

2.4. Documentation of Risk Assessment Studies

2.4.1. Risk Assessment Studies and reports shall be documented as per **Table 17.2**.

Table 17.2: Risk Assessment Reports and Documentation

ITEMS	REQUIRMENTS
1. RISK ASSESSMENT REPORT	<u>1. GENERAL</u>
	<ul style="list-style-type: none"> i. The documentation shall include the fire protection engineering brief, the analysis documentation and operation and maintenance manual. ii. The purpose of the fire risk assessment concept report shall facilitate agreement on the approach that is proposed for the risk assessment. iii. There might be multiple parties involved in a risk analysis, with each party bringing a different perspective to the risk analysis. Possible stakeholders in the risk analysis include the risk analyst, building or facility owners and managers, Civil Defence, tenants, building operators or maintainers, emergency responders, insurance providers, and members of a construction team. iv. The Fire Risk Assessment shall only be submitted by Civil Defence approved House of Expertise for Civil Defence approval. v. Where consultants, experienced field experts, non-registered parties prepare Risk Assessment reports, Civil Defence approved House of Expertise shall be permitted to submit such reports on their behalf.
	<u>2. STAKE HOLDERS</u>
	<ul style="list-style-type: none"> i. The fire risk assessment concept report should include a listing of all of the stakeholders involved in the preparation of the risk assessment and their qualifications, such as educational background, past experience in FRA, and registration license copy from Civil Defence as "House of Expertise".
	<u>3. PROJECT SCOPE</u>
	<ul style="list-style-type: none"> i. Project scope shall be clearly indicated. The project scope is an identification of the limits of the risk analysis and the purpose for conducting the risk analysis. The limits might include a building, part of a building, individual components or pieces of equipment, or processes. The purpose might be to identify the level of risk present in an existing building or facility, to identify methods of lowering the risk in an existing building or facility, or to identify methods of providing a level of risk deemed acceptable in a new or renovated building or facility.
	<u>4. FIRE SAFETY GOALS</u>
	<ul style="list-style-type: none"> i. Fire safety goals should be clearly stated. The goals of the FRA may be associated with the risk to life (occupants or fire fighters), the risk to property, the risk to operations, or the risk to the environment. ii. Goals are typically qualitative and should be in a form that will be easily understood by laypeople.
	<u>5. HAZARDS</u>
	<ul style="list-style-type: none"> i. A risk assessment is based on a set of hazards that might occur. The hazards that are contemplated should be included in the concept report.