Security Report
Rental, Storage and Exhibition of Art Objects

CFPA-E Guideline No 14:2025 S

CFPA EUROPE®
Fire Safety | Security | Natural Hazards

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 Security Commission and is adopted by the members of CFPA Europe.

More information: www.cfpa-e.eu

Wallisellen, March 2025
CFPA Europe

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Cologne, March 2025
Security Commission

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Contents

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The creator of the Security Report confirms the accuracy of the following information in Section A (General Information on the Object) and Section B (Specific Information on the Transfer).

Creator of the report:

Place, date:

Stamp/signature:

A. General information

A.1 Details of the property in which the loaned art object is to be exhibited

Name	
Street	
City	
Postal Code	
Country	
Website	
E-mail	

A.1.1 Responsible contact person

Position	Name	Phone-no	E-mail
Director			
Contact on site			
Exhibition management			
Curator			
Head of restoration			

Position	Name	Phone-no	E-mail
Registrar			
Safety officer			
Administration			

A.1.2 Type of art property

☐ Museum

☐ Exhibition hall

☐ Museum depot (closed to the public)

☐ Art depot (commercially operated art warehouses)

Exact designation:

A.1.3 Location of the property

Location	Site	Type of street	Building usage
☐ City centre	☐ Residential area	☐ Pedestrian zone/no vehicle traffic	☐ Administration building

☐ Old quarter	☐ Business street	☐ Shopping mall/shopping centre	☐ Building not freestanding
☐ Periphery	☐ Street with single shops	☐ Main street	☐ Freestanding building
☐ New construction area	☐ Shop group, shopping arcade	☐ Federal/through road	☐ Warehouse/ workshop
☐ Isolated location	☐ Mixed area trade/ commercial	☐ Side street, alley, traffic-calmed	☐
☐ Village location	☐ Industrial area, isolated	☐ Property with non-public driveway	☐
☐	☐	☐	☐

Multiple answers possible

A.1.4 Traffic routes

Special location of the property due to the traffic routes

☐ Location in approach corridor

☐ Airport ☐ Special airport ☐ Military airport

☐ Airfield ☐ Special airfield ☐ Gliding site

Designation:

☐ Underground

☐ Tunnel/train path in the direct vicinity of the property

Distance to next stop:

☐ Other rail vehicles:

☐ Tunnel/train path in direct vicinity of the property

Distance to next stop:

☐ Highways

☐ Distance to next connecting point:

A.1.5 Neighbourhood hazard

Danger to the property from the neighbourhood, e.g. from fire-hazardous companies, flood risks etc. (cf. also sections A.2.2 and A.2.3)

☐ National Geo Risk Zone (ZÜRS) classification available

If yes: ☐ GK1 ☐ GK2 ☐ GK3 ☐ GK4

☐ GeoRiskReport available

If yes: Annex to this report:

☐ Tectonically endangered area (earthquakes, volcanism, subsidence etc.)

☐ Construction work in the surrounding area

If yes:

Type of works:

Expected duration:

Building owner:

Contact person:

☐ Fire hazardous companies

☐ Potentially explosive plants

☐ Hazardous materials store

☐ Hazard due to gas emission, air pollution etc.

☐ Hazard due to sound, noise, vibration

☐ Hazard due to radioactivity

☐ Exposure to biological hazards

If yes: Description:

A.1.6 Outdoor area

☐ Illumination existing

Description (brightness/times of illumination etc.):

☐ Complete fencing

Description (material/height/climb-over protection):

☐ Gates/accesses of the enclosure locked and bolted

☐ Further protection measures of the exterior area existing:

Description (design):

A.1.7 Description of the building

Year of construction:

Number of floors:

☐ Basements/rooms below ground level

Number of floors:

☐ Pure self-use by the operator/insured party

☐ Mixed use

Type of mixed use:

☐ Museum shop (operated by third parties)

☐ Catering/museum café (operated by third parties)

A.1.8 Type of construction of walls/roof

Enter used materials with indication on material thickness or material structure in the table.

	Masonry	Concrete	Aerated concrete	Steel	Wood	Sandwich elements	other
Exterior walls	☐	☐	☐	☐	☐	☐	
Interior walls	☐	☐	☐	☐	☐	☐	
Floors	☐	☐	☐	☐	☐	☐	
Ceilings	☐	☐	☐	☐	☐	☐	

	Masonry	Concrete	Aerated concrete	Steel	Wood	Sandwich elements	other
Support-ting construc-tions	☐	☐	☐	☐	☐	☐	
Base	☐	☐	☐	☐	☐	☐	
Cellar walls	☐	☐	☐	☐	☐	☐	

Roof texture	Roof truss with pantiled roof	Flat roof	Hard roofing	Soft roofing (thatched roof etc.)	Skylight domes	other
	☐	☐	☐	☐	☐	

Construction class (if known):

A.2 Fire protection

A.2.1 Fire protection concept

A fire protection concept is given:

☐ yes (please annex) ☐ no

A.2.2 Multi-domain

There are independent trades or businesses on the site with different owners or tenants:

☐ yes ☐ no

If yes, which:

A.2.3 Neighbourhood

There are companies in the neighbourhood with a distance < 10 m:

☐ yes ☐ no

If yes, which:

A.2.4 Third-party companies and increase of risk

There are third-party companies or risk-increasing facilities and equipment on the premises (joinery, upholstery, solvent storage, etc.):

☐ yes ☐ no

If yes, which:

Fire protection separated ☐ yes ☐ no

A.2.5 Cleaning rags, cleaning wool and the like

These things are only stored in non-combustible containers with a tightly closing, non-combustible lid (avoidance of spontaneous combustion):

☐ yes ☐ no

A.2.6 Fire hazardous work

Regulations are in place for the performance of work involving fire hazards:

☐ yes ☐ no

A.2.7 Combustible material

Combustible material – if existing – is stored outside the building:

☐ yes ☐ no

There is a separate storage area or with an appropriate safety distance to the nearest fire compartment (min. 5 m):

☐ yes ☐ no

A.2.8 Charging station for electric industrial trucks

A charging station for electric industrial trucks is existing:

☐ yes ☐ no

If yes, the following applies: E-charging stations must be kept free of combustible objects within a radius of 2.5 metres. Special marking with coloured floor marking is advisable.

The specifications are implemented:

☐ yes ☐ no

A.2.9 Bicycle room with charging stations

A bicycle room with charging stations is existing:

☐ yes ☐ no

Is there a fire-retardant partition to the rest of the area?

☐ yes ☐ no

If yes, please specify:

A.2.10 Technical operating rooms

Technical operating rooms are separated in a fire-resistant manner:

☐ yes ☐ no

A.2.11 Escape, rescue and attack routes

Escape, rescue and attack routes are marked and are not obstructed by objects:

☐ yes ☐ no

The current version of the fire brigade plan is deposited with the fire brigade:

☐ yes ☐ no

A.2.12 Maintenance and revision of electrical lighting and power systems

The electrical lighting and power systems are maintained and inspected. The legal regulations according to DGUV regulation 3 (private, commercial) or 4 (municipal) are complied with:

☐ yes ☐ no

The use of private electrical appliances, e.g. coffee machines, radios, hot plates, refrigerators is prohibited:

☐ yes ☐ no

If no, is required: These devices are included in the required inspection, operation is only under supervision; this is to be ensured.

The specifications are implemented:

☐ yes ☐ no

A.2.13 Fire protection closures

Openings in parts of the building that are subject to fire protection requirements are protected by fire protection closures:

☐ yes ☐ no

The functionality of the fire protection closures is checked regularly:

☐ yes ☐ no

A.2.14 Fire compartment separations

Fire compartment separations are in place (between rooms used for exhibition/depots/workshops).

☐ yes ☐ no

A.2.15 Doors with fire and smoke protection functions

Doors with fire and smoke protection functions are maintained regularly and in accordance with the regulations:

☐ yes ☐ no

A.2.16 Fire loads in attics

Fire loads in attics are existing:

☐ yes ☐ no

A.2.17 Alarm plan

A current alarm plan is existing:

☐ yes ☐ no

A.2.18 Risk assessment

An up-to-date risk assessment is available:

☐ yes ☐ no

A.2.19 Explosion protection

Explosion protection is taken into account in workshops:

☐ yes ☐ no

A.2.20 Fire protection plan

An up-to-date fire protection plan is available:

☐ yes ☐ no

A.2.21 Photovoltaic system

A photovoltaic system is existing:

☐ yes ☐ no

If yes: Regular maintenance is carried out:

☐ yes ☐ no

Location of the inverter(-s):

The inverter(-s) is (are) fireproof separated:

☐ yes ☐ no

A.2.22 Firefighting equipment

The following firefighting equipment is existing:

☐ Portable fire extinguisher, foam

☐ Portable fire extinguisher, water

☐ Portable fire extinguisher, powder

☐ Portable fire extinguisher, CO_2

☐ Wall fire hydrant

☐ Dry riser lines

☐ Other:

The locations of the equipment mentioned are freely accessible and visible:

☐ yes ☐ no

Employees are regularly instructed in the use of fire protection equipment:

☐ yes ☐ no

A.2.23 Checking the extinguishing equipment

A regular check of the extinguishing equipment is carried out:

☐ yes ☐ no

If yes, at what intervals:

A.2.24 Automatic fire extinguishing system

An automatic fire extinguishing system is existing:

☐ yes ☐ no

The automatic fire extinguishing system has a VdS-approval:

☐ yes (please attach last acceptance/test report) ☐ no

Type of system:

☐ Sprinkler system

☐ Gas extinguishing or oxygen reduction system

☐ Other:

Protection by an extinguishing system is provided for the following areas:

A.2.25 Smoke and heat exhaust ventilation system

A smoke and heat exhaust ventilation system is existing:

☐ yes ☐ no

If yes, triggering is made:

☐ manually

☐ automatically

A.2.26 Fire detection and alarm system

A fire detection and alarm system (FDAS) is existing:

☐ yes ☐ no

The FDAS disposes of a VdS-approval:

☐ yes ☐ no

The FDAS complies with the requirements of DIN 14675:

☐ yes ☐ no

Type of monitoring and notification system

☐ Automatic fire detectors

☐ Not-automatic fire detectors (manual call points)

☐ Smoke aspirating system

☐ Other:

Alerting and alarm transmission

☐ There is only a local alarm in the monitoring area of the FDAS.

☐ The message is transmitted to a permanently manned office.

Designation:

☐ Fire brigade control centre

A fault forwarding to the fire brigade or the permanently manned office is available:

☐ yes ☐ no

A regular maintenance/service of the FDAS is carried out:

☐ yes ☐ no

If yes:

Interval:

Last maintenance date:

Maintenance records available? ☐ yes ☐ no

A.2.27 Fire brigade

Relief measures are initiated by:

☐ Voluntary fire brigade

☐ Professional fire brigade

Approach time:

The accessibility of the object is given (possible closed railway gates, high-flowing waters etc. are taken into account in the routing):

☐ yes ☐ no

If no, justification:

Access to the object (and if given to the area for fenced properties) is ensured.

☐ Fire brigade key deposit is existing

Class: ☐ SD1 ☐ SD2 ☐ SD3

☐ Other:

A documented prioritisation (priority list) of goods to be protected (evacuation plan according to VdS 3434) is existing:

☐ yes ☐ no

Regular fire drills are held with the fire brigade:

☐ yes ☐ no

If yes, date of the last drill:

A.3 Intrusion/theft

A.3.1 Mechanical security

A.3.1.1 Exterior glazing of the building in the cellar floor

☐ The following statements concern the entire floor

☐ The following statements concern sub-area:

☐ Breakthrough quality/stability unknown

☐ Property of the glazing: bullet-resistant

☐ P1A ☐ P2A ☐ P3A ☐ P4A/☐ EH01 ☐ P5A/☐EH02

☐ other:

☐ Property of the glazing: breakthrough-resistant

☐ P6B ☐ EH1 ☐ P7B ☐ EH2 ☐ P8B ☐ EH3

☐ other:

☐ Property of the glazing: explosive-resistant

☐ ER1 ☐ ER2 ☐ ER3 ☐ ER4

☐ other:

☐ Window secured by means of grating, description:

☐ Burglar-resistant windows are used

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other (e.g. retrofit security devices):

All windows are designed in the same security class:

☐ yes☐ no

If the windows have different designs, a precise specification must be provided (with site plan if necessary):

A.3.1.2 Exterior glazing of the building in the ground floor

☐ The following statements concern the entire floor

☐ The following statements concern sub-area:

☐ Insulating glass, breakthrough quality/stability unknown

☐ Pelt-through-resistant

☐ P1A ☐ P2A ☐ P3A ☐ P4A/☐ EH01 ☐ P5A/☐EH02

☐ other:

☐ Breakthrough-resistant

☐ P6B ☐ EH1 ☐ P7B ☐ EH2 ☐ P8B ☐ EH3

☐ other:

☐ Explosive-resistant

☐ ER1 ☐ ER2 ☐ ER3 ☐ ER4

☐ other:

☐ Grating, description:

☐ Burglar-resistant window

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other (e.g. retrofit security devices):

All windows are designed in the same security class:

☐ yes☐ no

If no, exact specification (if necessary with site plan):

A.3.1.3 Exterior glazing of the building, 1st floor

☐ The following statements concern the entire floor

☐ The following statements concern sub-area:

☐ Insulating glass, breakthrough quality/stability unknown

☐ Pelt-through-resistant

☐ P1A ☐ P2A ☐ P3A ☐ P4A/☐ EH01 ☐ P5A/☐EH02

☐ other:

☐ Breakthrough-resistant

☐ P6B ☐ EH1 ☐ P7B ☐ EH2 ☐ P8B ☐ EH3

☐ other:

☐ Explosive-resistant

☐ ER1 ☐ ER2 ☐ ER3 ☐ ER4

☐ other:

☐ Grating, description:

☐ Burglar-resistant window

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other (e.g. retrofit security devices):

All windows are designed in the same security class:

☐ yes☐ no

If no, exact specification (if necessary with site plan):

A.3.1.4 Exterior glazing of the building, 2nd floor

☐ The following statements concern the entire floor

☐ The following statements concern sub-area:

☐ Insulating glass, breakthrough quality/stability unknown

☐ Pelt-through-resistant

☐ P1A ☐ P2A ☐ P3A ☐ P4A/☐ EH01 ☐ P5A/☐EH02

☐ other:

☐ Breakthrough-resistant

☐ P6B ☐ EH1 ☐ P7B ☐ EH2 ☐ P8B ☐ EH3

☐ other:

☐ Explosive-resistant

☐ ER1 ☐ ER2 ☐ ER3 ☐ ER4

☐ other:

☐ Grating, description:

☐ Burglar-resistant window

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other (e.g. retrofit security devices):

All windows are designed in the same security class:

☐ yes☐ no

If no, exact specification (if necessary with site plan):

A.3.1.5 Further windows (e.g. skylights, roof hatches etc.)

Description of further windows:

☐ Breakthrough quality/stability unknown

☐ Pelt-through-resistant

☐ P1A ☐ P2A ☐ P3A ☐ P4A/☐ EH01 ☐ P5A/☐EH02

☐ other:

☐ Breakthrough-resistant

☐ P6B ☐ EH1 ☐ P7B ☐ EH2 ☐ P8B ☐ EH3

☐ other:

☐ Explosive-resistant

☐ ER1 ☐ ER2 ☐ ER3 ☐ ER4

☐ other:

☐ Grating, description:

☐ Burglar-resistant window

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other (e.g. retrofit security devices):

All windows are designed in the same security class:

☐ yes ☐ no

If no, exact specification (if necessary with site plan):

A.3.1.6 Exterior doors

☐ Only burglar-resistant doors are used; the doors comply with class:

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other:

☐ Door locks are retrofitted

Exact designation of the security devices:

☐ Locking cylinder

☐ VdS N ☐ VdS A ☐ VdS B ☐ VdS C

☐ other:

Locking system available

☐ yes ☐ no

If yes,

☐ Mechanically

☐ Electromechanically

☐ Material identification feature (e.g. key)

☐ Electronic identification feature (e.g. transponder)

☐ Mental identification feature (e.g. Code/PIN)

☐ Biological identification feature (e.g. fingerprint)

Management of the locking system is carried out by:

☐ Emergency exit doors are equipped with day alarm systems.

A.3.2 Electronic security devices

A.3.2.1 Intruder alarm system

An intruder alarm system (IAS) is existing:

☐ yes ☐ no

A hold-up alarm system (HAS) is existing:

☐ yes ☐ no

VdS-approval is given:

☐ yes ☐ no

Attestation/system description VdS 2170 is available (please attach):

☐ yes ☐ no

Intervention attest VdS 2529 is available (please attach):

☐ yes ☐ no

The setting/unsetting of the intruder alarm system is carried out by means of:

☐ Material identification feature (e.g. key)

☐ Electronic identification feature (e.g. transponder)

☐ Mental identification feature (e.g. Code/PIN)

☐ Threat alarm possible

☐ Biological identification feature (e.g. fingerprint)

☐ Threat alarm possible

☐ other:

The status set/unset of the intruder alarm system is transmitted:

☐ yes ☐ no

The following are authorised for setting/unsetting:

Monitoring extend

☐ All external doors are monitored for opening and closing.

☐ All windows are monitored on opening and closing.

☐ The entire property is monitored by trap protection.

- ☐ by motion detectors
- ☐ by light barriers
- ☐ other:

☐ A trap protection monitoring is carried out for the following sub-areas:

☐ The IAS is amended by automatic technical detectors with the following performances:

- ☐ Fire/smoke detectors
- ☐ Water detectors
- ☐ Gas detectors
- ☐ Temperature detectors
- ☐ other:

The alarm is triggered by the IAS by means of:

☐ local alarm

☐ remote alarm via wired connection

☐ remote alarm via radio data connection

to

☐ steadily manned centre, description:

☐ police

A fault forwarding system is available

☐ yes ☐ no

Further signalling measures (e.g. technical messages):

The expected intervention time of the assisting body is as follows:

Following intervention measures are provided for:

Following emergency measures are provided for in the event of an intruder alarm system failure:

A.3.2.2 Maintenance

A regular maintenance/servicing of the intruder alarm system is carried out:

☐ yes ☐ no

If yes, at what intervals:

Maintenance records are available and can be viewed if required?

☐ yes ☐ no

A.3.3 Showcases

A.3.3.1 Showcases with certification (e.g. VdS)

Class ☐ V1 ☐ V2 ☐ V3 ☐ V4

A.3.3.2

A.3.3.3 Showcases without certified resistance class

Description of the showcase

Dimensions (length, width, height):

Weight:

Number of closed exhibition areas within the showcase:

Resistance grade of side glazing according to VdS/DIN/EN:

Resistance grade of top and, if applicable, bottom glazing according to VdS/DIN/EN:

Material type and material thickness of the base/lid, if no classified glass:

Description of the mounting of the glazing surfaces with the other parts of the showcase:

Description of the mounting of the glazing surfaces in relation to each other:

Lock of the showcase, type and number (per area):

Locking points number (per area):

A.3.3.4 Opening medium

The following is used to lock/unlock the showcase/exhibition areas:

☐ Material identification feature (e.g. key)

☐ Electronic identification feature (e.g. transponder)

☐ Mental identification feature (e.g. Code/PIN)

☐ Biological identification feature (e.g. fingerprint)

☐ other:

A.3.3.5 Key carrier

Number of key carriers:

A.3.3.6 Key deposit

The keys are stored as follows:

☐ Under simple lock (lockable drawer)

☐ In a safe with resistance grade:

☐ Under other conditions:

A.3.3.7 Showcase anchoring

The showcase is anchored and secured against removal:

☐ yes ☐ no

If yes, description of the anchoring (and attach construction drawing):

A.3.3.8 Special measures for pest repellent are foreseen

☐ yes ☐ no

If yes, description of the measures:

A.3.4 Organisational security measures

	Yes	No
Guarding by own staff:	☐	☐
Current (max. two years old) police clearance certificates of good conduct are available for the staff employed:	☐	☐
Guarding by external service provider:	☐	☐
All employees are trained according to § 34a of the trade regulations:	☐	☐
The company is certified according to DIN 77200:	☐	☐
A guard is present during construction work (e.g. assembly/disassembly):	☐	☐
The entrances and exits are guarded during opening hours:	☐	☐
The contents of bags are checked on the way out:	☐	☐
The outside of the building is regularly checked for integrity:	☐	☐
An up-to-date emergency plan exists:	☐	☐
Cleaners or craftsmen are key bearers:	☐	☐
If no: These only stay in the object under supervision:	☐	☐

A.4 Video surveillance system

A video surveillance system (VSS) is existing:

☐ yes ☐ no

If yes: Image recording is ☐ analogue ☐ digital

Protection aim of the system (see VdS 2366):

Video attestation of conformity VdS 3426 is available:

☐ yes (please attach) ☐ no

Monitoring extend of the system:

☐ Shell protection

☐ Indoor surveillance

☐ Sub-sectors

☐ Emergency exit doors

☐ other:

A verification of alarm conditions takes place:

☐ yes ☐ no

A tamper monitoring is given:

☐ yes ☐ no

Access to recorded data is given for:

A.5 Water-carrying pipes and installations

In addition to e.g. supply and drainage pipes for heating and air-conditioning systems and internal rain drainage pipes, other fluid-carrying pipes for air-conditioning/cooling technology etc. are also included in the water-carrying pipes.

A.5.1 Pipes in the exhibition area

Water-carrying pipes are existing in the exhibition area:

☐ yes ☐ no

A.5.2 Pipes in the depot area

Water-carrying pies are existing in the depot area:

☐ yes ☐ no

A.5.3 Installation

The installation of pipes is made according to A.5.1 and A.5.2:

☐ open ☐ concealed (e.g. in false ceiling) ☐ flash-mounted

A.5.4 Type of building heating system

☐ Room heating (e.g. radiators, convectors)

☐ Ceiling heating

☐ Underfloor heating

☐ other:

A.5.5 Leakage protection systems

Sensors and leakage detectors are existing:

☐ yes ☐ no

Following areas are monitored:

If yes, message/alarm signal to:

Automatic closing valves for affected pipelines are existing:

☐ yes ☐ no

If yes, mounting location (e.g. heating/drinking water installation):

A.5.6 Collecting trays

Collecting trays are existing:

☐ yes ☐ no

Description:

A.5.7 Installation specific data

	Drinking water installation	Waste water installation	Heating installation	Room air technology	Cooling technology	
Age of installation						
Pipeline material	☐ Copper ☐ galvanised steel pipe ☐ steel pipe ☐ plastic ☐ other:	☐ Copper ☐ galvanised steel pipe ☐ steel pipe ☐ plastic ☐ other:	☐ Copper ☐ galvanised steel pipe ☐ steel pipe ☐ plastic ☐ other:	☐ Copper ☐ galvanised steel pipe ☐ steel pipe ☐ plastic ☐ other:	☐ Copper ☐ galvanised steel pipe ☐ steel pipe ☐ plastic ☐ other:	☐ Copper ☐ galvanised steel pipe ☐ steel pipe ☐ plastic ☐ other:
Partial renovations have been made	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
If yes, date of renovation						
If yes, extent of renovation						

	Drinking water installation	Waste water installation	Heating installation	Room air technology	Cooling technology	
The installation is regularly maintained by a specialist company	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
If yes, date of last maintenance						
Shut-off valve plan available and kept accessible	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
Shut-off valves freely accessible for professionals	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
Shut-off valves marked	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
Shut-off valves functional (operation at least once a year)	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no

A.5.8 Emergency concept in case of unforeseen water leakage

An emergency concept is available:

☐ yes ☐ no

If yes, please attach. Annex:

A.6 Protection against flooding

A.6.1 Surface water flooding

A.6.1.1 Danger from surface water

There is a risk of surface water entering rooms below ground level (e.g. during heavy rain, flooding):

☐ yes ☐ no

If yes, water entering is detected:

☐ yes ☐ no

An emergency concept is available:

☐ yes ☐ no

A.6.1.2 Pressurised water-tight building openings

Windows and doors are designed to be water pressure-tight:

☐ yes ☐ no

Cable entries are designed to be watertight under pressure:

☐ yes ☐ no

A.6.1.3 Mobile protection systems

Mobile protection systems, e.g. dam beam systems for building openings are existing:

☐ yes ☐ no

Regular exercises/instructions in the use/application take place:

☐ yes ☐ no

A.6.2 Backwater in drainage pipes (wastewater/rainwater)

A.6.2.1 Drainage objects below the backflow level

There are rooms below the street level in which drainage objects (floor drains, toilets, washbasins etc.) are located:

☐ yes

Are these drainage objects secured with a backflow protection device?

☐ Yes, the drainage objects are connected to the street sewer via a backwater valve.

☐ Yes, the drainage objects are connected to the street sewer via a lifting unit with a corresponding backflow loop.

Lifting units are in operation:

☐ yes ☐ no

Lifting units are regularly maintained:

☐ yes ☐ no

☐ No, the drainage objects are connected to the sewer without backflow protection.

☐ No, there are no rooms below the street level where drainage objects (floor drains, WC, washbasins etc.) are located.

A.7 Environmental conditions

A.7.1 Heating and cooling systems

	In the complete building	Only in temporary exhibition area	Only in exhibition depot	Showcases with sensitive contents
Central 24-hour-temperature control system	☐	☐	☐	☐
24-hour humidity control system	☐	☐	☐	☐
24 hour centrally filtered air	☐	☐	☐	☐
Ordinary air conditioner (window unit)	☐	☐	☐	☐
Ordinary heating system	☐	☐	☐	☐

A.7.2 Climate control systems

Indications on type, manufacturer as well as function and year of manufacture

	In temporary exhibition area	In temporary exhibition depot
Cooling system		
Heating system		
Humidity control system		
System in showcases		

Frequency of the periodic review of these facilities:

A.7.3 Temperature and air humidity measurement

		Temporary exhibition area		Temporary exhibition depot	
		Temperature (Celsius)	rel. humidity	Temperature (Celsius)	rel. humidity
Springtime and summer	Average				
	Maximum fluctuations over 24 h				
Autumn and winter	Average				
	Maximum fluctuations over 24 h				

	yes	No
Fluctuations of temperature and humidity are recorded:	☐	☐
Temperature and humidity can be adjusted to the needs of different objects:	☐	☐
If required, showcases can be set up in which the required conditions prevail:	☐	☐
The showcases are equipped with dust filters:	☐	☐

A.7.4 Illumination

	Use of	Temporary exhibition area	Showcases
Daylight	UV-filter	☐	☐
	Windows (no special glass)	☐	☐
	Roller shutters or curtains	☐	☐
Artificial light	UV-filter	☐	☐
	Fluorescent tubes	☐	☐
	White light bulbs	☐	☐
	Tungsten lamp	☐	☐
	Halogen lamp	☐	☐
	Thermal insulation in showcases is given	☐	☐
	other	☐	☐

A light meter exists and is used:

☐ yes ☐ no

Lowest adjustable light intensity: Lux

A.8 Pests

The following measures are carried out to control insects, rodents and microorganisms:

Routine visual inspections for pest infestation:

☐ yes ☐ no

Frequency:

Routine pest control:

☐ yes ☐ no

Frequency:

Used means:

Routine technical/biological prevention measures:

☐ yes ☐ no

Frequency:

Used means:

B. Information on the transfer

This section of the Security Report concerns only the spatial area in which the loan will be located. Under B.1.3, this area is to be designated.

B.1 Special information on the loan (object related)

B.1.1 Description of the loan

Type/designation:

Artist:

Dimensions, weight:

Material:

Remark:

B.1.2 Duration of the loan contract

From: until:

B.1.3 Location of the loan in the object

The location of the item of loan must be marked on the floor plan (if necessary, use the escape and rescue route plan as a basis).

Annex:

Distance to next door in the course of an escape and rescue route:

Load capacity of the exhibition area (permissible total weight and weight/area):

Evacuation plan available (see VdS 3434):

Escape and rescue plan is up-to-date:

☐ yes ☐ no

If yes, please attach; Annex:

The object is fixed at its location:

☐ yes ☐ no

If yes, indication on type of fastening:

B.1.4 Conversion work or renovations

Conversion work or renovations are planned for the duration of the loan contract or shortly thereafter:

☐ yes ☐ no

If yes, which type of work:

B.2 Fire protection

B.2.1 Automatic fire detection and alarm system

An automatic fire detection and alarm system monitors the area in which the loan is exhibited:

☐ yes ☐ no

If yes, which system:

B.2.2 Automatic fire extinguishing system

An automatic fire extinguishing system protects the area in which the loan is exhibited:

☐ yes ☐ no

If yes, which system:

B.2.3 Smoke and heat exhaust venting system

A smoke and heat exhaust venting system protects the area in which the loan is exhibited:

☐ yes ☐ no

If yes, triggering is made:

☐ Manually

☐ Automatically

B.3 Intrusion/theft

B.3.1 Mechanical security in the area of the loan

B.3.1.1 Exterior glazing

☐ The following statements concern the entire floor.

☐ The following statements concern the sub-area:

☐ Insulating glass, breakthrough quality/stability unknown

☐ Pelt-through-resistant

☐ P1A ☐ P2A ☐ P3A ☐ P4A/☐ EH01 ☐ P5A/☐EH02

☐ other:

☐ Breakthrough-resistant

☐ P6B ☐ EH1 ☐ P7B ☐ EH2 ☐ P8B ☐ EH3

☐ other:

☐ Explosive-resistant

☐ ER1 ☐ ER2 ☐ ER3 ☐ ER4

☐ other:

☐ Grating, description:

☐ Burglar-resistant windows

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other (e.g. retrofit products):

All windows are designed in the same security class:

☐ yes☐ no

If no, exact specification (if necessary with site plan):

B.3.1.2 Further windows (e.g. light domes, roof hatches etc.)

Description:

☐ Insulating glass, breakthrough quality/stability unknown

☐ Pelt-through-resistant

☐ P1A ☐ P2A ☐ P3A ☐ P4A/☐ EH01 ☐ P5A/☐EH02

☐ other:

☐ Breakthrough-resistant

☐ P6B ☐ EH1 ☐ P7B ☐ EH2 ☐ P8B ☐ EH3

☐ other:

☐ Explosive-resistant

☐ ER1 ☐ ER2 ☐ ER3 ☐ ER4

☐ other:

☐ Grating, description:

☐ Burglar-resistant windows

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other (e.g. retrofit products):

All windows are designed in the same security class:

☐ yes☐ no

If no, exact specification (if necessary with site plan):

B.3.1.3 Exterior doors

☐ Burglar-resistant doors

☐ VdS N/☐ RC2 ☐ VdS A/☐ RC3 ☐ VdS B/☐ RC4

☐ VdS C/☐ RC5 ☐ RC6

☐ other:

☐ Door locks retrofitted

Exact designation of the retrofit products:

☐ Locking cylinder

☐ VdS N ☐ VdS A ☐ VdS B ☐ VdS C

☐ other:

Locking system existing:

☐ yes ☐ no

If yes,

☐ Mechanically ☐ electromechanically

☐ Material identification feature (e.g. key)

☐ Electronic identification feature (e.g. transponder)

☐ Mental identification feature (e.g. Code/PIN)

☐ Biological identification feature (e.g. fingerprint)

Management of the locking system is carried out by:

B.3.2 Electronic security devices in the area of the loan

B.3.2.1 Intruder alarm system

The area is monitored by the existing intruder alarm system:

☐ yes ☐ no

Monitoring extent

☐ External doors are monitored on opening and closing

☐ Windows are monitored on opening and closing

☐ A trap protection is carried out by

- ☐ Motion detectors
- ☐ Light barriers
- ☐ other:

☐ Technical detectors are installed

- ☐ Fire/smoke detectors
- ☐ Water detectors
- ☐ Gas detectors
- ☐ Temperature sensors
- ☐ other:

Intervention time:

Intervention measures:

Emergency measures in case of failure of the intruder alarm system:

B.3.3 Organisational measures

	yes	no
Guarding of the loan object is made		
During opening hours:	☐	☐
Out of opening hours:	☐	☐
A guard is present during assembly and disassembly:	☐	☐
The entrances and exits are guarded during opening hours:	☐	☐
The contents of bags are checked on the way out:	☐	☐
The outside of the building is regularly checked for integrity:	☐	☐
An up-to-date emergency plan exists (please attach):	☐	☐

B.4 Showcases to house the loaned items

B.4.1 Description of the showcases

Dimensions (length/width/height):

Weight:

Number of separated areas within the showcase

Which area is used for the loaned item:

Resistance grade of the side glazing according to VdS/DIN/EN:

Resistance grade of the top and – if applicable – the bottom glazing according to VdS/DIN/EN:

Material type and material thickness of the base/lid, if no classified glass:

Description of the mounting of the glazing surfaces with the other parts of the showcase:

Description of the glazing in relation to each other:

Lock, type and number (per area):

Locking points, number (per area):

B.4.2 Opening medium

☐ Material identification feature (e.g. key)

☐ Electronic identification feature (e.g. transponder)

☐ Mental identification feature (e.g. Code/PIN)

☐ Biological identification feature (e.g. fingerprint)

☐ other:

B.4.3 Key carrier

Number of key carriers:

B.4.4 Key deposit

The keys are stored as follows:

☐ Under simple lock (lockable drawer)

☐ In a safe with resistance grade:

☐ Under other conditions:

B.4.5 Showcase anchoring

The showcase is anchored and secured against removal:

☐ yes ☐ no

If yes, description of the anchoring (attach construction drawings):

B.4.6 Measures for pest repellent

Special measures for pest repellent are foreseen:

☐ yes ☐ no

If yes, description of the measures:

B.5 Video surveillance

A video surveillance system is existing in the area of the loaned item:

☐ yes ☐ no

European Guidelines

Fire

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 - Preventing arson – information to young people
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 - Fire protection of temporary buildings on construction sites
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 end 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 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

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 prevention and protection

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 No11 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
Guideline No 14 S - Security Report – Rental, Storage and Exhibition of Art Objects

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