



Procedure for Handover of Fire Safety Information to the Responsible Person

1. Early Identification and Communication

- **Identify the Responsible Person** as defined under the Regulatory Reform (Fire Safety) Order 2005 as amended. This is typically the building owner or operator.
- **Communicate Roles:** Ensure all project stakeholders—principal contractor, principal designer, client, and the future Responsible Person—are aware of their duties regarding fire safety information from the outset of the project.

2. Compilation of Fire Safety Information

- **Prepare Fire Safety Documentation** in accordance with Regulation 38, which must enable the Responsible Person to:
 - Understand and implement the building's fire safety strategy
 - Maintain all fire safety systems
 - Conduct effective fire risk assessments
- **Essential Information** includes (as per Approved Document B and best practice):
 - Fire safety strategy documents
 - As-built drawings (showing fire compartmentation, escape routes, etc.)
 - Commissioning and test certificates for fire safety systems (alarms, suppression, emergency lighting, etc.)
 - Manuals and instructions for fire safety equipment
 - Information necessary for ongoing inspection, testing, and maintenance
 - Schedules of fire doors, dampers, and other fire-critical elements

3. Ongoing Documentation During Construction

- Maintain up-to-date records of any design or specification changes relating to fire safety.
- Mark key fire safety elements within specifications and drawings so they are not inadvertently altered.
- Regularly collate information from all contractors and subcontractors related to fire safety installations.

4. Pre-Handover Actions

- **Notify Proposed Handover Date:** Allow sufficient notice to the Responsible Person and arrange a site meeting if required.



Swallow Hill Homes

- **Review and Approve Documents:** Draft O&M (Operation & Maintenance) manuals, health and safety file, and all as-built fire documentation should be checked by the principal contractor and design team prior to issue.
- **Training:** Provide practical training and demonstrations on fire systems and points of interest where required.

5. Formal Handover of Fire Safety Information

- **Timing:** By law (Regulation 38), fire safety information must be given to the Responsible Person no later than the date of completion or occupation, whichever is earlier.
- **Delivery:** Hand over all fire safety documentation in both digital (preferably using interoperable standards like BS 8644-1) and physical formats, ensuring information is clear and accessible.
- **Handover Meeting:** Conduct a formal meeting to review key fire safety features, answer questions, and ensure the Responsible Person understands the information provided⁴.
- **Handover Receipt:** The Responsible Person must provide written acknowledgement confirming receipt of the fire safety information and its sufficiency for operating and maintaining the building safely.

6. Compliance Confirmation

- **Notify Building Control:** Provide written confirmation to the Building Control Body (BCB) that the Regulation 38 information has been handed over. The BCB should not issue a Completion or Final Certificate until this is done.
- **Retain Records:** Keep records of all handover documentation, acknowledgements, and communications as evidence of compliance.

7. Post-Handover Updates

- If any relevant modifications to fire safety arrangements are made during fit-out or subsequent works, update and re-issue fire safety information to the Responsible Person as appropriate.

Rob Bailey, Director, 05-09-2026