



Instructions for attendants of a fire inspection

Purpose of the inspection

The purpose of a fire inspection is to support the operator's self-preparedness and supervise compliance with Chapters 2 and 3 of the Rescue Act (379/2011) and the Finnish chemical safety legislation (390/2005). The periodic fire inspections will be carried out in accordance with the annual operating plan of the City of Helsinki Rescue Department's accident prevention work.

Attendants

A party defined in section 11 of the Administrative Procedure Act (434/2003), such as the owner, occupant, business operator or a person in charge of safety matters, who is directly accountable to them, must participate in the fire inspection. The inspection may also be attended by other persons at the discretion of the site's representative.

Preparing for an inspection

You must ensure that the rescue authorities have access to all premises and the opportunity to read through (depending on the nature of the operations) the documents listed below:

- Emergency plan and other documents related to fire safety (evacuation safety report, implementation plan for evacuation safety, safety report, decision or notification of small-scale industrial handling and storing of dangerous chemicals, explosion protection document and emergency plan for a public event)
- Service and maintenance programmes (first aid extinguishing equipment, smoke alarms, smoke alarm systems, automatic fire alarm monitoring and extinguishing equipment, automatic fire doors, systems used for marking and lighting escape routes, smoke ventilation equipment, machines and devices in the civil defence shelter)
- Periodic inspection records (automatic fire alarm monitoring and extinguishing equipment, ventilation equipment, fireplaces and flues, oil and fuel containers)
- Certificates of the flammability class of furnishings

The documents can also be presented in electronic format.

Before a fire inspection is performed, we recommend performing a self-assessment of self-preparedness. The auditing manual for a self-assessment is available on the Rescue Department website

www.hel.fi/pela/en/preventing-accidents/fire-inspection).

Content of the inspection

The fire inspection is carried out in accordance with the self-preparedness auditing model. The audit assesses the site's operations according to the sections of the auditing model by means of discussion, inspection of documentation and an inspection tour with random checks. The auditing model for self-preparedness covers the following sections:

Safety management

Structural fire safety

communications and competence

Accident risk management

Safety technology Safety

Documents related to safety

After the fire inspection

After the fire inspection, an option for a written hearing will be reserved for the concerned parties. In practice, this means that a record of the hearing will be compiled within two weeks after the fire inspection. All the key observations made during the inspection will be entered into this record. The record of the hearing will be delivered to the concerned parties, and a response is requested from them with regard to the recorded observations. The length of the hearing period will be negotiated in connection to the inspection with the fire inspector carrying out the inspection. The response must be delivered to the fire inspector's e-mail address within the hearing period. The rescue authority will guide the concerned parties to rectify any potential defects already during the hearing period. Neglecting to deliver a response does not absolve the concerned party of resolving the issue.

After the hearing period has ended, the fire inspector will deliver a final protocol, which also takes into account the response received from the concerned party. If the observed deficiencies have not been rectified over the hearing period, the fire inspector will order the deficiencies to be rectified and will issue a deadline for the rectification. This deadline will not be extended again expect for a very well-founded reason. After the deadline, a follow-up supervision will be carried out, either as a follow-up inspection on site or as a follow-up supervision of the related documentation. The method of the follow-up supervision is stated in the final protocol.

Chargeability of the supervision

Most of the Rescue Department's supervisory work (including periodic fire inspections) is subject to a charge. The list of billing fees is available online: www.hel.fi/fire-inspection

In connection with an inspection, you will be asked to provide the following information for invoicing purposes:

- Full name or trade name of the supervised site, as specified in the Trade Register or the Tax Administration's business register
- Business ID of the supervised site (or personal identity code if there is no business ID)
- Address of the supervised site
- SAP client number if applicable
- Invoicing address if different from the address of the supervised site (Note: also include the business ID if the invoice is addressed to the building management agency or similar).
- OVT code (an identification with eight characters that allows identifying the invoice's sender and recipient)

Additional information

For additional information, please contact the inspector responsible for the supervised site, visit the City of Helsinki Rescue Department website at www.hel.fi/fire-inspection, call (09) 31031203 on weekdays from 9.00 to 11.00 and from 12.00 to 14:00 or send an e-mail to palotarkastaja@hel.fi (on-call fire inspector).

Client feedback

The Rescue Department requests that you give feedback on the inspection and the inspection record via these links. Your feedback is important for the development of our operations. Filling in the feedback form will take no more than five minutes of your time.

You can send us feedback via: <https://response.questback.com/helsinginkaupunki/ubqb6ex4ot>

Du kan ge oss respons: <https://response.questback.com/helsinginkaupunki/ubqb6ex4ot>

The Helsinki logo consists of the word "Helsinki" in a white, sans-serif font, enclosed within a white outline of a speech bubble or a rounded rectangle with a small tail at the bottom.

prevention of accidents | rescue operations | emergency medical care | civil defence |

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