



# Building Fire Safety - Status and Advice Report

Building Name: Example Building

CTS/SP/PS Number: 123456

Date of Report: 11 May 2025



### Purpose of the Report

The purpose of this report is to assist a building owner and/or occupier in Queensland, Australia to meet its obligations under the Queensland Building Fire Safety Regulations 2008.

Owners or occupiers of a class 2-9 building in Queensland, have an obligation to ensure the safety of any person in your building in the event of a fire or hazardous material emergency.

This report is designed to assist those owners and occupiers to manage their legislative obligations under the Queensland Building Fire Safety Regulations 2008.

### Fire Safety Adviser

With reference to the Building Fire Safety Regulation 2008, section 34, it is required that the owner / occupier of Example Building appoint a qualified fire safety adviser (FSA) to the building. (Class 2 or 3 building over 25m in effective height).

According to the above legislation, the role of the FSA is to conduct worker first response training and evacuation coordination training.

In addition, Star BMS may assist with the development of a fire evacuation plan and to provide general fire safety advice.

Currently, Star BMS is appointed as the FSA to your building.

This report has been drafted by the FSA.

### Assessment

An assessment was made of the status of your building in relation to the Queensland Building Fire Safety Regulations 2008. The FSA has assessed the following key areas:

- Fire and evacuation planning
- Evacuation signage
- Evacuation and first response training and evacuation practice
- Fire safety installation maintenance
- Record keeping
- Evacuation escape routes

Areas that require attention and/or action are stated.

### Disclaimer

This report is based on the assumption that the premises was designed, approved, constructed, and certified in accordance with the relevant authority requirements of the day. Also, this report is confined to fire safety matters only. This report was compiled without prejudice and, in the belief that no pertinent information has been withheld from Star BMS. Star Building Management Services reserves the right to review the report in light of such information.

Building Fire Safety Regulation	Compliance Status & Comments	Due by	Action	Requirement
Fire and Evacuation Plan	Compliant	Review due by July 2025.	Example Building management to advise Star BMS if any changes are required to the fire and evacuation plan.	It is required that the body corporate keeps and maintains a Fire and Evacuation Plan in the format required by the below legislation. Ref: Building Fire Safety Regulation 2008, section 21
Evacuation Signage	Compliant			It is required that the body corporate display evacuation signs on exit paths. Ref: Sections 18, 29 and 30 of the Building Fire Safety Regulation 2008
Evacuation Signage in Units (short- term letting)	No signs required. Star BMS has been advised that there is no short-term letting conducted at this building.			
Evacuation co-ordination training	Compliant	Due by Jul 2025.	Star BMS conducts training in this area. Example Building management to advise of any new employees that require training.	It is required that the body corporate must train the person / people responsible for carrying out the evacuation procedures annually. Ref: Sections 17, 38, 39 and 40 of the Building Fire Safety Regulation 2008.
Evacuation Practice	Compliant	Due by Jul 2025.	Star BMS will assist with this practice.	It is required that the body corporate performs an annual evacuation practice. Ref: Sections 43 and 44 of the Building Fire Safety Regulation 2008.

Building Fire Safety Regulation	Compliance Status & Comments	Due by	Action	Requirement
Evacuation and first response training.	Compliant	Due by Jul 2025.	Star BMS conducts training in this area. Example Building management to advise of any new employees that require training.	<p>It is required that the body corporate ensures that all workers on-site receive the required training. Ref: Building Fire Safety Regulation 2008, section 17, 32, 35, 36, 37, 38, 39, 40, 43, 44, 45, 46</p> <ul style="list-style-type: none"> <li>General Evacuation Training – All regular workers, within 2 days of commencement of work then annually</li> <li>First Response Training – All regular workers, within one month of commencement of work then every two years</li> </ul>
Qualified Fire Safety Advisor Appointed	Compliant	Six monthly perpetual agreement.	Chris Nezmah from Star BMS appointed.	<p>It is required that the body corporate appoint a qualified and BSA registered Fire Safety Adviser (FSA) to the building. The role of the FSA is to conduct worker training and to provide general fire safety advice. Ref: Building Fire Safety Regulation 2008, section 34</p>

Building Fire Safety Regulation	Compliance Status & Comments	Due by:	Action:	Requirement
Fire Equipment Tested	Compliant	Ongoing		<p>It is recommended that the body corporate ensure that a qualified contractor tests the fire safety installations at the property according to Australian Standards and the Queensland Development Code – MP 6.1.</p> <p>Ref:</p> <ul style="list-style-type: none"> <li>• QDC MP 6.1</li> <li>• AS 1851-2012</li> <li>• AS 2293.2</li> </ul>
Annual System Condition Report provided by the Fire Maintenance Contractor.	Compliant	Due again by Oct 2025.		<p>It is recommended that the body corporate receive from their fire safety installation testing contractor/s, copies of Annual System Condition Reports that assist the body corporate to complete the Occupier Statement (see below).</p> <p>Ref: AS 1851-2012 and AS 2293.2</p>
Occupiers Statement Sent to QFES	Compliant	Due again by Oct 2025.	Star BMS can assist by preparing this document	<p>It is required that the body corporate prepares and lodges an annual Occupier Statement to the QFRS Community Safety Office.</p> <p>Ref: Building Fire Safety Regulation 2008, section 55A and 55B and Queensland Development Code, Mandatory Part 6.1</p>

Building Fire Safety Regulation	Compliance Status & Comments	Due by	Action	Requirement
Fire Compliance Documents	Compliant		Example Building management has a fire safety compliance folder that contains all of the required documents (excepting testing log books). Copies of these documents are also kept off site with Star BMS.	It is required that the body corporate keeps fire compliance records on site in a place safe from the effects of fire, as well as off site. This may be in an electronic form. Ref: Building Fire Safety Regulation 2008, section 71, 72 and 86
Certificate of Classification	Compliant			<i>It is required that the body corporate obtains and displays a certificate of classification for the building. This document can be sourced from council. Ref: Building Fire Safety Regulation 2008, section 25 and Building Act 1975 - Section 108A</i>
Fire exit paths checked	Compliant		Example Building management and the residents of the building are required to ensure that all fire exit paths and exit areas are kept clear at all times.	It is required that the body corporate ensures that the evacuation routes are clear of obstructions at all times. The evacuation route must be a minimum of one metre wide. Final exits must be clear of obstructions within 2 metres. Ref: Building Fire Safety Regulation 2008, section 8