**Quality Assurance Program for Enforcement and Inspection Programs**

This is a template for a sample quality assurance program for enforcement and inspection programs that meets the criteria for such a program as identified in Section 1024C of the ISO Fire Suppression Rating Schedule (FSRS). Users should customize this template to meet local needs (e.g. who reviews the inspections, type of remedial action, etc.) but retain components or review and remedial action. A Q/A program for fire code inspections receives credit under Community Risk Reduction in the ISO Fire Suppression Rating Schedule. Template version: 07/24/18.

**PURPOSE:**

To provide a means of measuring the quality of fire inspections performed.

**POLICY:**

The <Anytown> Fire Department shall perform and document a fire prevention inspection on all commercial, industrial, and institutional occupancies annually for the purpose of identifying and eliminating fire hazards and of educating property owners on good fire prevention practices. The fire department shall have and maintain a quality assurance program for the inspection program to help ensure that fire prevention inspections are performed in a professional and consistent manner in accordance with adopted codes.

**PROCEDURE:**

1. All buildings in the City of <Anytown> that are not one or two-family residential shall be inspected annually by fire department personnel. Inspections will be assigned by unit (i.e. Engine 1, Truck 1, Rescue 1, etc.).
2. The person in charge of the inspection team shall be responsible for ensuring that the inspection form is filled out completely and accurately, documenting any deficiencies found during the inspection. The person in charge of the team may complete the form, or may assign the form to another member of the team.
3. Ten (10) percent of the annual inspections of all commercial, industrial, and institutional buildings will be reviewed by the fire marshal for compliance with fire department inspection procedures.
4. Questionable inspections shall be flagged for further review.
5. All questionable inspections shall be reviewed with the member who completed the inspection form, and the person in charge of the inspection team if that person did not complete the inspection form.
6. A follow up inspection will be scheduled by the fire marshal’s office.
7. If additional items are found on the follow up inspection by the fire marshal’s office, remedial training will be given to the person(s) who completed the original inspection.
8. All occupancies that require a third inspection will be reviewed by the fire marshal or his designee.
9. Personnel having several inspections that are not properly filled out, appear inconsistent, or have any other problem that is deemed excessive in nature, must complete remedial training on fire department inspection procedures. Personnel with continuing issues with the quality of inspections may face disciplinary action as determined by the fire chief.