



Fire protection management system

CFPA-E Guideline No 1:2025 F





The CFPA Europe develops and publishes common guidelines about fire safety, security, and natural hazards with the aim to achieve similar interpretation and to give examples of acceptable solutions, concepts, and models. The aim is to facilitate and support fire protection, security, and protection against natural hazards across Europe, and the whole world.

Today fire safety, security and protection against natural hazards form an integral part of a modern strategy for survival, sustainability, and competitiveness. Therefore, the market imposes new demands for quality.

These Guidelines are intended for all interested parties and the public. Interested parties includes plant owners, insurers, rescue services, consultants, safety companies and the like so that, in the course of their work, they may be able to help manage risk in society.

The Guidelines reflect best practice developed by the national members of CFPA Europe. Where these Guidelines and national requirements conflict, national requirements shall apply.

This Guideline has been compiled by the Fire Safety Commission and is adopted by the members of CFPA Europe.

More information: www.cfpa-e.eu



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Key words:

1 Introduction

The market imposes new demands for quality and safety. This guideline "Fire protection management system" is a tool that facilitates the work to make fire protection a part of your company's management system.

The aim of this fire protection management system is to secure the company's activities without business interruptions, in other words, it's important for the survival of the company. Demands for quality and safety are continuously becoming more important. Being responsive to customer concerns is an essential factor for success. Good relations are just as important as products and services. Business between companies is also characterised by increasing demands for quality. The open European market makes it essential to formulate systems to secure competence, precision of delivery, environmental considerations and ethics.

Many companies and organisations have established a systematic way of working with fire protection such as, set up goals, pinpoint risks, organise, train, check, document and follow-up their activities. This guideline is a tool that facilitates the work to make fire protection a part of your company's management system.

This guideline is primarily intended for those responsible for fire safety in companies and organisations. It is also addressed to the rescue services, consultants, safety companies etc. so that, in the course of their work, they may be able to help companies and organisations to increase the levels of fire safety.

2 Scope

This guideline includes the following elements in the fire protection management system, briefly described below:

- Fire safety policy
- Fire protection organization
- Fire risk management
- Rules and routines
- Business continuity planning
- Training plans
- Documentation of buildings and activities
- Control system
- Evaluation



3 Fire safety policy

For the fire protection activity of the company, management must establish its fire protection policy. The fire protection policy is a statement of results to be achieved and sets out the fundamental principles and safety level which shall apply for fire protection in the business. Before the policy is confirmed, the risks associated with the activity must be identified and the consequences which would ensue if these occurred must be evaluated. An appropriate fire protection policy for the company could be as follows:

The company shall have:

- Management of fire protection

- Plans for training in fire protection
- Fire protection rules and routines
- Business continuity planning
- A description of buildings including fire protection
- Operating and maintenance instructions for fire protection
- A control system for fire protection
- Evaluation procedures for fire protection

The policy will then form the basis for the development of fire protection in the total management system.

4 Action plan

An action plan for the company's fire protection activity should be drawn up so that those responsible for the development of the different components may be appointed. The start and completion dates and the budgets for the different components must be specified.

Action plan:

| <i>Works to be performed:</i> | <i>Person responsible</i> | <i>Start</i> | <i>Completed</i> | <i>Budget</i> |
|--|---------------------------|--------------|------------------|---------------|
| Identify fire hazards and assess the consequences of a fire | | | | |
| Review fire protection - <i>regarding the building structure</i> - <i>regarding the organisation</i> | | | | |
| Establish a fire protection organisation - <i>determine responsibilities and tasks</i> | | | | |
| Establish rules and routines for e.g. smoking, welding, waste handling, flammable substances etc. | | | | |
| Make plans for how to manage and recover from a business interruption | | | | |
| Put together documentation of building and activities including fire protection systems as - <i>escape routes</i> - <i>fire compartments</i> - <i>extinguishing equipment</i> | | | | |
| Establish operating and maintenance instructions for the fixed fire protection system | | | | |
| Establish a control system for fire protection | | | | |
| Develop procedures for reporting and monitoring fire protection - <i>technical defects and deviations</i> - <i>organisational defects and deviations</i> - <i>recovering measures</i> | | | | |
| Establish evaluation procedures and how to develop the fire protection management system | | | | |

5 Management of fire protection

The company organisation for fire protection work must be clearly set out. Within the company there should be a person who has overall responsibility for the management of fire protection as well as individuals who have been given written specifications of their duties and powers. The fire protection manager and the fire protection surveyors shall be given the required training.

6 Training plans

The aim is to make all personnel aware of fire safety issues in the workplace. They must be able to act on their own initiative and to play their part in ensuring that the company has proper fire protection. The fire protection manager and other responsible persons may need additional specialist training.

7 Rules and routines

With the help of fire protection rules and routines, the fire risks can be limited or eliminated. The fire protection rules should explain what measures that everyone involved should do to reduce the risks.

In case of a fire there should be well known and trained routines for necessary actions.

The fire protection rules and routines are your tool in achieving the greatest possible fire safety at a place of work. Rules and routines should be constantly reviewed and be a part of the information in training activities.

8 Business continuity planning

A business continuity plan is a plan to continue operations if a place of business is affected by adverse physical conditions, such as a storm, fire or crime. Such a plan typically explains how the business would recover its operations or move operations to another location. For example, if a fire destroys an office building or data centre, the people and business or data centre operations would relocate to a recovery site.

The plan could include recovering from different levels of disaster which can be short term, localized disasters, to days long building wide problems, to a permanent loss of a building. More information about this item is published in CFPA E Guideline No 2 N, Business Resilience – An introduction to protecting your business.

9 Documentation of buildings and activities

Documentation of buildings and activities shall be provided to be used when communicating with authorities and other external stakeholders.

In order that the fire protection manager (and also the fire protection surveyors) may understand and control the technical design of fire protection, he will need drawings and other descriptions of the fire protection systems. It is essential that these drawings etc. should be produced by your own organisation; knowledge is then available where it is most needed.

Drawings of the building generally depict the fundamental protection which is required by way of loadbearing and separating structures, escape routes and protection against surface spread of flame, etc. These drawings often provide a good basis for you to build upon and to produce a description of fire protection, and to keep it up to date.

A complete description of fire protection comprises drawings and text concerning fire compartment boundaries, escape routes, access routes for the rescue service, ventilation of fire gases, the fixed extinguishing system, positioning of fire extinguishers, etc. It also shows the storage and handling of flammable and explosive substances and plans for the classification of these substances.

The descriptions should set out the current conditions, preferably by means of uniform or standardised symbols. When the fire protection system is inspected, the description will be used by the fire protection surveyors as a joint basis for the inspection.

10 Control system

Fire safety is not achieved unless the fixed fire protection systems are controlled systematically and continuously.

Control of the fire protection systems shall be carried out regularly and preferably by the fire protection surveyors appointed in the company. The control is to be based on the description of fire protection and the operating and maintenance instructions.

Control implies that a large quantity of data and information must be collected and effectively processed. Depending on the quantity of information and the control requirements, the tools you will use to have a proper overview of this information will vary. It is today increasingly common to use computers for the collection and processing of data.

When you have established the inspection areas, inspection techniques and procedures, you can determine the inspection intervals. It is essential that the internal control activity should not become a matter of superficial routine. Control shall be carried out properly, and a lot of imagination and ingenuity may be needed to increase the interest and commitment of those who perform the inspections.

In-house control of the electrical equipment should also form part of the regular inspections. It is at all times the duty of the owner of the plant to maintain his plant in such a condition that it provides the necessary safety for people, domestic animals, and property in accordance with the requirements of the appropriate authorities.

11 Documentation

Documentation should consist of a report on how the different components of the fire protection policy have been performed. The documentation must reflect the way control activity functions. Documentation is important for those who are responsible for fire safety in the company, and it is also of interest for the auditor, fire inspector and the representatives of the insurer, etc.

12 Evaluation

This refers to a summary report on the inspections, both external and internal, which are carried out within the company. This summary is to be regarded as an aid for the fire protection manager and managing director in monitoring that these controls have been carried out, and it will also enable them to improve fire protection.

It is appropriate for reports on incidents to be included in this summary. Incident reporting means that information concerning the equipment in which fire incidents occurs, and the causes of these incidents, is collected and compiled. The aim of incident reporting is to help the company to identify the risks in the company and to make it easier to assess the probability of occurrence of a certain event that may result in a fire.

European guidelines

Fire (<https://cfpa-e.eu/category-guidelines/fire-prevention-and-protection/>)

- Guideline No 1 F - Internal fire protection control
- Guideline No 2 F - Panic & emergency exit devices
- Guideline No 3 F - Certification of thermographers
- Guideline No 4 F - Introduction to qualitative fire risk assessment
- Guideline No 5 F - Guidance signs, emergency lighting and general lighting
- Guideline No 6 F - Fire safety in care homes
- Guideline No 7 F - Safety distance between waste containers and buildings
- Guideline No 8 F - withdrawn*
- Guideline No 9 F - Fire safety in restaurants
- Guideline No 10 F - Smoke alarms in the home
- Guideline No 11 F - Recommended numbers of fire protection trained staff
- Guideline No 12 F - Fire safety basics for hot work operatives
- Guideline No 13 F - Fire protection documentation
- Guideline No 14 F - Fire protection in information technology facilities
- Guideline No 15 F - Fire safety in guest harbours and marinas
- Guideline No 16 F - Fire protection in offices
- Guideline No 17 F - Fire safety in farm buildings
- Guideline No 18 F - Fire protection on chemical manufacturing sites
- Guideline No 19 F - Fire safety engineering concerning evacuation from buildings
- Guideline No 20 F - Fire safety in camping sites
- Guideline No 21 F - Fire prevention on construction sites
- Guideline No 22 F - Wind turbines – Fire protection guideline
- Guideline No 23 F - Securing the operational readiness of fire control system
- Guideline No 24 F - Fire safe homes
- Guideline No 25 F - Emergency plan
- Guideline No 26 F - withdrawn*
- Guideline No 27 F - Fire safety in apartment buildings
- Guideline No 28 F - Fire safety in laboratories
- Guideline No 29 F - Protection of paintings: transports, exhibition and storage
- Guideline No 30 F - Managing fire safety in historic buildings
- Guideline No 31 F - Protection against self-ignition and explosions in handling and storage of silage and fodder in farms
- Guideline No 32 F - Treatment and storage of waste and combustible secondary raw materials
- Guideline No 33 F - Evacuation of people with disabilities
- Guideline No 34 F - Fire safety measures with emergency power supply
- Guideline No 35 F - Fire safety in warehouses
- Guideline No 36 F - Fire prevention in large tents
- Guideline No 37 F - Photovoltaic systems: recommendations on loss prevention
- Guideline No 38 F - Fire safety recommendations for short-term rental accommodations
- Guideline No 37 F - Fire protection in schools
- Guideline No 38 F - Fire safety recommendations for short-term rental accommodations
- Guideline No 39 F - Fire protection in schools
- Guideline No 40 F - Procedure to certify CFPA-E Fire Safety Specialists in Building Design
- Guideline No 41 F - Safety instructions for the use and charging of small and medium size lithium ion powered devices
- Guideline No 42 F - Guidance document for Selection of Fire Protection Systems
- Guideline No 43 F - Foam Concentrates - The selection criteria

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Natural hazards (<https://cfpa-e.eu/category-guidelines/natural-hazards/>)

- Guideline No 1 N - Protection against flood
- Guideline No 2 N - Business resilience – An introduction to protecting your business
- Guideline No 3 N - Protection of buildings against wind damage
- Guideline No 4 N - Lighting protection
- Guideline No 5 N - Managing heavy snow loads on roofs
- Guideline No 6 N - Forest fires
- Guideline No 7 N - Demountable / Mobile flood protection systems
- Guideline No 8 N - Ensuring supplies of firefighting water in extreme weather conditions
- Guideline No 9 N - Protection against hail damage
- Guideline No 10 N - Heavy rain and flash flood; Recommendations on flood prevention and protection

Security (<https://cfpa-e.eu/category-guidelines/security/>)

- Guideline No 1 S - Arson document
- Guideline No 2 S - Protection of empty buildings
- Guideline No 3 S - Security systems for empty buildings
- Guideline No 4 S - Guidance on keyholder selections and duties
- Guideline No 5 S - Security guidelines for museums and showrooms
- Guideline No 6 S - Security guidelines emergency exit doors in non-residential premises
- Guideline No 7 S - Developing evacuation and salvage plans for works of art and heritage buildings
- Guideline No 8 S - Security in schools
- Guideline No 9 S - Recommendation for the control of metal theft
- Guideline No 10 S - Protection of business intelligence
- Guideline No 11 S - Cyber security for small and medium-sized enterprises
- Guideline No 12 S - Security Guidelines for Businesses
- Guideline No 13 S - Cybersecurity Basic level – Basic IT security

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Comments and corrective actions:



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