

What We Need to Get Started Checklist

At Focus BRC, we can start auditing your building with no prior documentation, using on-site inspections to assess the fire systems in place. However, to ensure your building meets council-regulated compliance expectations, the best starting point is the Occupancy Permit (for post-1993 buildings) or an on-site ESM assessment (for pre-1993 buildings).

Beyond this, additional documents can help us gain a more comprehensive understanding of your building's safety measures. While these aren't essential to start the process, they enhance compliance clarity and help us become a valuable repository for your building's operation.

Essential Documents (Must-Have for Full Compliance)

- Occupancy Permit & Maintenance Determination (Required for buildings built after 1993)
- List of Current Fire Service Providers (Names & contact details of companies servicing the fire systems)
- Recent AESMR Reports (If available)
- Known Defects & Maintenance Concerns (Any outstanding issues related to fire safety compliance)
- Access Details for Common Areas & Plant Rooms (Keys, codes, or on-site contacts for accessing fire systems)

If your building was built before 1993, we assess each asset individually rather than referencing an Occupancy Permit.

Additional Information (Nice to Have, but Not Essential)

- Fire Engineering Reports - Helps understand any performance-based fire safety solutions
- As-Built Plans - Provides insight into fire systems placement & structural safety features
- Plan of Subdivision - Useful for understanding ownership & responsibility of different areas

- Block Plans & Zone Diagrams - Helps verify fire safety system zoning & functionality
- Baseline Data (AS 1851-2012) - Original commissioning data for fire safety systems

These documents help build a centralised fire safety record for your building, making future compliance and audits much easier.

Ready to Get Started?

Even if you only have some of this information, we can begin your compliance assessment right away.

- [\[Book a Free Essential Safety Review\]](#)