will appear the record is used elsewhere and can not be deleted
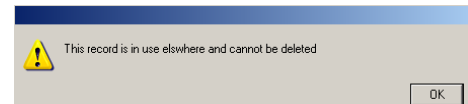
If this is the case you need to delete any records that are linked to this record

- Click onto the 'Job'
- Click onto the 'Revise' button

- Delete the 'Jobs' that are in the summary window

- Click onto the 'Remove Job' button

A dialog box will appear asking you if you want too delete the job

- Click onto the 'Yes' button
- Click onto the 'OK' button

A dialog box will appear asking you if you want to continue

- Click onto the 'Yes' button
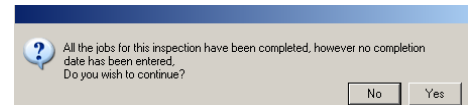
Should be back in the 'Inspections and Visits' window

- Click onto the 'Remove' button

A dialog box will appear asking you if you want 'Delete the Record'

- Click onto the Yes button

The Record should have disappeared from the 'Inspections and Visits' window within the 'Premises Record Card'.

Let's take a look at what the other buttons do within Inspections & Visits

- Click onto a 'Job'
- Click onto 'Revise' button

You should now be in 'Inspections and Visits' window

Print Job Sheet

To print a job sheet from the 'Job Summary' window

- Click onto the 'Print Job Sheet' button

'Print Preferences' box will appear

- Click onto one of the options: 'Print/Screen'
- Click 'OK'
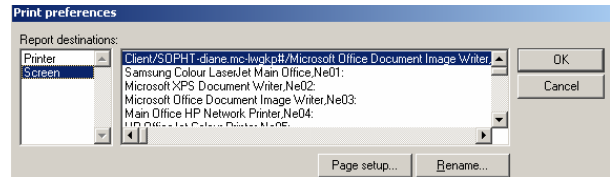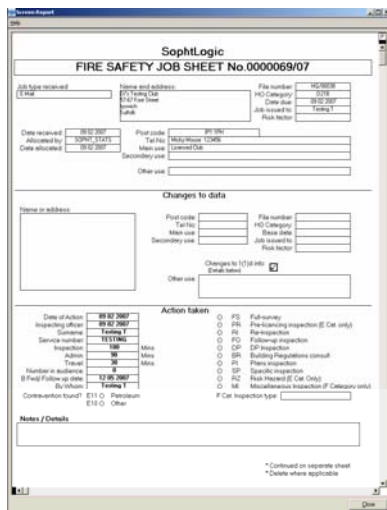
The 'Job Sheet' may look something, like the one shown

If you want to view the 'Job Sheet' before printing

- Select 'Screen' in the 'Print Preference'
- Click 'Close'

Other wise
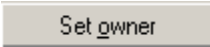
- Select 'Print' in the 'Print Preference'
- Choose the 'Printer'
- Click 'OK'

Set Owner

To set an owner of a job from the 'Job Summary' window. This is usually when the Inspection is a 'Multi-Occ'.

- Click onto the 'Set Owner' button

This will set the person who the 'Job' was allocated to as the 'Owner' of all the Inspections within the 'Multi-Occ'.

Job Sheet Template

To select 'Job Sheet Template' in the 'Job Summary' window

- Click onto the 'Job Sheet Template' button

Job sheet template
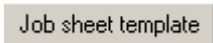
Print letters box will appear

- Choose one or more of the options
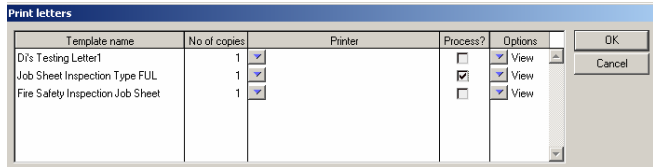
If you click onto the 'View' button, you can choose to View, Print or Save

- Click 'OK'

MS Word will open the chosen 'Template'

As you can see, it will be in code

However, as the system goes through the letter it will change into text

- Click onto the 'X' in the top right hand corner to close the template

- Now 'Close' all applications.

You should now be back at the 'FP Premises Record Card'

As you can see, all of the information you have entered has now been entered into the 'FP Premises Record Card'.
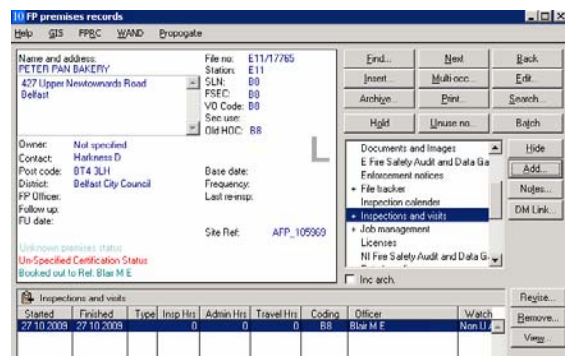
Enforcement, Prohibition, Alterations and Prosecution Notices

Once an 'Audit Form' has been filled in but there is an Enforcement Notice, Prohibition Notice, Alterations Notice or a Prosecution Notice has been issued due to the Audit the **Job MUST NOT BEEN COMPETED.**

The stepping stone are:-

Completed Audit - No Enforcement Notice, Prohibition Notice, Alterations Notice or even a Prosecution Notice have not been issued

- Fill in the Audit Form
- On part D > page 20
- Inspection Audit completed = YES

Incomplete Audit - Enforcement Notice, Prohibition Notice, Alterations Notice or even a Prosecution Notice have been issued

- Fill in the Audit Form
- On part D > page 20
- Inspection Audit completed = NO

If the Audit is Incomplete then follow the instructions within this manual to enter the Enforcement Notice, Prohibition Notice, Alterations Notice or Prosecution Notice.

When entering an Enforcement Notice, Prohibition Notice, Alterations Notice or Prosecution Notice you will need to go to the Premises Record Card to open the form within fireSpace.

Premises Record Card

From the 'Global Navigator'

- Click onto 'Fire Safety' button
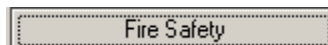
This will now appear in the toolbar

- Click onto 'Fire Safety'
- Click onto 'FP Premises Record'

The 'FP Premises Record' will open
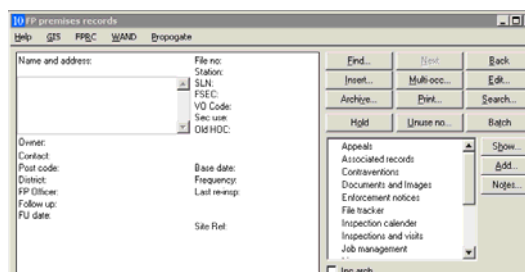
Search for the Premises Record Card

To search for the premises

- Click onto the 'Search' button

- Select one of the fields to 'Search' the premises on
- Enter the 'Name/File Number' of the premises
- Click onto the 'OK' button

Within this example, some of the Premises do not have a 'File Number' or 'HO Code' next to it. There are two reasons behind this...

- The Brigade is using a 'Gazetteer' and the premises have not been linked to the 'Premises Record Card'.

- The premises may be a 'Duplicate'.

- Click onto the 'Premises'
- Click onto the 'Open' button
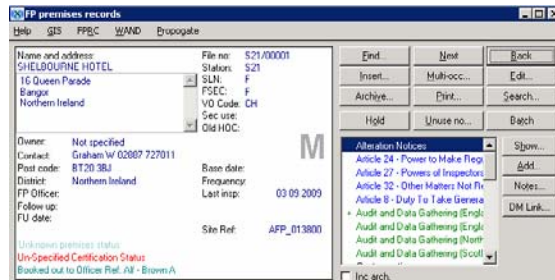
ADD AN INFORMAL NOTIFICATIONS & AGREED ACTION PLAN

An Action Plan is an informal agreement between the responsible person and the Fire authority to focus attention on identified risks and the preventative and protective measures that may be necessary to either remove the risk or reduce the risk to an acceptable level. An action Plan may be considered for use in situations where immediate formal enforcement action is unnecessary. The Plan should be discussed between the inspecting officer and the responsible person together with the projected time scale for implementation/completion of the measures identified.

The 'Premises' will appear in the 'Record Card'
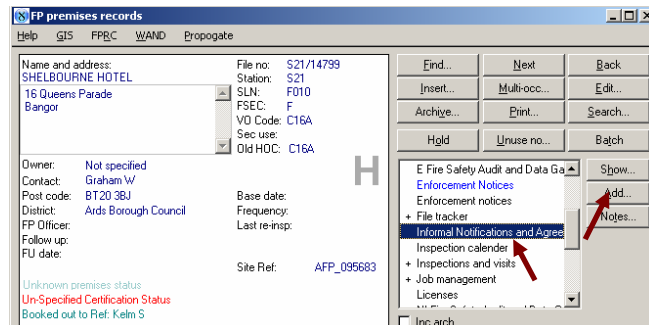
Within the 'Sub Menu' options

- Click onto the 'Informal Notifications and Agreed Action Plans'

If there is a '+' next to 'Informal Notifications and Agreed Action Plans', this means that there is a notices attached to this Premises. If there are no '+' then the premises have no associated notices.

- Click onto the Add button

Open and Updating fireSpace

Make sure you are connected to the Internet

A Launching Application box will appear for a few seconds to check if there are any Updates to fireSpace, then it will disappear
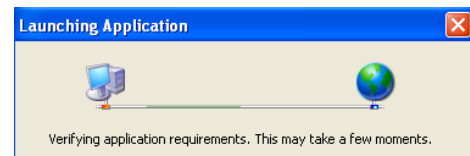
If there are Updates to fireSpace
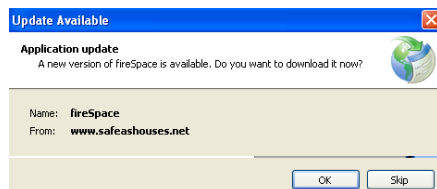
An Update window will then appear asking would you like to update the version you have of FireSpace

- Click onto OK button

The Updating window will appear

This will update the files and open fireSpace

This will only take a few seconds

Once fireSpace is open
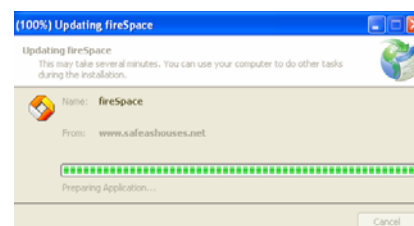
- Click onto the' Active Forms' tab

INFORMAL NOTIFICATIONS & AGREED ACTION PLAN
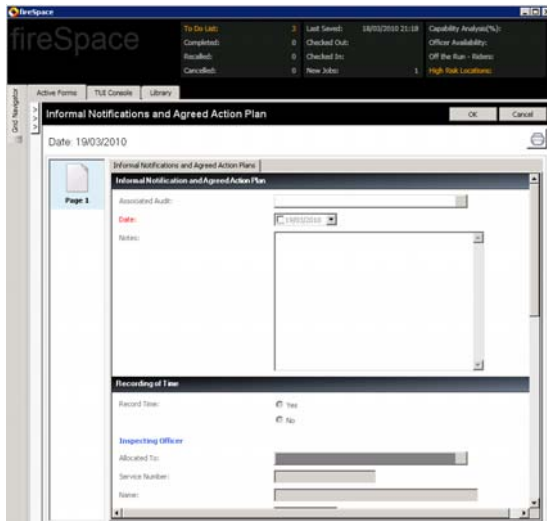
fireSpace will open the 'Informal Notifications and Agreed Action Plans' form

Associated Audit

The 'Informal Notifications and Agreed Action Plans' must be associated to a completed audit. FS1 only returns 'Informal Notifications and Agreed Action Plans' that are attached / associated to incomplete audits.

To associate the Audit to the

- Click onto the grey square

An 'Associated Audit' box will appear

- Click onto the magnifying glass icon

All incomplete audits for the selected premise will be returned and appear in the 'Associated Audit box

- Double click onto the (if there is more than one) appropriate audit
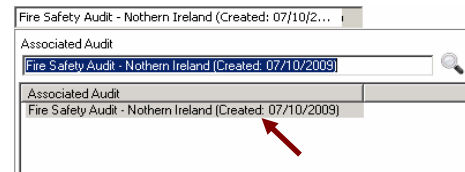
This is so the hours spent on the audit and the hours spent doing the 'Informal Notifications and Agreed Action Plans' can be recorded and linked together.

As you can see the selected audit will appear in the 'Associated Audit' box
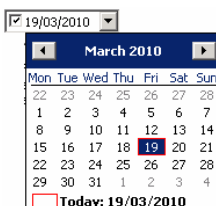
Within the 'Date' field, a 'Date' will automatically appear. To verify that this 'Date' and (in some parts of the form) 'Time' is correct, you must tick the check box where there is a 'Date'.

- Click into the 'Date' the action plan was assigned
- Click onto the arrow to change the Date (if needed)

Date: ☑ 19/03/2010 ▼

Notes:

Enter details about the agreed Plan between the inspecting officer and the responsible person with the projected time scale for implementation/completion of the measures identified.

- Enter details about the agreed Action Plan in the 'Informal Notifications and Agreed Action Plans Notes' box

Recording of Time

To Record the Time spent

- Click onto the Yes option

Record Time: ⦿ Yes   ◯ No

This will activate the other fields

There are three ways to record the 'Times'

Inspecting Officer
Supervisory Officer
Admin Support

Inspecting Officer

- Click onto the 'Allocated To' grey square

Allocated To: [ ]

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

Allocated To: ALF1 - ALF - Brown A (Personnel)
Service Number: ALF1
Name: ALF - Brown A

- Enter the Date

Date: ☑ 19/03/2010 ▼

- Enter the Details of Work done

Details of Work: Enter Details of the work that was done

To enter the time spent on 'Informal Notifications and Agreed Action Plans'

- Enter the 'Informal Notifications and Agreed Action Plans' time, Admin time and Travel time – in minutes

Time spent on Informal Notification and Action Plan:	75	Mins
Admin Time Spent on Informal Notification and Action Plan:	30	Mins
Travel Time Spent on Informal Notification and Action Plan:	25	Mins

Supervisory Officer

- Click onto the 'Allocated To' grey square

Allocated To:

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

Allocated To: ALF1 - ALF - Brown A (Personnel)
Service Number: ALF1
Name: ALF - Brown A

- Enter the Date

Date: 19/03/2010

- Enter the Details of Work done

Details of Work: Enter Details of the work that was done

- Enter the Checking Time – in minutes

Checking Time: 10 Mins

Admin Support

- Click onto the 'Allocated To' grey square

Allocated To:

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

Allocated To: ALF1 - ALF - Brown A (Personnel)
Service Number: ALF1
Name: ALF - Brown A

- Enter the Date

  Date: ☑ 19/03/2010 ▼

- Enter the Details of Work done

  Details of Work: | Enter Details of the work that was done |

- Enter the Admin Support Time – in minutes

  Admin Support Time: 15 Mins

Once you have completed the form

- Click onto the OK button

  OK

The form will disappear in display field 3 and the job will disappear in the 'Open Documents' window

Go back to Premises Record Card

Refresh the window – click onto a different sub menu then back onto the sub menu

As you can see a '+' has appeared next to 'Informal Notifications and Agreed Action Plans'

- Click onto the Show button

  Show...

As you can see the 'Informal Notifications and Agreed Action Plans' you have just completed has appeared in the 'Informal Notifications and Agreed Action Plans' window

- Click onto the Job
- Click onto the Revise button

This will reopen the form. You can update / complete information regarding the 'Informal Notifications and Agreed Action Plans'

- Click onto the OK button

To check the times have been entered and linked to the correct Audit

Within the Sub-Menu

- Click onto Inspections and Visits
- Select the open audit
- Click onto the Revise button

  Revise...

as you can see the 'Informal Notifications and Agreed Action Plans' has appeared as a job in the job summary window

- Click onto the Job
- Click onto update job button

  Update job

As you can see the information you entered in the 'Informal Notifications and Agreed Action Plans' has appeared in the job window.

- Click onto the OK button

ADD AN PROHIBITION NOTICES

This form applies where; dangerous conditions can be reported or discovered by station personnel during operational risk visits, following attendance at an operational incident, or by a Fire Safety Inspector (FSI) subsequent to a complaint or during a routine audit. For example: involve a risk that affects relevant persons' escape from relevant premises in the event of fire is so serious that use of those premises ought to be prohibited or restricted,

The 'Premises' will appear in the 'Record Card'

Within the 'Sub Menu' options

- Click onto the Prohibition Notices

If there is a '+' next to 'Prohibition Notices', this means that there is a notices attached to this Premises. If there are no '+' then the premises have no associated notices.

- Click onto the Add button

Open and Updating fireSpace

Make sure you are connected to the Internet

A Launching Application box will appear for a few seconds to check if there are any Updates to fireSpace, then it will disappear

If there are Updates to fireSpace

An Update window will then appear asking would you like to update the version you have of FireSpace
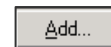
• Click onto OK button

This will only take a few seconds
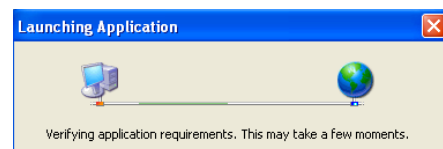
Prohibition Notices
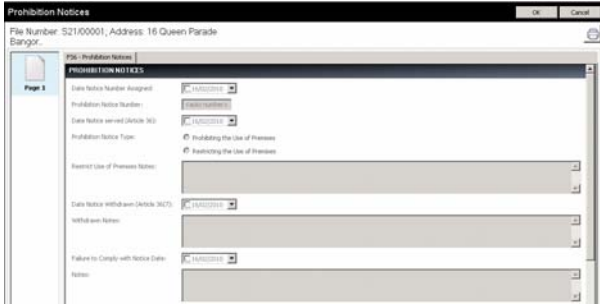
fireSpace will open the 'Prohibition Notices' form

Within the 'Date' field, a 'Date' will automatically appear. To verify that this 'Date' and (in some parts of the form) 'Time' is correct, you must tick the check box where there is a 'Date'.

- Click into the 'Date Notice Number Assigned' box
- Click onto the arrow to change the Date (if needed)

The 'Prohibition Notice Number' will automatically populate once the form has been 'Saved' to the Premises Record Card

- Click into the 'Date Notice Served (Article 36)' box
- Click onto the arrow to change the Date

Prohibition Notice Type, click into either the

- Prohibiting the use of premises
- Restricting the use of premises

By selecting the 'Restricting the use of premises' option will activate the Notes box

- Enter details why the use of premises is restricted

Withdrawing the Prohibiting Notice Date

Where a notice is withdrawn by the enforcing authority for any reason (including as a result of an informal appeal made direct to the authority or prior to a judicial hearing) this is to be recorded in the relevant column.

- Click into the 'Date notice withdrawn Article 36(7)' box
- Click onto the arrow to change the Date (if needed)

By clicking into the date box will activate the 'Withdrawn Notes field

- Enter details why the Prohibition Notice was withdrawn in the Withdrawn Notes box

Failure to comply with the Prohibiting Notice Date

- Click into the 'Failure to Comply with the Notice Date' box
- Click onto the arrow to change the Date (if needed)

Failure to Comply with Notice Date: ☑ 23/02/2010 ▼

By clicking into the date box will activate the 'Notes' field

- Enter details of why the Failure to comply with the Notice Date' in the 'Notes' box

Notes: Mandatory - Enter reasons why the premises/person failed to comply with notice date

Appeals

- Tick into the County Court Appeals (Article 40) check box

☑ County Court Appeal (Article 40):

- Click into the 'Date Appeal Lodged' box
- Click onto the arrow to change the Date

Date Appeal Lodged: ☑ 23/02/2010 ▼

- Click into the 'Date appeal Heard' box
- Click onto the arrow to change the Date

Date Appeal Heard: ☑ 28/02/2010 ▼

- Select one of the options from the 'County Court Appeal Results' list

  - Cancellation of Notice by way of county Order
  - Affirmation of the Notice
  - Affirmation of the Notice with Modifications

County Court Appeal Result:

○ Cancellation of the Notice by way of County Order
◉ Affirmation of the Notice
○ Affirmation of the Notice with Modifications

If Prohibition time needs to be recorded please create a new 'Inspection Type' of type 'Prohibition'.

Once you have completed the form

- Click onto the OK button

The form will disappear in display field 3 and the job will disappear in the 'Open Documents' window

you should now be back in the Premises Record Card

Refresh the window – click onto a different sub menu then back onto the Prohibition Notices sub menu

As you can see a '+' has appeared next to Prohibition notice

- Click onto the Show button
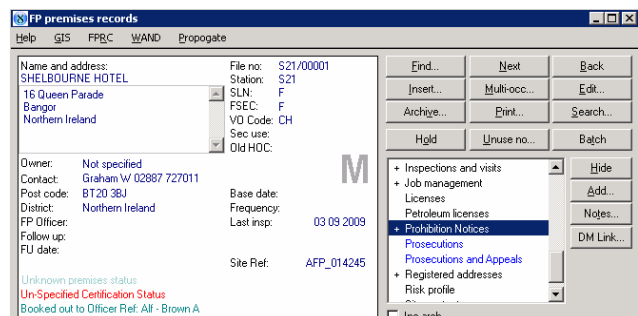
As you can see the 'Prohibition Notice' you have just completed has appeared in the

- Click onto the Job
- Click onto the Revise button

This will reopen the form in fireSpace

You can update / complete information regarding the Prohibition Notice

- Click onto the OK button

ADD AN ALTERATIONS NOTICES

This subsection applies where there would be a serious risk to relevant persons in respect of harm caused by fire in the relevant premises. In this Article, "appropriate person", in relation to relevant premises, means a person subject to a requirement under Article 25 or 26 in relation to the relevant premises.

The 'Premises' will appear in the 'Record Card'

Within the 'Sub Menu' options

- Click onto the 'Alterations Notices'

If there is a '+' next to 'Alterations Notices', this means that there is a notices attached to this Premises. If there are no '+' then the premises have no associated notices.

- Click onto the Add button
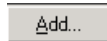
This will open fireSpace

Alterations Notices

fireSpace will open the 'Alteration Notice' form

Associated Audit

The 'Alteration Notice' must be associated to a uncompleted audit. FS4 only returns 'Alteration Notices' that are attached / associated to uncompleted audits.

To associate the Audit to the Alterations Notice

- Click onto the grey square

An 'Associated Audit' box will appear

- Click onto the magnifying glass icon

.

All uncompleted audits for the selected premise will be returned and appear in the 'associated Audit box

- Double click onto the (if there is more than one) appropriate audit

This is so the hours spent on the audit and the hours spent doing the 'Alterations Notice' form can be recorded and linked together.

As you can see the selected audit will appear in the 'Associated Audit' box

Within the 'Date' field, a 'Date' will automatically appear. To verify that this 'Date' and (in some parts of the form) 'Time' is correct, you must tick the check box where there is a 'Date'.

- Click into the 'Date Notice Number Assigned' box
- Click onto the arrow to change the Date (if needed)

The 'Alterations Notice Number' will automatically populate once the form has been 'Saved' to the Premises Record Card

- Click into the 'Date Notice Served (Article 38)' box
- Click onto the arrow to change the Date (if needed)

This will activate the Alterations Notice Type, Regarding radio buttons and the Alterations Notice Notes field, click into either...

- 38(2) Premises Constitute Risk
- 38(3) Premises will constitute Risk if Altered

Select one of the options from the 'Regarding' list

- Change to the Premises
- Change to the Service
- Dangerous Chemicals
- Change of Use

- Enter details why the Alterations are being done in the 'Alterations Notice Notes' box

Withdrawing the Alterations Notice

Where a notice is withdrawn by the enforcing authority for any reason (including as a result of an informal appeal made direct to the authority or prior to a judicial hearing) this is to be recorded in the relevant column.

- Click into the 'Notice Withdrawn Date Article 38 (7)' box
- Click onto the arrow to change the Date (if needed)

By clicking into the date box will activate the 'Withdrawn Notes field

- Enter details why the Alterations Notice was withdrawn in the 'Withdrawn Notes' box

Failure to comply with the Alterations Notice Date

- Click into the 'Failure to comply with the Notice Date' box
- Click onto the arrow to change the Date (if needed)

By clicking into the date box will activate the 'Notes field

- Enter details why the Alterations Notice Failed to comply with the Notice Date' in the Notes box

Appeals

APPEALS

☐ County Court Appeal (Article 40):
Date Appeal Lodged: ☐ 19/02/2010 ▼
Date Appeal Heard: ☐ 19/02/2010 ▼
County Court Appeal Result: ○ Cancellation of the Notice by way of County Order
                             ○ Affirmation of the Notice
                             ○ Affirmation of the Notice with Modifications

- Tick into the County Court Appeals (Article 40) check box

    ☑ County Court Appeal (Article 40):

- Click into the 'Date Appeal Lodged' box
- Click onto the arrow to change the Date

    Date Appeal Lodged: ☑ 22/03/2010 ▼

- Click into the 'Date appeal Heard' box
- Click onto the arrow to change the Date

    Date Appeal Heard: ☑ 05/04/2010 ▼

- Select one of the options from the 'County Court Appeal Results' list

    - Cancellation of Notice by way of county Order
    - Affirmation of the Notice
    - Affirmation of the Notice with Modifications

    County Court Appeal Result: ○ Cancellation of the Notice by way of County Order
                                 ◉ Affirmation of the Notice
                                 ○ Affirmation of the Notice with Modifications

Recording of Time

F54 - Alteration Notices
RECORDING OF TIME

Record Time: ○ Yes
                   ◉ No

Inspecting Officer
Allocated To:
Service Number:
Name:
Date: ☐ 16/02/2010 ▼
Details of Work:

Alteration Time: 0   Mins
Alteration Admin Time: 0   Mins
Alteration Travel Time: 0   Mins

Supervisory Officer
Allocated to:
Service Number:
Name:
Date: ☐ 16/02/2010 ▼
Details of Work:

Record of Time

- Click onto the Yes button

    Record Time: ◉ Yes
                    ○ No

This will activate the other fields

There are three ways to record the 'Times'

    Inspecting Officer
    Supervisory Officer
    Admin Support

Inspecting Officer

- Click onto the 'Allocated To' grey square

    Allocated To:

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list

    8273 - DORMAN J (Personnel)
    Allocated To
    Dorman
    ┌─────────────────────────┬──────────────────┐
    │ Allocatee   │ Location   │
    │ 8273 - DORMAN J (Personnel) │ Bangor District │
    └─────────────────────────┴──────────────────┘

- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

Inspecting Officer

Allocated To: 8273 - DORMAN J (Personnel)

Service Number: 8273

Name: DORMAN J

- Enter the Date

Date: ☑ 19/03/2010

- Enter the Details of Work done

Details of Work: Enter Details of the work that was done

Alteration Time: 75 Mins

Alteration Admin Time: 25 Mins

Alteration Travel Time: 25 Mins

- Enter the Alteration time, Admin time and Travel time – in minutes

Supervisory Officer

- Click onto the 'Allocated To' grey square

Allocated To:

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

7716 - ROWLAND H (Personnel)

Allocated To
Rowland

Allocatee	Location
7716 - ROWLAND H (Personnel)	Newry District

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

Supervisory Officer

Allocated to: 7716 - ROWLAND H (Personnel)

Service Number: 7716

Name: ROWLAND H

- Enter the Date

Date: ☑ 19/03/2010

- Enter the Details of Work done

Details of Work: Enter Details of the work that was done

- Enter the Checking Time – in minutes

Checking Time: 15 Mins

Admin Support

- Click onto the 'Allocated To' grey square

Allocated To:

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

7716 - ROWLAND H (Personnel)

Allocated To
Rowland

Allocatee	Location
7716 - ROWLAND H (Personnel)	Newry District

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

- Enter the Date

- Enter the Details of Work done

- Enter the Admin Support Time – in minutes

Once you have completed the form

- Click onto the OK button

The form will disappear in display field 3 and the job will disappear in the 'Open Documents' window

Go back to Premises Record Card

Refresh the window – click onto a different sub menu then back onto the Prohibition Notices sub menu

As you can see a '+' has appeared next to Alterations Notice

- Click onto the Show button

As you can see the Alterations Notice you have just completed has appeared in the Alterations Notice window

- Click onto the Job
- Click onto the Revise button

This will reopen the form. You can update / complete information regarding the Alterations Notice

- Click onto the OK button

To check the times have been entered and linked to the correct Audit

Within the Sub-Menu

- Click onto Inspections and Visits
- Select the open audit
- Click onto the Revise button

As you can see the 'Alterations Notice' has appeared as a job in the job summary window

- Click onto the Job
- Click onto update job button   Update job

As you can see the information you entered in the 'Informal Notifications and Agreed Action Plans' has appeared in the job window.

- Click onto the OK button

COMPLETE THE ENFORCEMENT NOTICES FORM

An Enforcement Notice is a document which is sent to the responsible person from a fire authority stating that the enforcing authority (fire service) is of the opinion that the responsible person or any other person as is applicable has failed to comply with any provision of the Fire Safety Order 2005 or of any regulations made under it.

The notice shall state what the failure is, specify why they consider the person has failed to comply and specify the action to be taken.

The 'Premises' will appear in the 'Record Card'
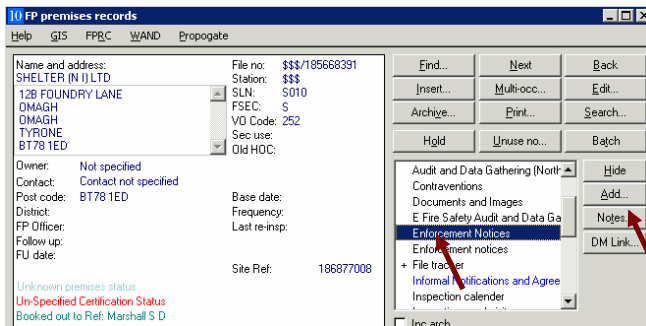
Within the 'Sub Menu' options

- Click onto the Enforcement Notice

If there is a '+' next to 'Enforcement Notice', this means that there is a notices attached to this Premises. If there are no '+' then the premises have no associated notices.

- Click onto the Add button   Add...

fireSpace will open

Enforcement Notices

fireSpace will open the 'Enforcement Notice' form
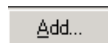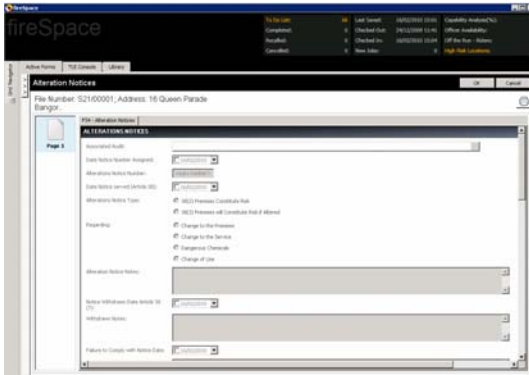
Associated Audit

Here you need to associate the 'Enforcement Notice' to the correct audit. This is so the hours spent on the audit and the hours spent doing the on the Alterations Notice form can be recorded and linked together.

To associate the Audit to the 'Enforcement Notice'
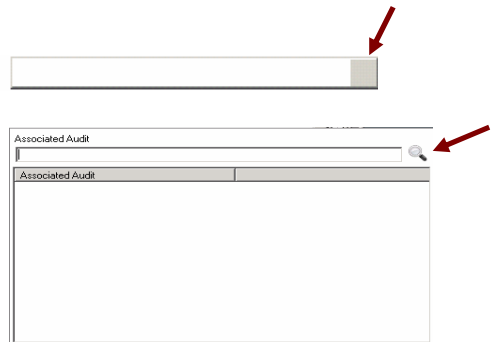
- Click onto the grey square

An 'Associated Audit' box will appear

- Click onto the magnifying glass icon

Uncompleted audits that are associated to the premises will appear in the box
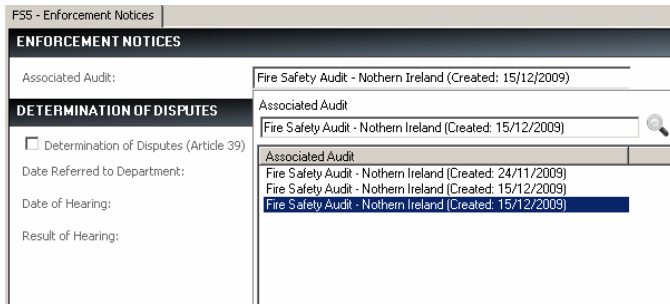
- Double click onto the (if the re is more than one) correct audit

As you can see the selected audit will appear in the 'Associated Audit' box

Determination of Disputes
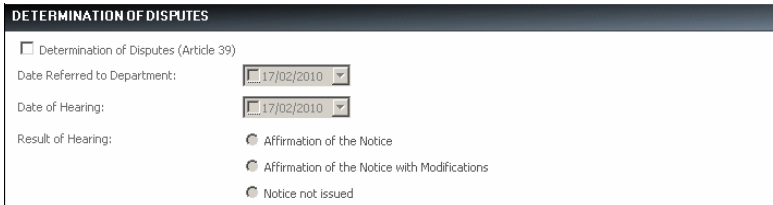
- Click into the 'Determination of Disputes (Article 39)' check box

If 'Affirmation of the Notice with Modifications' option is selected this will automatically populate the Withdrawn Notice field as a result of the 'Informal' hearing

This will activate the 'Date Referred to Department' Date box

Within the 'Date' field, a 'Date' will automatically appear. To verify that this 'Date' and (in some parts of the form) 'Time' is correct, you must tick the check box where there is a 'Date'.

- Click into the 'Date referred to Department' box
- Click onto the arrow to change the Date (if needed)

Date Referred to Department: ☑ 17/02/2010 ▼

- Click into the 'Date of Hearing' box
- Click onto the arrow to change the Date (if needed)

Date Referred to Department: ☑ 17/02/2010 ▼

This will activate the 'Date of Hearing' date field and the 'Results of Hearing' radio buttons
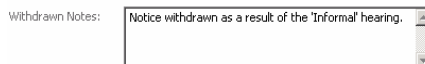
- Click into one of the 'Result of hearing' option

Result of Hearing:
○ Affirmation of the Notice
○ Affirmation of the Notice with Modifications
○ Notice not issued

Notice Issued

- Click into the 'Date Notice Served (Article 3)' box

Date Notice served (Article 37):   ☑ 17/02/2010 ▼

- Click onto the arrow to change the Date (if needed

The 'Enforcement Notice Number' will automatically populate once the form has been 'Saved' to the Premises Record Card

Enforcement Notice Number:

- Click into the 'Date Notice Served (Article 37)' box
- Click onto the arrow to change the Date (if needed)

Date Notice served (Article 37):   ☑ 17/02/2010 ▼

- Click into the 'Date Notice Served (Article 38)' box
- Click onto the arrow to change the Date (if needed)

Notice Expiry Date: ☐ 17/02/2010 ▼

- Click into the 'Date Notice Served (Article 38)' box
- Click onto the arrow to change the Date (if needed)

Extension of Time Dated To: ☐ 17/02/2010 ▼

- Click into the 'Date Notice Served (Article 38)' box
- Click onto the arrow to change the Date (if needed)

Further Extension of Time Dated To: ☐ 17/02/2010 ▼

Withdrawing the Alterations Notice

Where a notice is withdrawn by the enforcing authority for any reason (including as a result of an informal appeal made direct to the authority or prior to a judicial hearing) this is to be recorded in the relevant column.

- Click into the 'Notice Withdrawn Date Article 37 (7)' box
- Click onto the arrow to change the Date (if needed)

Date Notice Withdrawn Article 37(5)(a): ☐ 17/02/2010 ▼

By clicking into the date box will activate the 'Withdrawn Notes field

- Enter details why the Enforcement Notice was withdrawn in the 'Withdrawn Notes' box

Withdrawn Notes: | Notice withdrawn as a result of the 'Informal' hearing.

Failure to comply with the '**Enforcement Notice' Date**

- Click into the 'Failure to comply with the Notice Date' box
- Click onto the arrow to change the Date (if needed)

Failure to Comply with Notice Date: ☐ 17/02/2010 ▼

By clicking into the date box will activate the 'Notes field

- Enter details why the Alterations Notice Failed to comply with the Notice Date' in the Notes box

Notes:

Appeals

APPEALS

☐ County Court Appeal (Article 40):
Date Appeal Lodged: ☐ 16/02/2010 ▼
Date Appeal Heard: ☐ 16/02/2010 ▼
County Court Appeal Result: ○ Cancellation of the Notice by way of County Order
○ Affirmation of the Notice
○ Affirmation of the Notice with Modifications

- Tick into the County Court Appeals (Article 40) check box

☑ County Court Appeal (Article 40):

- Click into the 'Date Appeal Lodged' box
- Click onto the arrow to change the Date

Date Appeal Lodged: ☑ 23/02/2010 ▼

- Click into the 'Date appeal Heard' box
- Click onto the arrow to change the Date

Date Appeal Heard: ☑ 28/02/2010 ▼

- Select one of the options from the 'County Court Appeal Results' list

  - Cancellation of Notice by way of county Order
  - Affirmation of the Notice
  - Affirmation of the Notice with Modifications

County Court Appeal Result: ○ Cancellation of the Notice by way of County Order
● Affirmation of the Notice
○ Affirmation of the Notice with Modifications

Recording of Time

Record of Time

- Click onto the Yes button

This will activate the other fields

There are three ways to record the 'Times'

Inspecting Officer
Supervisory Officer
Admin Support

Inspecting Officer

- Click onto the 'Allocated To' grey square

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

- Click into the 'Date' box
- Click onto the arrow to change the Date

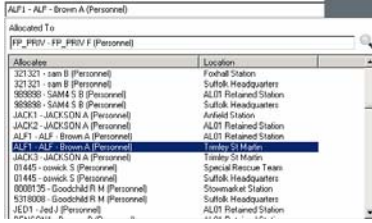- Enter the Details of Work done

- Enter the Enforcement time, Admin time and Travel time – in minutes

Supervisory Officer

- Click onto the 'Allocated To' grey square

Allocated To: [   ]

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

Allocated To: ALF1 - ALF - Brown A (Personnel)
Service Number: ALF1
Name: ALF - Brown A

- Click into the 'Date appeal Heard' box
- Click onto the arrow to change the Date

Date: ☑ 17/02/2010 ▼

- Enter the Details of Work done

Details of Work: Enter Details of the work that was done

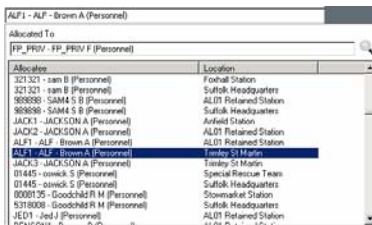- Enter the Checking Time – in minutes

Checking Time: 0 Mins

Admin Support

- Click onto the 'Allocated To' grey square

Allocated To: [   ]

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

Allocated To: ALF1 - ALF - Brown A (Personnel)
Service Number: ALF1
Name: ALF - Brown A

- Click into the 'Date' box
- Click onto the arrow to change the Date

Date: ☑ 17/02/2010 ▼

- Enter the Details of Work done

Details of Work: Enter Details of the work that was done
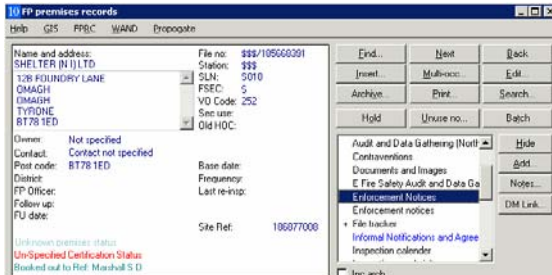
- Enter the Admin Support Time – in minutes

Admin Support Time: 0 Mins

Once you have completed the form

- Click onto the OK button

The form will disappear in display field 3 and the job will disappear in the 'Open Documents' window

Go back to Premises Record Card

Refresh the window – click onto a different sub menu then back onto the 'Enforcement Notice' sub menu

As you can see a '+' has appeared next to 'Enforcement Notice'

- Click onto the Show button

As you can see the 'Enforcement Notice' you have just completed has appeared in the

- Click onto the Job
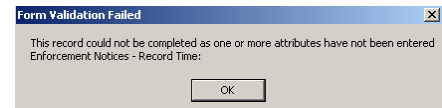- Click onto the Revise button

This will reopen the form

You can update / complete information regarding the 'Enforcement Notice'

- Click onto the OK button

If any of the Mandetory fields are not completed a dialog box will appear
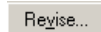

- Click onto the OK button

To check the times have been entered and linked to the correct Audit

Within the Sub-Menu

- Click onto Inspections and Visits
- Select the open audit
- Click onto the Revise button

As you can see the 'Enforcement Notice' has appeared as a job in the job summary window
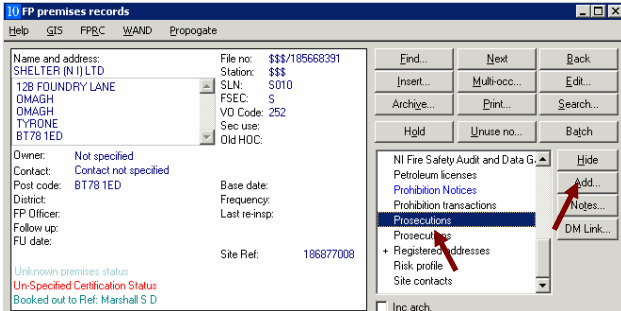
- Click onto the Job
- Click onto update job button

As you can see the information you entered in the 'Enforcement Notice' has appeared in the job window.

- Click onto the OK button

COMPLETE THE PROSECUTION FORM

Complete this form if the Fire Safety Legislation has been breached

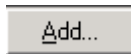The 'Premises' will appear in the 'Record Card'

Within the 'Sub Menu' options

- Click onto the 'Prosecution Notices'

If there is a '+' next to 'Prosecution Notices', this means that there is a notices attached to this Premises. If there are no '+' then the premises have no associated notices.

- Click onto the Add button

This will open fireSpace

Tabs

Depending which 'Fire Safety – Non Satisfactory Outcomes' option you select will depend how many Tabs will appear in display field (3). In this example I have selected Prosecutions

The Form is divided into Four Parts;

Tab 1: Prosecutions

Tab 2: Prosecutions – County Court Appeals

Tab 3: Prosecutions – Crown Court Appeals

Tab 4: Prosecutions – Recording of Time
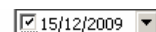
Prosecutions Notices

fireSpace will open the 'Prosecution Notices' form

Within the 'Date' field, a 'Date' will automatically appear. To verify that this 'Date' and (in some parts of the form) 'Time' is correct, you must tick the check box where there is a 'Date'.

- Click into the 'Date Notice Number Assigned' box
- Click onto the arrow to change the Date (if needed)

The ''Prosecution Notices Number' will automatically populate once the form has been 'Saved' to the Premises Record Card

Case Number: 2

Associated Audit

Here you need to associate the 'Prosecution Notices' to the correct audit. This is so the hours spent on the audit and the hours spent doing the on the 'Prosecution Notices' form can be recorded and linked together.

- Click onto the grey square

Associated Audit:

An 'Associated Audit' box will appear

- Click onto the magnifying glass icon

Uncompleted audits that are associated to the premises will appear in the box

- Double click onto the (if the re is more than one) correct audit

As you can see the selected audit will appear in the 'Associated Audit' box

To select the Articles and Regulations that relate to the Prosecution

- Click into the check boxes that apply

☐ Articles 25 and 26 - Fire safety duties

☐ Articles 25 and 26 and Regulations 3 - 9 - Risk assessment

☐ Article 27 - Implementation of fire safety measures

☐ Regulation 10 - Fire safety arrangements

☐ Regulation 11 - Elimination or reduction of risks from dangerous substances

☐ Regulation 12 - Firefighting and fire warning

☐ Regulation 13 - Means of escape

☐ Regulation 14 - Procedures for serious and imminent danger and for danger areas (evacuation)

☐ Regulation 15 - Additional emergency measures in respect of dangerous substances

☐ Regulation 16 - Maintenance

☐ Regulation 17 - Safety assistance

☐ Regulation 18 - Provision of information to employees

☐ Regulation 19 - Provision of information to employers and the self-employed from outside undertakings

☐ Regulation 20 - Training

☐ Regulation 21 - Co-operation and co-ordination

☐ Article 28 and Regulation 22 - General duties of employees at work

☐ Article 30 - Power to make regulations about fire precautions

☐ Article 34 - Authorised Officers

☐ Article 38 - Alteration Notices

☐ Article 37 - Enforcement Notices

☐ Article 36 - Prohibition Notices

☐ Not Applicable - Firefighters' switches for luminous tube signs, etc

☐ Article 31 and Regulations 23 and 24 - Maintenance of measures provided for protection of firefighters

☐ Article 41 - Other matters not recorded elsewhere

Withdrawn the Alterations Notice Date   ☐ Prosecution Withdrawn?

Where a notice is withdrawn by the Enforcing Authority for any reason (including as a result of an informal appeal made direct to the authority or prior to a judicial hearing) this is to be recorded in the relevant column.

- Click into the 'Notice Withdrawn Date Article 38 (7)' box   Date Withdrawn: ☐ 17/02/2010 ▼
- Click onto the arrow to change the Date (if needed)

Court Appearance

- Click into the 'Date Appeal Lodged' box
- Click onto the arrow to change the Date

- Click into the option that applies for the Prosecution Results

- Enter details in the Prosecution Notes

- Enter the Level of the Fine

- Enter the months for the Custodial Sentence

- Tick into the check box if an Appeal was logged

Depending on what is ticked in tab one will grey out questions in the Prosecutions – County Court Appeal

Prosecutions – County Court Appeal Tab

- Click into the 'Date Appeal Lodged' box

- Click onto the arrow to change the Date

To select the Articles and Regulations that relate to the County Court Appeal

- Click into the options that apply for each Article / Regulation

- Enter details in the Appeals Notes field

  Appeal Notes: Enter Details about the Appeal

- Enter the Level of the Fine

  Fine: Please Select ▾

  None ▾
  Please Select
  Level 1
  Level 2
  Level 3
  Level 4
  Level 5
  None

- Enter the months for the Custodial Sentence

  Custodial Sentance: N/a ▾

  N/a ▾
  Please Select
  N/a
  1 Month
  2 Months
  3 Months
  4 Months
  5 Months
  6 Months

- Tick into the check box if an Appeal was logged

  ☑ Crown Court Appeal Lodged:

Depending on what is ticked in tab one will grey out questions in the Prosecutions – Crown Court Appeal

Prosecutions – Crown Court Appeal Tab

- Click into the 'Date Appeal Lodged' box

  Date of Appeal: ☑ 25/02/2010 ▾

- Click onto the arrow to change the Date

  Appeal Hearing Date: ☑ 05/03/2010 ▾

To select the Articles and Regulations that relate to the Crown Court Appeal

- Click into the options that apply for each Article / Regulation

  Articles 25 and 26 - Fire safety duties: ○ Acquitted
                                             ○ Conviction Upheld

- Enter details in the Appeals Notes field

  Appeal Notes: Enter Details about the Appeal

Recording of Time Tab

Record of Time

- Click onto the Yes button

This will activate the other fields

There are three ways to record the 'Times'

Inspecting Officer
Supervisory Officer
Admin Support

Inspecting Officer

- Click onto the 'Allocated To' grey square

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

- Enter the Date

- Enter the Details of Work done

- Enter the Prosecution time, Admin time and Travel time – in minutes

Supervisory Officer

- Click onto the 'Allocated To' grey square

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

- Enter the Date

- Enter the Details of Work done

- Enter the Admin Support Time – in minutes

Admin Support

- Click onto the 'Allocated To' grey square

The 'Allocated To' box will appear

- Click onto the magnifying glass icon

A list of 'Allocatee' and their 'Location' will appear

- Scroll through the list
- Double click onto the Inspection Officer

As you can see the selected officer will appear in the 'Allocated To', 'Service Number' and 'Name'

- Enter the Date

- Enter the Details of Work done

- Enter the Admin Support Time – in minutes

Once you have completed the form

- Click onto the OK button

The form will disappear in display field 3 and the job will disappear in the 'Open Documents' window

Go back to Premises Record Card

 Refresh the window – click onto a different sub menu then back onto the 'Prosecution Notice' sub menu

As you can see a '+' has appeared next to 'Prosecution Notice'

- Click onto the Show button

As you can see the 'Prosecution Notice' you have just completed has appeared in the

- Click onto the Job
- Click onto the Revise button

This will reopen the form

You can update / complete information regarding the 'Prosecution Notice'

To check the times have been entered and linked to the correct Audit

Within the Sub-Menu

- Click onto Inspections and Visits
- Select the open audit
- Click onto the Revise button   Revise...

as you can see the 'Prohibition Notice' has appeared as a job in the job summary window

- Click onto the Job
- Click onto update job button   Update job

As you can see the information you entered in the 'Informal Notifications and Agreed Action Plans' has appeared in the job window.

- Click onto the OK button