



FIRE SAFETY SOLUTIONS
NORTHERN IRELAND

User Guide

firesafetyni.net

User Guide - firesafetyni.net

Your fire safety information can now be accessed online.
To view your fire safety management system please go to:

www.firesafetyni.net

and log-in with the following details:

Username:

Password:

Username:

Password:

Please continue to find the system user guide.





To login, go to www.firesafetysolutionsni.co.uk and access the homepage as pictured above. Click on the Fire Risk Management Login bar to access the login page.



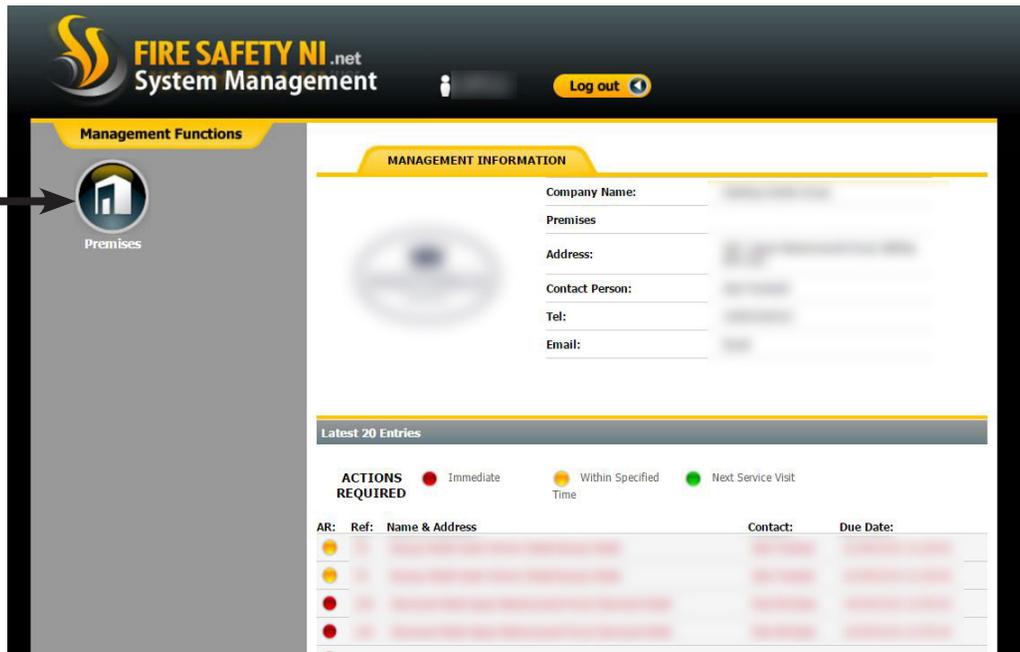
Secure Login

You will now be on the secure login page as detailed. Enter assigned username and password. Then click on the login bar to access your Fire Risk Management system.

If you have forgotten your password please select this option at the bottom of the page.

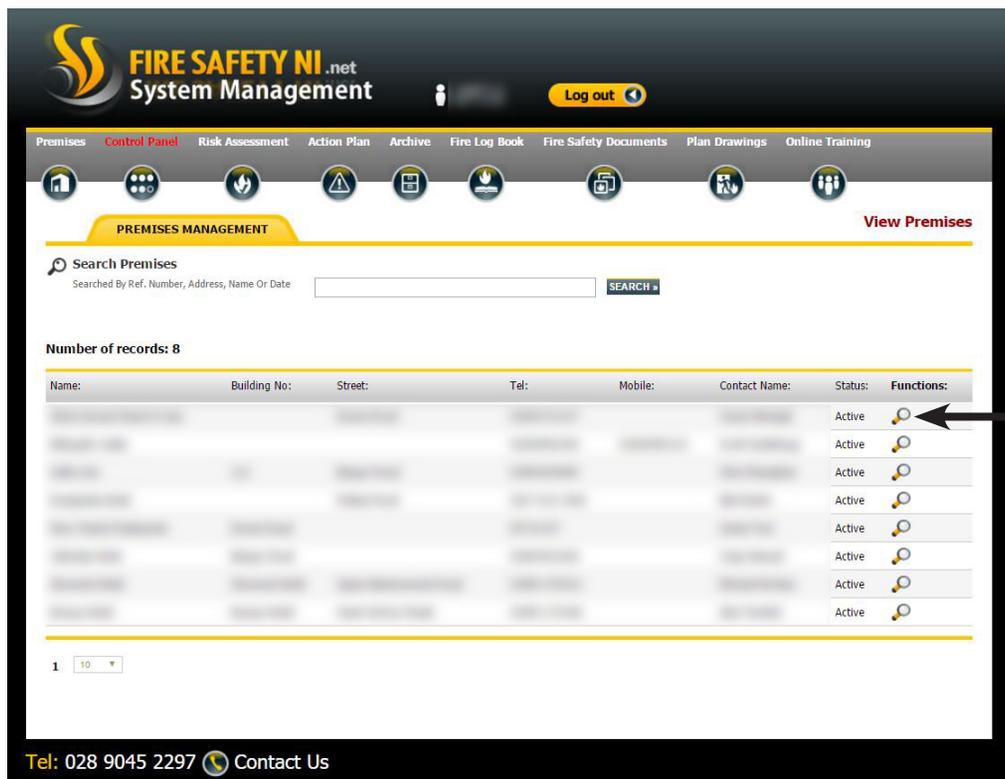
If you would like to change your password please email details of this to office@firesafetysolutionsni.co.uk





To view all company premises from the management information page click on the premises button as above.

Figure 1



To access the management system for the required premises select the spyglass to the right of the screen.

Figure 2

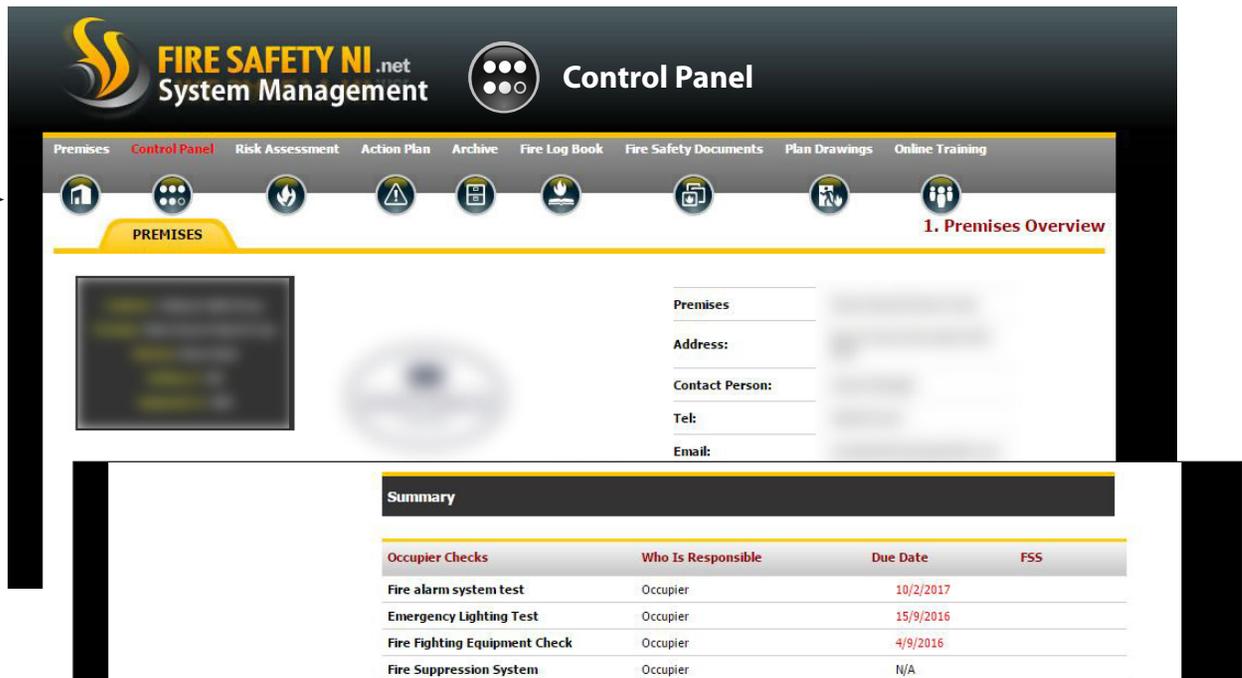


Figure 3

The main control panel or dashboard screen for the selected premises will now be viewed. This details due dates for checks, tests, servicing & training and displays your live management risk level for the site.

Your main navigation across the top of the page gives the following options:



Premises – Returns the user to the premises selection page Figure 2.



Control Panel – Your main information and navigation page for the selected premises.



Risk Assessment – Shows all fire risk assessment reports completed for the premises.



Action Plan – Details all actions which are still outstanding, require updating or final sign off.



Archive – This area stores all action plan points that have been signed off and fully completed.



Fire Log Book – Your electronic logbook where you can record checks, tests, services and training.



Fire Safety Documents – Online storage facility for fire safety policies, procedures and documents.



Plan Drawings – Storage facility for evacuation plans, zone charts and fire equipment locations.



Online Training – Record of employees progress with online training courses.





Figure 4

To view the desired report select the appropriate spy glass.

How to save a Risk Assessment Report as a PDF

1. Select Google Chrome as your browser
2. Login to your Fire Safety Management System as described
3. Select the Risk Assessments option at the top of the screen
4. Select the spy glass to access the desired report
5. Right Click and select the "Print..." option
6. Then select the "Change..." option beside Destination
7. Select the "Save as PDF" option under Local Destinations
8. Then select the "Save" option and save in your required location

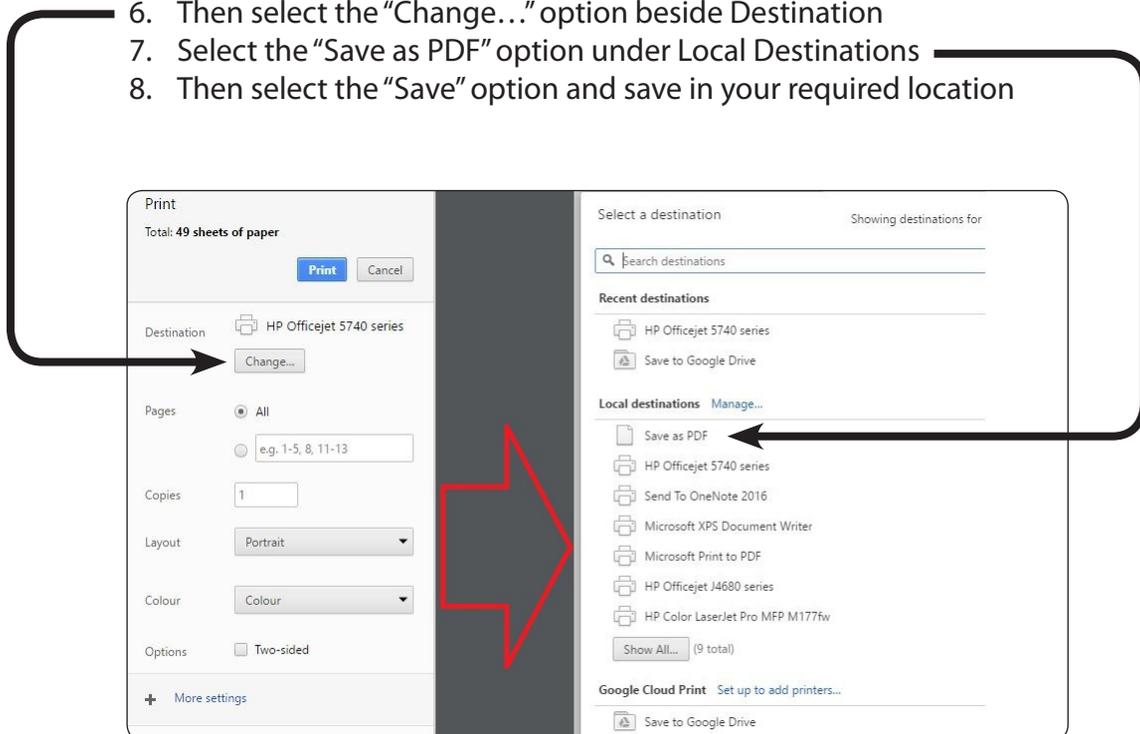
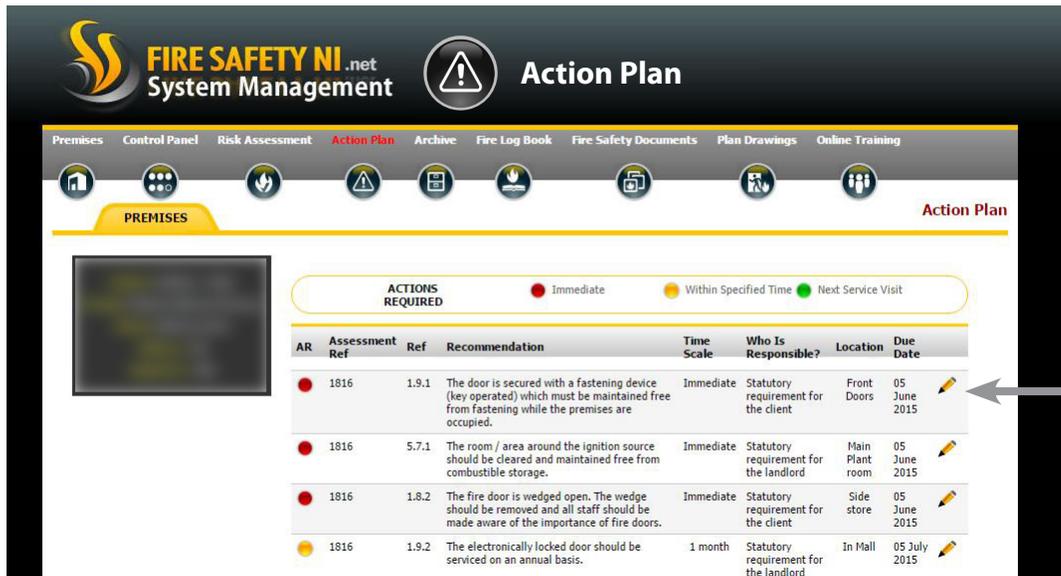


Figure 5



The action plan lists all outstanding actions in due date order.

Figure 6

To view / edit the point select the pencil icon at the right.



The action plan point is detailed including photos associated with the issue and locations detailed on floor plans.

Notes can be made against the point, with the user detailing their name and date.

The Add Note bar saves any notes and allows additional notes to be added at a later date.

If Point Completed is selected this signs the point off and moves it to the archive section. Please note that if point completed is selected this action cannot be reversed.

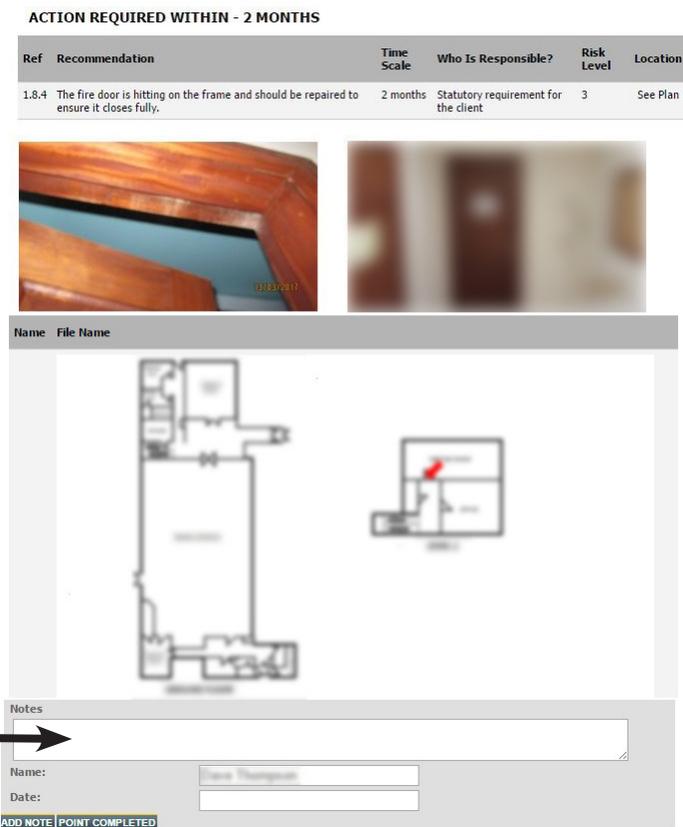


Figure 7

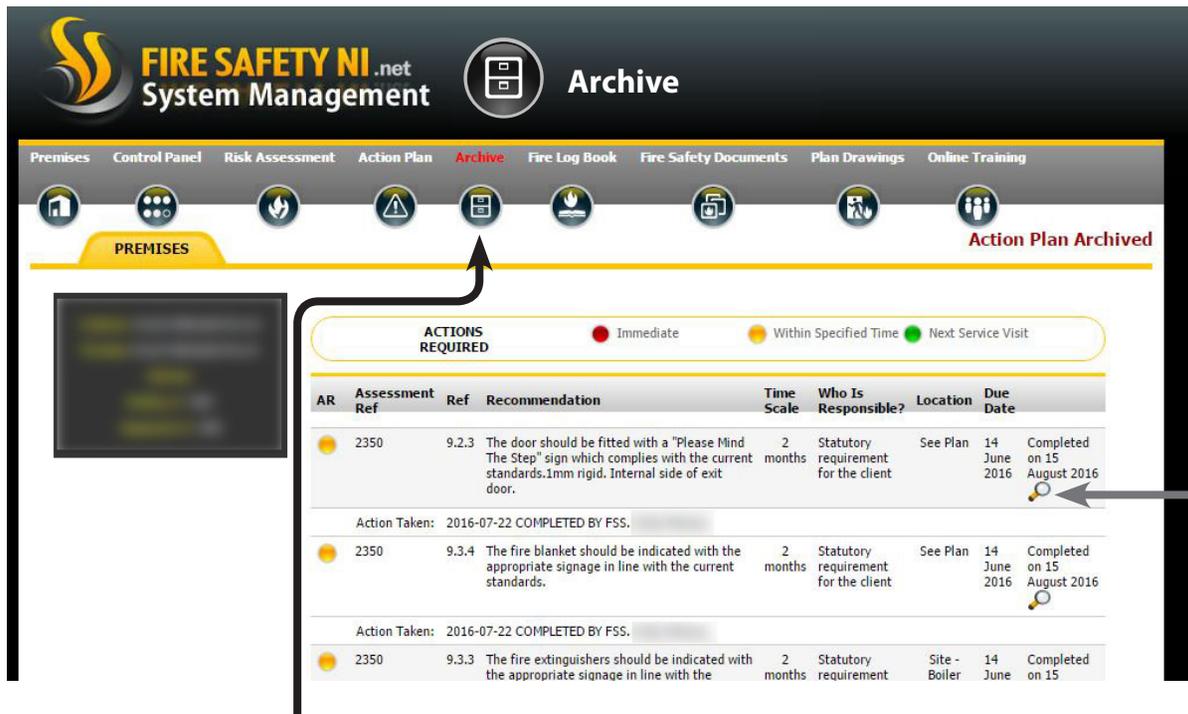


Figure 8



The archive button allows access to view the action plan points that have been completed. Notes and actions taken are detailed on the main screen.

The original action plan point details can be viewed by selecting the spy glass to the right, as per figure 9 below.



Action_plan

ACTION REQUIRED WITHIN - 2 MONTHS

Ref	Recommendation	Time Scale	Who Is Responsible?	Risk Level	Location
9.3.4	The fire blanket should be indicated with the appropriate signage in line with the current standards.	2 months	Statutory requirement for the client	2	See Plan



Figure 9

Logbook Downloads
 - Annual Fire Log Book Engineer Checks
 - Monthly Fire Log Book Checklist

Occupier Checks	Due Date	Who Is Responsible	Checked By Fss	View	Edit	Alert
Fire alarm system test	08/12/2015	Landlord				
Unplanned fire alarm activations	08/12/2015	Landlord				
Emergency Lighting Test	29/04/2017	Occupier				
Fire Fighting Equipment Check	29/04/2017	Occupier				
Sprinkler System Test	08/06/2015	Landlord				

Engineer Services	Due Date	Who Is Responsible	Serviced By Fss	View	Edit	Alert
Fire Risk Assessment	08/06/2017	Occupier				
Fire Alarm System	08/06/2015	Landlord				
Intruder/monitoring system	08/06/2015	Occupier				
Emergency Lighting	04/10/2017	Occupier				
Fire Fighting Equipment	03/04/2018	Occupier				
Sprinkler system	08/03/2016	Landlord				
Fire hydrants	08/06/2015	Landlord				
Fixed Wire Testing (FIR)	08/06/2015	Occupier				
PAT Testing	27/03/2016	Occupier				
Smoke Venting System	08/06/2015	Landlord				
Air Conditioning system	08/06/2015	Occupier				

Training & Drills	Due Date	Who Is Responsible	Training	View	Edit	Alert
-------------------	----------	--------------------	----------	------	------	-------

Figure 10

The fire log book details all required checks, tests, services, training and drills. Any overdue actions are highlighted in red.

Occupier Checks – These are checks and tests carried out by the allocated fire marshal / warden.

Engineer Services – Service visits completed by a competent fire safety engineer are detailed here. If we complete the service for you the green tick appears beside the service.

Training & Drills – This area allows records of training and drills to be stored.



Select the spy glass to review the records.



Select the pencil to update a record of testing, servicing, training or fire drill completion.



Alert will show if the check, test, service or training due date is overdue.



Figure 11

When you have selected the pencil to update, details are requested as per **figure 11**.

To upload a service report, or other document, select the choose file option. Please note PDFs are best to upload.

Select Submit to save the details and uploaded documents.

Logbook

Function	Date Of Visit	Type Of Visit	Service Company	Details / Ref	Engineer Name	Completed By	Service Report - Document Upload
DELETE	04/04/2017	service					Download View
DELETE	27/10/2016	service					Download View
DELETE	08/03/2016	service					Download View
DELETE	16/09/2015	service					Download View

Figure 12

If you select the spy glass to view, this will detail all the selected records for the service, check or training. In this area uploaded documents can be viewed or downloaded as detailed.



Figure 13

This area allows online storage for fire safety policies, procedures and documents. To store documents in this area please email a PDF copy to office@firesafetysolutionsni.co.uk



Figure 14

The plan drawings area allows storage of evacuation plans, zone charts and fire equipment locations. To store plans in this area please email a PDF copy to office@firesafetysolutionsni.co.uk



Figure 15

The online training section records employee progress with online training courses. The due date is the date the training certificate expires.



-  **Fire Risk Assessments**
-  **Fire Safety Training**
-  **Fire Suppression Systems**
-  **First Aid & Evacuation Training**
-  **Fire Safety Signage & Equipment**
-  **PAT & Electrical Testing**
-  **Extinguishers & Dry Riser Testing**
-  **On-Line Fire Safety Management**
-  **Fire Doors & Fire Safety Joinery**
-  **Fire Alarms & Emergency Lighting**



FIRE SAFETY SOLUTIONS
NORTHERN IRELAND

78-80 Castlereagh Road

Belfast, BT5 5FP

Belfast Head Office: (028) 9045 2297

Web: www.firesafetysolutionsni.co.uk

Email: office@firesafetysolutionsni.co.uk