



TOOL BOX 034_ DOCUMENT CONTROL- CUSTOMERS RECORDS

EXTRACT SANS1475 PART1:2010 (Amend When Revised)

5.4 Records kept by the reconditioning organization

5.4.1 In addition to providing the required label (see clause 6), provide the customer with a record that contains at least the following information, as relevant:

- a) Name of the customer;
- b) Date and type of service;
- c) Date of recharging;
- d) Date of pressure testing;
- e) Next service due date;
- f) Size and type of extinguisher; and
- g) Location of the extinguisher.

EXAMPLE ATTACHED

5.4.2 The information shall be kept by the customer (responsible person) for at least 3 years, and when necessary, Shall be made available to reconditioning organization for purposes of inspection and updating.

Note the word **SHALL** – This means it will be DONE



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FIRE PROTECTION

EQUIPMENT MAINTENANCE
MONTHLY INSPECTION REPORT
2014 - 2015

NO.	POSITION	TYPE	PRESSURE TEST DUE	MONTHS												LEGEND
				JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1	D - Site	5kg CO2	2023	ok												1. Equipment due for service
2	D - Site	9kg DCP	2019	ok												2. Instruction label damaged
3	D - Site	9kg DCP	2018	ok												3. No keep clear - demarcation
4	D - Site	5kg CO2	2023	ok												4. Seal broken / missing
5	D - Site	5kg CO2	2022	ok												5. Corroded or damaged
6	D - Site	5kg CO2	2022	ok												6. Symbolic signs damaged/missing
7	D - Site	9L Foam	2018	ok												7. Equipment obstructed
8	D - Site	5kg CO2	2023	ok												8. Hose damaged / nozzle missing
9	D - Site	9kg DCP	2018	ok												9. Stored pressure low
																10. Recharge
1	J - Site	9kg DCP	2018	ok												11. Pressure test
2	J - Site	9kg DCP	2017	ok												12. No water on hose reel
3	J - Site	9kg DCP	Condemned													13. Equipment to be installed
4	J - Site	9kg DCP	2019	ok												14. Other - Report by letter
5	J - Site	5kg CO2	2023	ok												Note
6	J - Site	9L Foam	2023	ok												
7	J - Site	9kg DCP	2018	ok												* Do not "tick"
8	J - Site	9kg DCP	2019	ok												* Write "OK" or use the numbers
9	J - Site	5kg CO2	2023	ok												given in the legend
10	J - Site	5kg CO2	2015	ok												* Defective equipment must be
11	J - Site	9L Foam	2018	ok												taged and reported to person
12	J - Site	9kg DCP	2019	ok												in charge
13	J - Site	9kg DCP	2019	ok												* All equipment must be replaced
																immediately if condemned
DATE INSPECTED				18:07												
SIGNATURE																

FIGURE B



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The diagram shows a technician's document form with several callouts:

- ADDRESS / CONT No**: Points to the top left area of the form.
- DUCK FIRE**: Points to a cartoon duck character holding a fire extinguisher.
- SABS APPROVED**: Points to a logo in the top right corner.
- Numbering Block**: Points to a large empty box in the upper middle section.
- LAST PRESSURE TEST AND BY WHO**: Points to a box in the bottom right section.
- FIGURE C**: Points to a box at the bottom center.

SERVICE DATE	TECH CODE	NEXT SERVICE DUE	FULL MASS	LAST PRESSURE TEST
COMPANY / CODE				

FIGURE A: This is an example of a technician's document – You will note there is no costing on it – This is a list of what may have been performed, and spares he/she used will be in the remarks column. He/she will number the equipment as they perform the service. The customer / client signs and gets a copy of this document.

FIGURE B: This is the monthly check sheet, and this sheet is issued to the Client on completion of the work, again numbered.

FIGURE C: This is an example of the Service Label some companies use
Note there are two extra boxes (not a requirement)

Why are those boxes there?

Numbering Box: Most companies use separate numbering labels which they stick on the equipment and the wall.

Extinguishers are swapped or moved regularly, which give the service companies extra work trying to sort them out, and of course these numbers can be taken off. This makes control of the history for a particular equipment difficult.



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By having the number on the service label it makes it difficult for them being mixed up, and if they remove the number they would have to remove the service label which would nullify the service.

Pressure Test Block: (not a requirement). This block has been added simply to ensure that the technician has checked the pressure test date.

All this information must be kept by the service company for at least 3 years.

WHAT MUST BE GIVEN TO THE CUSTOMER / CLIENT?

Copy of the invoice

Monthly Check sheet with pressure test dates (Minimum)

ALSO NOTE THAT THE CUSTOMER / CLIENT HAS A RIGHT TO THESE DOCUMENTS AND THEY CANNOT BE WITHHELD FROM THEM, AND IF THE CUSTOMER / CLIENT WISHES TO SUPPLY THOSE DOCUMENTS TO A FRESH SERVICE COMPANY – IT IS THEIR RIGHT.

THE DOCUMENT CANNOT BE WITHHELD FOR SO CALLED COMMERCIAL REASONS AT ALL.

How your company arranges their documents is up to them, as long as it covers clause 5.4 of SANS 1475 - 1

Presented By:	Date	Signature
Name: _____	_____	_____

NAME	SIGNATURE	NAME	SIGNATURE