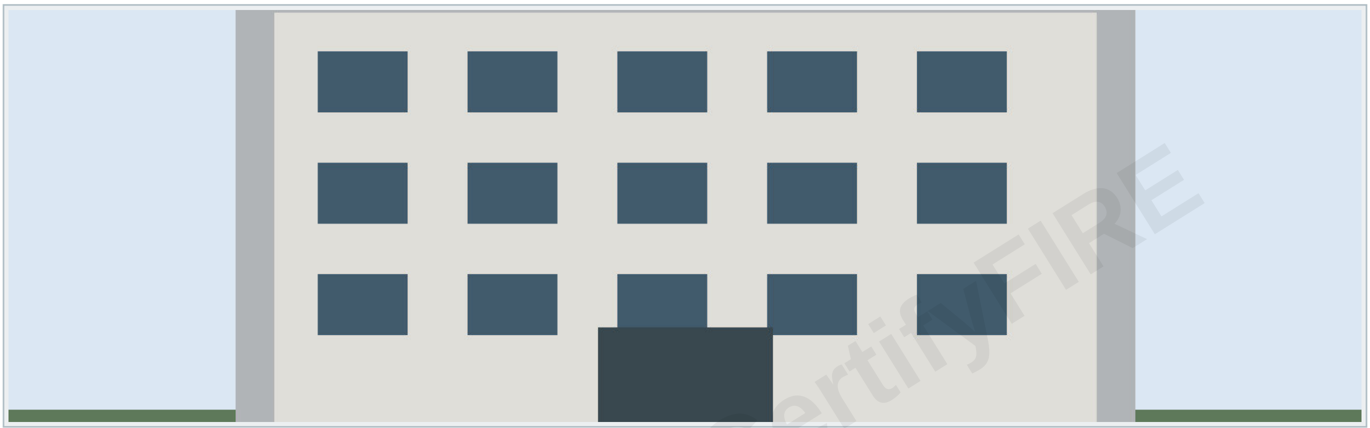
FRA REPORT REFERENCE	FIRE-FRA-001	ISSUE DATE	27/08/2026

ISSUED REPORT

FIRE RISK ASSESSMENT

Professional life-safety assessment report



Main entrance and front elevation of the assessed premises.

PREPARED FOR
Example Offices Ltd

ASSESSED PREMISES
42 King Street
Leeds
LS1 2AB
United Kingdom

REPORT REFERENCE
FIRE-FRA-001

ASSESSMENT DATE
23/08/2026

NEXT REVIEW
23/08/2027

ASSESSMENT TYPE
Periodic review and full reassessment

ASSESSMENT CONCLUSION

CURRENT RISK
Substantial - urgent controls required

TARGET AFTER ACTIONS
Low - maintain controls

OVERALL ASSESSMENT OUTCOME
Significant deficiencies - urgent action required

ASSESSOR
Jordan Smith

ISSUING BUSINESS
Example Fire Engineering Ltd

Issued 27/08/2026 17:00. This report records the assessor's professional judgement for the stated premises, scope, evidence and assessment date. Read it with the significant findings, action plan, limitations and linked evidence.

FRA

Contents and risk colour guide

Select a contents entry to open that part of the report. The risk guide explains the assessor-selected bands, with every colour supported by a written label and meaning for accessible reading and greyscale copies.

CONTENTS

WHAT THE RISK COLOURS MEAN

GREEN - Low - maintain controls
Existing controls are broadly effective. Maintain them, monitor their condition and review them when the premises or evidence changes.

AMBER - Moderate - improvement required
Improvement is required within a planned timescale to reduce risk and strengthen the recorded controls.

ORANGE - Substantial - urgent controls required
Urgent additional controls are required. Prioritise the work, maintain interim measures and monitor completion.

RED - Intolerable - immediate protective action required
Immediate protective action is required. The risk should not continue without effective control and accountable action.

PURPLE - Indeterminate - further assessment required
The available evidence is insufficient for a reliable conclusion. Obtain competent further assessment and maintain appropriate interim controls.

The colours communicate the assessor's recorded conclusion under the stated assessment method. They do not calculate risk, prescribe a universal timescale or replace the written finding, action priority, target date, interim control and professional rationale. Where colour and text appear inconsistent, the issuing assessor must correct the record before issue.

FRA

Report overview

BACK TO CONTENTS

This document is organised for practical use by the Responsible Person or duty holder. The summary communicates the assessor-selected risk conclusion; the following sections record the appointment, people at risk, hazards, fire precautions, management arrangements, significant findings and prioritised actions.

Issuing business and assessor

ISSUING BUSINESS

Example Fire Engineering Ltd

20 Safety Way
Manchester
M1 2AB
United Kingdom

EMAIL
reports@example.test

PHONE
0161 000 0000

ASSESSOR
Jordan Smith

ROLE
Fire Risk Assessor

COMPETENCE / QUALIFICATIONS
Employer competence record for the stated non-domestic FRA scope

Document scope and responsibility

This report records the fire risk assessment completed within the stated appointment, premises, access, information and competence scope. Read it with the technical schedules, significant findings, action plan, limitations and referenced specialist information. It does not approve building design, replace a fire strategy or specialist assessment, or transfer the legal duties of the Responsible Person or other duty holder.

01

Appointment, premises and statutory basis

BACK TO CONTENTS

SECTION PURPOSE

Define the responsible person or duty holder, premises, assessment type, exact UK jurisdiction, method, evidence and limitations before assessing risk.

Appointment and jurisdiction

ASSESSMENT DATE
23/08/2026

REPORT ISSUE TYPE
Initial issue

REPORT REVISION
1

UK JURISDICTION
England

CONTROLLED STATUTORY AND GUIDANCE ROUTE
England - Fire Safety Order 2005 as amended, Fire Safety Act 2021, section 156 duties and applicable 2022 / 2025 regulations and guidance

ASSESSMENT TYPE
Periodic review and full reassessment

PREMISES CATEGORY
Non-domestic workplace or commercial premises

INSTRUCTING PARTY / CLIENT
Alex Morgan, Facilities Director

Responsible person and coordination

RESPONSIBLE PERSON / DUTY HOLDER
Alex Morgan

RESPONSIBLE PERSON / DUTY-HOLDER ORGANISATION
Example Offices Ltd

RESPONSIBLE PERSON / DUTY-HOLDER UK CONTACT ADDRESS
42 King Street
Leeds
West Yorkshire
LS1 2AB
United Kingdom

RESPONSIBLE PERSON / DUTY-HOLDER CONTACT DETAILS
alex.morgan@example.test / 0113 000 0000

OTHER RESPONSIBLE PERSONS, DUTY HOLDERS OR ACCOUNTABLE PERSONS
Identified and cooperation / coordination recorded

OTHER DUTY-HOLDER IDENTITIES, RESPONSIBILITY BOUNDARIES AND COORDINATION RECORD
Example Estates Ltd controls the common loading yard and landlord systems. Duty boundaries and information exchange are recorded in COORD-04 Rev B.

Premises profile

PREMISES USE, ACTIVITIES AND OCCUPANCY PATTERN
Four-storey office used Monday to Friday, 07:00 to 20:00, with public meeting rooms on the ground floor and occasional evening events.

UNIQUE PROPERTY REFERENCE NUMBER (UPRN)
100012345678

NUMBER OF BUILDINGS IN THE ASSESSMENT SCOPE
1

STOREYS ABOVE GROUND
4

STOREYS BELOW GROUND
0

BUILDING HEIGHT (METRES)
14.2

BUILDING-HEIGHT MEASUREMENT OR EVIDENCE BASIS
Measured drawing dimensions checked against the site elevation.

APPROXIMATE GROSS FLOOR AREA (M2)
3200

NUMBER OF DOMESTIC PREMISES WITHIN SCOPE
0

NUMBER OF ESCAPE STAIRS	NUMBER OF FINAL EXITS
2	2

HOURS OF OCCUPATION AND OUT-OF-HOURS ACTIVITY
Normally 07:00 to 20:00 Monday to Friday, with occasional evening events and out-of-hours cleaning and security.

SLEEPING RISK
No sleeping risk within the assessed scope

BUILDING CONSTRUCTION, AGE, LAYOUT, HERITAGE CONSIDERATIONS AND ADJOINING USES
Purpose-built 1990s reinforced-concrete frame office with dry-lined compartments, one protected stair, a ground-floor final exit and a secondary external escape stair.

ENGLAND RESIDENTIAL FIRE-SAFETY DUTY APPLICABILITY	HIGHER-RISK BUILDING / ACCOUNTABLE-PERSON STATUS
Not applicable - not an England residential building in scope	Not applicable within the recorded scope

BUILDINGS, AREAS, STOREYS AND ACTIVITIES COVERED
All tenant office floors, reception, meeting rooms, staff kitchen, electrical and cleaner stores, escape routes and tenant-controlled plant.

Scope, history and changes

AREAS, SYSTEMS AND WORK EXPRESSLY EXCLUDED OR INACCESSIBLE
Landlord roof plant enclosure was not accessed and remains covered by the landlord FRA. Concealed construction was not opened during this assessment.

PREVIOUS FRA / REVIEW REFERENCE AND DATE
FRA-EO-2025 Rev A dated 18/08/2025

SIGNIFICANT CHANGES, INCIDENTS, ENFORCEMENT MATTERS OR REVIEW TRIGGER SINCE THE PREVIOUS FRA
Second-floor layout revised, occupancy increased by 15, an e-bike charging point appeared in the rear store, and fire door D-204 was reported as slow to close.

ENFORCEMENT, LICENSING AND ALTERATIONS-NOTICE STATUS
None identified within the recorded scope

ENFORCING AUTHORITY, LICENCE, ALTERATIONS NOTICE, PROHIBITION, ENFORCEMENT ACTION AND OUTSTANDING REQUIREMENTS
No enforcement notice, alterations notice, prohibition or premises-licence fire-safety condition was identified in the information supplied.

Statutory and methodology basis

APPLICABLE LEGISLATION, PREMISES GUIDANCE AND STATUTORY BASIS
Regulatory Reform (Fire Safety) Order 2005 as amended; current Article 50 offices and shops guidance; section 156 duties where applicable; controlled premises records.

ASSESSMENT METHODOLOGY BASIS
PAS 79-1:2020 for applicable premises other than housing

METHODOLOGY, CHECKLIST REFERENCE AND REVISION
Example Fire Engineering FRA method FRA-M-02 Rev 4, mapped to PAS 79-1:2020 and current premises guidance

DOCUMENTS, DRAWINGS, INTERVIEWS, RECORDS AND SPECIALIST REPORTS EXAMINED
Previous FRA, FS-001 Rev E fire strategy, floor plans FP-01 to FP-04, alarm and lighting records, fire-door inspection, training log, interviews with facilities and reception staff, and site observations.

APPOINTMENT, ACCESS, EVIDENCE, METHODOLOGY AND SCOPE LIMITATIONS
Non-intrusive inspection. Concealed compartment construction and landlord roof plant were not verified. Conclusions rely on controlled records identified in the evidence index.

02 People at risk and evacuation

BACK TO CONTENTS

SECTION PURPOSE

Record every relevant occupant group, when and where they may be at risk, assistance needs and the evidence-based evacuation arrangements.

MAXIMUM RELEVANT PERSONS WITHIN THE ASSESSED SCOPE	145	**MAXIMUM SLEEPING OCCUPANTS**	0
MAXIMUM EMPLOYEES	120	**MAXIMUM VISITORS / PUBLIC**	25

EVACUATION STRATEGY	Simultaneous evacuation

Evacuation strategy evidence, assumptions and compatibility with the building

FS-001 Rev E, two available escape stairs and the addressable alarm cause-and-effect support simultaneous evacuation. D-204 protects the internal stair and requires urgent repair.

PERSONAL / GENERIC EMERGENCY EVACUATION ARRANGEMENTS	Further individual or generic arrangements required

Assisted-evacuation roles, equipment, refuges, communications and outstanding needs

Two controlled PEEPs exist. The quarterly drill must verify refuge communication and day-specific buddy coverage; no medical diagnosis is reproduced in this report.

YOUNG PERSONS AND CHILDREN AT RISK	Not present within the recorded occupancy scope

Young-person activities, supervision, additional risk, information and evacuation arrangements

No young employees or routinely present children were identified. Visitor arrangements require supervision if this changes.

RESIDENTIAL EVACUATION-PLAN DUTIES AND RELEVANT-RESIDENT STATUS	Not applicable under the recorded building and evacuation-strategy basis

Height, storey, evacuation-strategy and legal-applicability basis

The assessed premises are a non-residential office and do not fall within the England residential evacuation-plan regulations.

Assembly, roll-call / accounting and missing-person arrangements

Assembly points AP-A and AP-B; reception exports the visitor list and floor marshals report cleared zones to the incident controller.

How occupants raise the alarm and how the fire and rescue service is called

Manual call points and automatic detection raise the alarm. The monitoring centre calls the fire service and reception makes a confirmatory 999 call when staffed.

Relevant persons in the immediate vicinity and any shared-building effects

Smoke or falling materials could affect the shared loading yard; the landlord and adjacent tenant receive alarm and incident information under COORD-04 Rev B.

People-at-risk and evacuation limitations or required actions

No additional action identified; repeat verification after occupancy or assistance arrangements change.

03 Fire hazards and prevention controls

BACK TO CONTENTS

SECTION PURPOSE

Identify ignition, fuel and oxygen sources, who may be exposed, existing prevention controls and residual concerns.

Relevant fires, false alarms, near misses, enforcement history and lessons

No fire in the last five years. One false alarm from kitchen steam in 2025 and one overheated laptop charger near miss in June 2026; both were reviewed.

DANGEROUS SUBSTANCES AND DSEAR ASSESSMENT STATUS	Not applicable - no relevant dangerous substances identified

Dangerous-substances inventory, DSEAR assessment, zoning or specialist evidence reference

Tenant inventory, cleaner's COSHH records and site inspection; no DSEAR-significant quantity or process was identified.

Dangerous-substances limitations, referral and action references

Landlord plant remains outside scope; review the dangerous-substances position after any fuel, gas, process or storage change.

Failed / not-applicable hazard-control explanations and action references

No DSEAR-significant dangerous-substance inventory was identified within scope. The unauthorised e-bike charging hazard is recorded at H-001 / F-001 / A-001.

04 Fire protection and means of escape

BACK TO CONTENTS

SECTION PURPOSE

Assess the preventive and protective measures against the selected legal, premises and project basis without inventing universal acceptance values.

MULTI-OCCUPIED RESIDENTIAL STRUCTURE, EXTERNAL WALL AND FLAT-DOOR SCOPE	Not applicable based on the recorded premises and jurisdiction	**EXTERNAL-WALL ASSESSMENT / APPRAISAL STATUS**	Not applicable based on the recorded premises and jurisdictional scope

External-wall construction, evidence, FRAEW reference, competence boundary and conclusion

Not applicable - the recorded premises are a non-residential office and no external-wall appraisal falls within this assessment scope.

Failed / not-applicable protection-control explanations and action references

D-204 and the concealed compartmentation uncertainty are recorded at M-002 / F-003 / A-004 and M-004 / F-004 / A-005. No smoke-control or evacuation-lift system is provided or required by the recorded office strategy.

05 Fire-safety management arrangements

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SECTION PURPOSE

Record who manages each fire-safety function, how it is controlled, the evidence examined and any deficiency or action.

Recorded fire-safety management arrangements and responsibility structure

The Facilities Director owns the policy and action plan. Facilities coordinators manage tests, maintenance, inductions and contractors; floor marshals support evacuation; landlord interfaces are controlled by COORD-04 Rev B.

RESIDENT FIRE-SAFETY INFORMATION STATUS	Not applicable within the recorded premises scope

Resident / occupant information, accessibility, frequency and evidence

No residents are within the assessed non-domestic premises. Staff, visitors and contractors receive the information recorded in TR-09, VIS-03 and CP-07.

Failed / not-applicable management-control explanations and action references

No material management exception was identified; routine drill and training arrangements remain under review.

06 Risk evaluation and significant findings

BACK TO CONTENTS

SECTION PURPOSE

Apply the stated risk method, record every significant finding and preserve the link between hazards, people, controls, evidence and actions.

RISK-RATING METHOD, MATRIX AND REVISION	FRA-M-02 Rev 4 risk matrix RM-02 Rev 3

Likelihood, consequence, tolerability and priority definitions used

The controlled method combines recorded fire likelihood and potential life-safety consequence. Priority 1 requires immediate notification and rapid temporary control; Priority 2 requires programmed improvement; Priority 3 is monitored improvement.

Executive summary for the Responsible Person or duty holder

This four-storey office has established alarm, emergency-lighting and management controls. Immediate controls are required for unauthorised battery charging and fire door D-204. A targeted compartmentation survey and evacuation-drill verification remain programmed and traceable to the action plan.

Current risk-band basis and professional rationale

RM-02 Rev 3 records a substantial current band because two credible deficiencies can affect the protected escape route. Temporary controls reduce exposure but do not close the findings.

Target residual risk basis, dependencies and verification required

The target band depends on verified completion of A-001, A-004 and A-005, successful evacuation-drill verification and reassessment against RM-02 Rev 3.

OVERALL LIKELIHOOD CONCLUSION UNDER THE STATED METHOD	Medium under RM-02 Rev 3 while the active charging and door defects remain	**OVERALL CONSEQUENCE CONCLUSION UNDER THE STATED METHOD**	Potentially serious because upper-floor occupants depend on the protected internal stair and warning/escape systems
OVERALL LIFE-SAFETY RISK RATING UNDER THE STATED METHOD	Substantial pending Priority 1 controls, reducing to tolerable with programmed improvements when verified	**REPORT STATUS**	Final FRA - complete within the stated scope

Overall significant findings and life-safety conclusion

Immediate action is required for unauthorised battery charging and fire door D-204. A competent compartmentation survey and evacuation drill verification are also required. Other recorded controls remain broadly suitable within scope.

SPECIALIST ASSESSMENT / REFERRAL STATUS	Required and recorded in the action plan

Specialist discipline, competence, scope, evidence, action and interface with this FRA

A competent passive-fire surveyor is required for A-005 to inspect the second-floor corridor/stair boundary. The survey result must be reviewed into the FRA and action close-out without rewriting this issued record.

URGENT FINDING NOTIFICATION	Yes - duty holder notified

Urgent finding, recipient, time, method, advice and immediate response

Alex Morgan was notified in person at 16:20 on 23/08/2026 of F-001 and F-003. Charging was stopped and D-204 entered a daily closer check pending competent repair.

Risk-evaluation assumptions, uncertainties and limitations

The assessment was non-intrusive and did not verify concealed firestopping or landlord roof plant. Risk conclusions use the evidence and assumptions stated and must be reviewed if new information differs.

Significant-finding schedule

3 RECORDS

SIGNIFICANT FINDING F-001

Significant deficiency - urgent action recorded

CURRENT RISK
Substantial - urgent controls required

TARGET AFTER ACTIONS
Low - maintain controls

LOCATION AND PEOPLE AFFECTED
Rear ground-floor store; cleaner, security staff and escape-corridor users

HAZARD, DEFICIENCY OR UNCERTAINTY
Unauthorised e-bike battery charging beside cardboard using a damaged extension lead

EXISTING CONTROLS
Corridor detection and policy prohibiting indoor personal-vehicle charging

POTENTIAL LIFE-SAFETY CONSEQUENCE
Rapid fire and smoke growth could affect the adjacent escape corridor

RECOMMENDED RISK-CONTROL ACTION
Stop charging immediately, remove equipment to a safe controlled location and introduce an approved charging policy

ACTION PRIORITY
Immediate protective action

ACTION-PLAN REFERENCE
A-001

ASSESSMENT BASIS
H-001, PH-001 to PH-003 and organisation policy

EVIDENCE REFERENCES
H-001, PH-001 to PH-003 and INT-01

SIGNIFICANT FINDING F-003

Significant deficiency - urgent action recorded

CURRENT RISK **Substantial - urgent controls required**	**TARGET AFTER ACTIONS** **Low - maintain controls**
LOCATION AND PEOPLE AFFECTED Level 2 protected stair door; all upper-floor occupants	**HAZARD, DEFICIENCY OR UNCERTAINTY** D-204 does not reliably self-close into the frame and latch
EXISTING CONTROLS Automatic detection, second external stair and daily facilities presence	**POTENTIAL LIFE-SAFETY CONSEQUENCE** Smoke may enter the protected internal stair during evacuation
RECOMMENDED RISK-CONTROL ACTION Competent repair and documented functional reinspection of closer and latch	
ACTION PRIORITY Urgent - complete within the recorded short period	**ACTION-PLAN REFERENCE** A-004
ASSESSMENT BASIS M-002, FD-2026-08 and FS-001 Rev E	**EVIDENCE REFERENCES** FD-2026-08 and PH-030 to PH-033

SIGNIFICANT FINDING F-004

Indeterminate - specialist evidence or further assessment required

CURRENT RISK **Indeterminate - further assessment required**	**TARGET AFTER ACTIONS** **Low - maintain controls**
LOCATION AND PEOPLE AFFECTED Second-floor corridor ceiling void; office occupants and stair users	**HAZARD, DEFICIENCY OR UNCERTAINTY** Condition of concealed firestopping around altered data cabling is not established
EXISTING CONTROLS Fire strategy drawing, alarm coverage and protected-stair construction	**POTENTIAL LIFE-SAFETY CONSEQUENCE** Unsealed penetrations could permit concealed smoke and fire spread
RECOMMENDED RISK-CONTROL ACTION Competent compartmentation survey with agreed access and corrective-action schedule	
ACTION PRIORITY Priority improvement - target date recorded	**ACTION-PLAN REFERENCE** A-005
ASSESSMENT BASIS M-004, FP-02 and WO-447	**EVIDENCE REFERENCES** FP-02, WO-447 and PH-040

Urgent-finding notification schedule

2 RECORDS

Finding and recipient	Notification and response
Urgent finding reference: F-001 Recipient, role and organisation: Alex Morgan, Responsible Person / Example Offices Ltd	Notification date and time: 23/08/2026 16:20 Notification method: In-person briefing and written follow-up Advice, interim controls and response: Charging stopped, equipment quarantined and A-001 assigned.
Urgent finding reference: F-003 Recipient, role and organisation: Alex Morgan, Responsible Person / Example Offices Ltd	Notification date and time: 23/08/2026 16:20 Notification method: In-person briefing and written follow-up Advice, interim controls and response: Daily door check introduced and competent repair A-004 assigned.

07 Action plan, review and handover

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SECTION PURPOSE

Assign every required risk control to an owner and target, record temporary controls and set evidence-led review arrangements.

ACTION-PLAN STATUS	Reconciled to all findings and specialist referrals	TEMPORARY RISK-CONTROL MEASURES REQUIRED	Yes

Temporary risk-control measures and monitoring

Charging stopped and equipment quarantined; D-204 receives a daily documented close-and-latch check; new corridor penetrations are prohibited pending survey.

TEMPORARY-MEASURE OWNER	Alex Morgan, Facilities Director	TEMPORARY-MEASURE REVIEW DATE	30/08/2026

Further inspection, information or specialist-assessment plan

Review A-005 compartmentation survey results into the FRA, verify D-204 repair and verify evacuation assistance at the next drill.

FURTHER-ASSESSMENT OWNER	Alex Morgan, Facilities Director	FURTHER-ASSESSMENT TARGET DATE	20/09/2026

FRA review frequency / due-date basis

Annual organisation review, with earlier review following fire, near miss, enforcement, material occupancy/layout/process change, new specialist evidence or failure of a critical control.

Events and changes that trigger an earlier review

Completion of A-005, significant building or occupancy change, fire or near miss, enforcement action, change to evacuation needs, system impairment or evidence that this assessment is no longer valid.

RESPONSIBLE PERSON / DUTY-HOLDER BRIEFING AND URGENT ADVICE STATUS	Completed and recorded	HANDOVER RECIPIENT	Alex Morgan
HANDOVER RECIPIENT ORGANISATION	Example Offices Ltd	HANDOVER RECIPIENT ROLE	Responsible Person / Facilities Director
HANDOVER DATE	27/08/2026		

Prioritised fire-safety action plan

3 RECORDS

ACTION A-001

Immediate protective action

REQUIRED RISK-CONTROL ACTION
Stop unauthorised charging, remove the damaged lead and establish an approved battery-charging policy and location

FINDING / HAZARD REFERENCES
F-001

TARGET COMPLETION DATE
23/08/2026

RESPONSIBLE PARTY / OWNER
Facilities Director

STATUS AT REPORT ISSUE
Temporary control implemented - permanent action open

RISK AND PRIORITY RATIONALE
Priority 1 active ignition source beside combustibles and escape route

TEMPORARY / INTERIM MEASURE
Charging stopped and equipment quarantined immediately

DEPENDENCIES / SPECIALIST INPUT
Electrical and fire-safety review of any future charging area

REQUIRED COMPLETION EVIDENCE
Quarantine record, photographs and approved charging policy

CLOSE-OUT VERIFICATION METHOD / PERSON
Facilities Director review with assessor follow-up

ACTION A-004

Urgent - complete within the recorded short period

REQUIRED RISK-CONTROL ACTION
Competently repair D-204 closer/latch and document full and small-angle closing tests

FINDING / HAZARD REFERENCES
F-003

TARGET COMPLETION DATE
30/08/2026

RESPONSIBLE PARTY / OWNER
Facilities Director

STATUS AT REPORT ISSUE
Temporary control implemented - permanent action open

RISK AND PRIORITY RATIONALE
Priority 1 protection to the principal internal stair

TEMPORARY / INTERIM MEASURE
Daily documented check that D-204 closes and latches; escalate any failure immediately

DEPENDENCIES / SPECIALIST INPUT
Competent fire-door maintenance contractor

REQUIRED COMPLETION EVIDENCE
Repair record, compatible component evidence, photographs and reinspection result

CLOSE-OUT VERIFICATION METHOD / PERSON
Competent fire-door inspector reinspection

ACTION A-005

Priority improvement - target date recorded

REQUIRED RISK-CONTROL ACTION Undertake a competent compartmentation survey above the second-floor corridor and correct confirmed defects	
FINDING / HAZARD REFERENCES F-004	**TARGET COMPLETION DATE** 20/09/2026
RESPONSIBLE PARTY / OWNER Facilities Director with landlord coordination	**STATUS AT REPORT ISSUE** **Open - controlled and issued for action**
RISK AND PRIORITY RATIONALE Priority 2 uncertainty at protected-stair boundary after cabling alteration	
TEMPORARY / INTERIM MEASURE No further penetrations permitted without controlled firestopping approval	**DEPENDENCIES / SPECIALIST INPUT** Access planning and competent passive-fire surveyor
REQUIRED COMPLETION EVIDENCE Survey report, marked plan, photographs, product evidence and close-out inspection	**CLOSE-OUT VERIFICATION METHOD / PERSON** FRA review by the named assessor after specialist report

08 Assessor identity, competence and declaration

BACK TO CONTENTS

SECTION PURPOSE

Record the individual and organisation responsible for the assessment, the competence boundary, any verified scheme claim and the declaration.

FIRE RISK ASSESSOR NAME	Jordan Smith	**ASSESSOR ROLE / APPOINTMENT**	Fire Risk Assessor
ASSESSOR ORGANISATION	Example Fire Engineering Ltd	**ASSESSMENT AUTHORSHIP / SUPERVISION**	Completed by the named assessor
PREMISES COMPLEXITY LEVEL	Intermediate	**ASSESSOR COMPETENCE LEVEL FOR THIS ASSESSMENT**	Intermediate

Complexity-to-competence match, evidence reference and rationale

The office, mixed occupancy patterns and non-intrusive specialist interfaces were classified as intermediate and matched to FRA-ENG-2048.

Assessor competence, training, experience and premises-complexity scope

Employer competence record FRA-ENG-2048 for intermediate-complexity non-domestic office premises under the recorded BS 8674 competence framework.

Qualifications, registrations and continuing professional development evidence

Employer training, experience and CPD evidence FRA-ENG-2048; no independent certification or register claim is made.

Assessor responsibility scope and professional boundaries

Completed the recorded non-invasive life-safety FRA. Fire-engineering design, intrusive compartmentation inspection, electrical design and specialist external-wall appraisal remain outside this appointment.

ASSESSOR RESPONSIBILITY OUTCOME	Assessment complete with recorded findings, limitations and actions	THIRD-PARTY CERTIFICATION / REGISTER CLAIM ON THIS REPORT	No third-party certification or register claim
CERTIFICATION BODY / SCHEME / REGISTER NAME	Not applicable - no third-party scheme claim	ORGANISATION CERTIFICATION / REGISTRATION REFERENCE	Not applicable - no organisation scheme claim

ASSESSOR CERTIFICATION / REGISTRATION REFERENCE	Not applicable - no assessor scheme claim

Current status, scope, competence level and logo-authorisation evidence

Not applicable - no scheme or accreditation logo used

ASSESSOR SIGNED DATE AND TIME	27/08/2026 16:30	INDEPENDENT REPORT REVIEW STATUS	Completed before this report date
INDEPENDENT REVIEWER NAME	Taylor Reed	INDEPENDENT REVIEWER ORGANISATION	Example Fire Engineering Ltd

INDEPENDENT REVIEWER ROLE	Senior Fire Risk Assessor

Independent reviewer competence and authority reference

Employer competence and authority record FRA-REV-102 for the recorded premises complexity

Independent review scope and reference

Reviewed the appointment, methodology, risk matrix, material findings, action reconciliation, limitations and report conclusion under PR-2026-44.

INDEPENDENT REVIEW OUTCOME	Accepted within the recorded review scope	INDEPENDENT REVIEWER SIGNED DATE AND TIME	27/08/2026 16:40

Fire risk assessor signature

By signing, the assessor confirms completion, direct supervision or formal adoption of the recorded assessment within the stated appointment, methodology, premises-complexity, access, evidence and competence scope, with all material findings, limitations, referrals and actions disclosed.

Hand-drawn electronic signature

Independent reviewer signature

By signing, the independent reviewer confirms completion of the recorded review within the stated scope, competence and authority and records the resulting outcome.

Hand-drawn electronic signature

09 Notes for the Recipient and acknowledgement

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SECTION PURPOSE

Provide practical risk-assessment guidance and obtain an attributable acknowledgement of the FRA, actions, indexed documents and briefing.

Notes for the Recipient

Keep this fire risk assessment with the premises fire-safety information, including the fire-safety arrangements, emergency plan, premises plans, significant findings, action plan, evidence and source index, specialist reports, system records and later review or close-out evidence. Read it together with the exact premises, assessment type, UK jurisdiction, methodology, access, information, assumptions, exclusions and limitations recorded in the report. This is a point-in-time life-safety risk assessment within that stated scope; it is not building-design approval, a completion certificate, a specialist external-wall appraisal or proof that concealed construction and excluded areas are satisfactory. The Responsible Person or duty holder remains responsible for acting on the findings, maintaining effective fire precautions and keeping the assessment under review. Act promptly on urgent findings, maintain each recorded temporary measure, monitor its effectiveness and complete every action by its target date. Do not delay action merely because a later review date is recorded. Arrange competent specialist assessment where the report identifies external-wall, compartmentation, fire-engineering, dangerous-substance, structural or other work outside the assessor's recorded competence or inspection scope, then integrate the resulting evidence through a controlled review without overwriting the original assessment. Review the FRA earlier after a fire, near miss, enforcement action, significant change to the building, use, occupancy, people at risk, processes, layout, evacuation strategy or fire-safety measures, or when new evidence shows that an assumption may no longer be valid. Communicate relevant findings and instructions to employees, contractors, visitors, other duty holders and residents where applicable, while avoiding unnecessary sensitive personal information. Retain the signed report, action history and linked evidence, pass relevant information to successor Responsible Persons or duty holders and preserve an audit trail of later changes and close-out. Recipient acknowledgement confirms receipt and briefing only. It is not technical approval and does not transfer the assessor's professional responsibility or the recipient's statutory duties.

RECIPIENT ACKNOWLEDGEMENT STATUS	Received

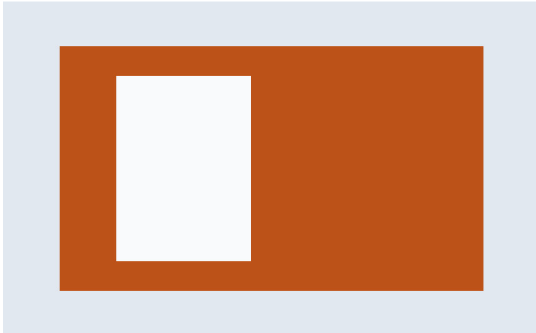
10 Photographic evidence appendix

BACK TO CONTENTS

Images are reproduced from the evidence supplied with this assessment. Captions and references correspond with the evidence schedule.

PH-001 - Unauthorised battery charging equipment beside combustible cardboard before immediate isolation.

ph-001-evidence.jpg



PH-030 - Fire door D-204 stopped short of the frame during the small-angle closing check.

ph-030-evidence.jpg

PH-040 - Ceiling and service route requiring planned competent compartmentation inspection.

ph-040-evidence.jpg