

Building Fire Safety Information Handover Procedure

K Dean Building Services Ltd

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Document Owner	Director / Health & Safety Responsible Person	Approved by	Company Director
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Review Frequency	At least annually	Approval Method	Director approval / controlled electronic record

1. Purpose

This procedure sets out how K Dean Building Services Ltd identifies, collects, reviews and hands over relevant building fire-safety information no later than completion of the work or occupation of the relevant part of the building, whichever is earlier, where the requirement applies.

It supports project compliance with Regulation 38 of the Building Regulations 2010 and structured handover to the Client, Responsible Person or other nominated dutyholder.

2. Scope

- New build and extensions.
- Refurbishment and change-of-use works.
- Fire stopping, fire doors and compartmentation.
- Works affecting escape routes, detection, alarm, emergency lighting or life-safety systems.
- Works affecting building layout, services, fittings or equipment relevant to fire safety.

3. Responsibilities

The Director has overall responsibility for suitable arrangements. The Project / Contracts Manager or appointed competent person identifies information requirements, collects records during the works, reviews completeness and arranges handover. Subcontractors and specialist installers must provide product, installation, inspection, test and maintenance information relevant to their work.

4. Information Collection

- Description of works completed and fire strategy information where provided.
- As-built or marked-up drawings and location information.
- Fire-stopping, fire-door and compartmentation records.
- Product data sheets and manufacturer installation instructions for fire-rated products.
- Fire alarm, emergency lighting, detection and mechanical/electrical fire-safety information where applicable.
- Test certificates, commissioning records, warranties and guarantees.
- Photographic records of concealed fire-protection works.
- O&M information, maintenance requirements and residual fire-safety risks.

5. Review Before Handover

- Information reflects the actual works carried out.
- Relevant certificates, product data and installation records are present.
- Marked-up / as-built drawings are clear and usable.
- Maintenance and inspection requirements are identified.
- Residual risks are recorded where relevant.
- Missing information is chased before completion where reasonably practicable.

6. Handover

The information may be issued by email, formal transmittal, completion pack, O&M Manual, Health & Safety File information or a Regulation 38 fire-safety information pack. The handover record will identify what was issued, the recipient, date and project reference, and a copy will be retained in Company project records.

7. Minimum Handover Record

- Project name and address.
- Client / Responsible Person or nominated recipient.
- Principal Contractor / Principal Designer where applicable.
- Date of completion / occupation and date information issued.
- Schedule of fire-safety information issued.
- Method of issue and acknowledgement status.

8. Monitoring & Review

This procedure will be reviewed annually or sooner where legislation, project requirements or lessons from handover indicate a change is required.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Building Regulations 2010 - Regulation 38
- Approved Document B and applicable project fire strategy / Building Control requirements
- Regulatory Reform (Fire Safety) Order 2005 where applicable

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026