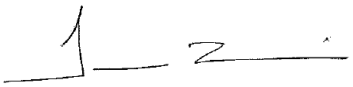
SEATTLE FIRE DEPARTMENT

Administrative Rule 9.02.24

SUBJECT:	EFFECTIVE DATE:
INSPECTION, TESTING, MAINTENANCE AND REPORTING REQUIREMENTS FOR FIRE PROTECTION AND LIFE SAFETY SYSTEMS AND EMERGENCY RESPONDER COMMUNICATION ENHANCEMENT SYSTEMS	December 10, 2024
REFERENCES: Seattle Fire Code Administrative Rule 9.01 Certificates of Competency for Installing, Inspecting, Testing, and Maintaining Fire Protection and Life Safety Systems Administrative Rule 9.04 Impaired Fire Protection Systems and Emergency Responder Communication Enhancement Systems NFPA 4, 10, 11, 12, 12A, 13D, 15, 16, 17, 17A, 25, 72, 92, 750 1225, 2001 and 2010.	SUPERSEDES: Administrative Rule 9.02.24, March 15, 2024
	FCAB REVIEW DATE: December 10, 2024
NOTICE: Administrative Rules are established per Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.9 Modifications, Section 104.10 Alternate materials, design and methods of construction and equipment, Section 111.1 Appeals, and Section 112 Violations.	APPROVED:  TIMOTHY J. MUNNIS, FIRE MARSHAL/FIRE CODE OFFICIAL

Section 1. SCOPE

This rule shall apply to inspection, testing, maintenance and reporting requirements for fire protection and life safety systems, and emergency responder communication enhancement systems, and equipment as defined in the Seattle Fire Code, and any other systems as set forth by the fire code official.

Exceptions:

1. NFPA 13D sprinkler systems.
2. Single and multiple station smoke alarms.

3. Fire hydrants and fire service mains owned by the City of Seattle.

Section 2. DEFINITIONS

For the purposes of this rule the following words and terms have the meanings indicated below:

Certified Technician. A technician currently certified by the Seattle Fire Department in accordance with Seattle Fire Department Administrative Rule 9.01 Certificates of Competency for Installing, Inspecting, Testing, and Maintaining Fire Protection and Life Safety Systems, and any future revisions of this rule adopted by the fire code official. Where no Seattle Fire Department certificate category exists, the fire code official will determine what other certification is acceptable.

Deficiency. A condition in which a system or portion thereof is damaged, inoperable, or in need of service, but does not rise to the level of an impairment.

Emergency Impairment. An abnormal condition where a system, component, or function is out of service due to an unexpected deficiency.

Fire Protection System. Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

Impairment. A condition where a fire protection system or unit or portion thereof is out of service, and the condition can result in the fire protection system or unit not functioning in a fire event.

Impairment Coordinator. The person responsible for the maintenance of a particular fire protection system.

Impairment Tag. A red tag used to indicate that a system, or portion thereof, has been removed from service.

Integrated Testing (Fire Protection and Life Safety System). A testing procedure to establish the operational status, interaction and coordination of two or more fire protection and life safety systems.

Life Safety Systems. Systems, devices and equipment that enhance or facilitate evacuation, smoke control, compartmentation and/or isolation.

Planned Impairment. An abnormal condition where a system, component, or function is out of service due to work that has been planned in advance.

Service Tag and Label. A white or yellow tag or label with black type formatted in accordance with this rule used for the purpose of indicating the status of a fire protection system.

Test Report. A complete record of a system test, including problems found and any corrections made.

Testing. A procedure used to determine the status of a system to verify it is operating as intended by conducting periodic checks on systems such as waterflow tests, fire pump tests, shaft pressurization tests, fire alarm tests etc. The term "testing" includes acceptance testing, reacceptance testing and confidence testing.

Section 3. INSPECTION, TESTING AND MAINTENANCE REQUIREMENTS

All systems listed in Table 1 are required to be inspected, tested and maintained in accordance with applicable NFPA standards by individuals who have obtained the proper certificate from the fire code official in accordance with Administrative Rule 9.01, Certificates of Competency for Installing, Inspecting, Testing, and Maintaining Fire Protection and Life Safety Systems, and any future revision of this rule adopted by the fire code official.

An anniversary date will be established one year from the date of the initial system acceptance test for all new systems. The anniversary date shall remain fixed and establish the due date each year for subsequent tests.

Fire alarm systems in high-rise buildings may have one fourth of the entire system tested quarterly so that the entire system is tested annually.

The building owner is responsible for ensuring the tests are performed and correcting deficiencies in a timely manner.

Section 4. TEST RECORDS AND TEST REPORTS

A record of all system inspections, testing, ~~and~~ maintenance, and repairs must be maintained on the premises for a minimum of three years. Records may be electronic or printed documents. A copy of all systems test reports is required to be submitted to the Seattle Fire Department per Section 5 of this rule.

Section 5. MANDATORY PROCESS FOR SUBMITTING TEST REPORTS TO THE SEATTLE FIRE DEPARTMENT

The following process is mandatory for submitting test reports to the Seattle Fire Department.

> **Exception to reporting requirements:** reports of inspection, testing and maintenance are not required to be submitted to SFD for NFPA 72 fire alarm systems and NFPA 13, 13R, and 13D sprinkler systems in one- and two-family dwellings and townhouses, including attached garages. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained by the owners with copies available to the fire code official upon request.

1. All systems test reports for tests of fire protection and life safety systems, emergency responder communication enhancement systems conducted within Seattle as included in Table 1 are required to be sent to the Seattle Fire Department electronically via the Seattle Fire Department's third-party vendor who will collect, organize, categorize, and provide to the Seattle Fire Department. In addition, reports of repairs related to deficiencies identified in these test reports must be submitted by the same process. Reports of service calls are

not required to be reported to SFD if the system is restored to working order, however if the system is not fixed during the service call or the day following, a yellow service tag must be placed on the system and this deficiency must be reported to SFD through the third party vendor so that SFD is aware of the yellow-tagged system and can provide follow up enforcement if required.

2. Certified technicians are required to register and utilize the third-party vendor's single point repository service. Companies employing certified technicians are required to set up an account at the company level so that certified technicians are registered under the account of the companies employing them.

3. The company employing the certified technician shall be responsible for paying the systems test report filing fees as established in Seattle Municipal Code 22.602.090.

4. All completed test reports as listed in Table 1 shall be completely entered into to the third-party vendor's website here: www.thecomplianceengine.com, using the Seattle-standard system test report forms that are incorporated into the third-party vendor's website and also available for review on the Seattle Fire Department web site at http://www.seattle.gov/fire/business-services/systems-testing. The company employing the certified technician shall ensure that all test reports are submitted within the time frames established by section 6 of this rule, so that the Seattle Fire Department can receive timely system test report information and confirm compliance.

5. When reporting on the tests required in Table 1, a single report can contain test documentation for multiple fire protection systems of the same type. For example, a single sprinkler report can contain information about five sprinkler systems in the same building. If deficiencies are identified, the location of each deficient system and the nature of the deficiency in that system shall be clearly identified.

6. After deficiencies are repaired, a report documenting that the system functions with no deficiencies (a "clean test report" or a "white tagged report") shall be submitted. If more than one deficient system was identified on a single report as described in item 5 of this section, the certified technician or the company employing them has two reporting options:

   a. Submit one clean test report documenting that each deficient system identified on the original report has been corrected. This option is most useful when all the corrections are completed on a very similar timeline.

   b. Submit information about repairs to each deficient system identified on the original report as repairs are completed, rather than waiting until all deficiencies have been corrected. In this case, the third-party vendor's application will not consider the original report to be resolved until each of the deficient systems has been updated as corrected. This option is most useful when the system repairs are not able to be completed on similar timelines. In this case, the per report fee as specified in item 3 is only charged once all the deficiencies listed on the original report have been reported as corrected. In other words, multiple correction reports may be filed related to deficiencies contained in the original report, however only one reporting fee will be charged, at the point when all the deficiencies have been corrected.

NFPA standards have additional inspection requirements beyond annual testing and the building owner shall be responsible for performing these inspections and maintaining records on the premises. These testing and inspection results are not required to be submitted to the Seattle Fire Department. The building owner is responsible for ensuring that correctly certified individuals are conducting the tests.

Table 1: Required Systems Test Reports and Submittal Frequency

System Type	Code/Standard	Frequency
Automatic Sprinkler Systems – Dry or Wet Automatic water mist systems	Seattle Fire Code 901.6 904.11	Annual Annual
Emergency Alarm Systems (Haz Mat)	Seattle Fire Code 5003.2.9	Annual
Emergency Generators	Seattle Fire Code 1203.4	Annual
Emergency Responder Communication Enhancement Systems – BDA/DAS	Seattle Fire Code 510	Acceptance, Reacceptance and Annual
Extinguishing Systems other than sprinkler systems Gaseous (Aerosol, Carbon dioxide and clean agent) Dry Chemical Systems	Seattle Fire Code 904.8, 904.10 & 904.12 904.6	 Annual Every six months
Fire Alarm Systems	Seattle Fire Code 901.6	Acceptance, Reacceptance and Annual
Fire Dampers, Smoke Dampers and Combination Fire/Smoke Dampers not included in a Smoke Control System	2021 Seattle Fire Code 706.1.1	Acceptance, Reacceptance and every four years* * Hospitals every six years
Fire Escapes	Seattle Fire Code 1104.16.5.1 SFD Administrative Rule 11.01	Every five years
Fire Pumps	Seattle Fire Code 913.5 NFPA 25 Chapter 8	Annual
Integrated Testing	Seattle Fire Code 901.6.2 NFPA 4	Acceptance and 10 years
Rangehoods	Seattle Fire Code 904.13	Acceptance and every six months
Smoke Control Systems	Seattle Fire Code 901.6	Acceptance, Reacceptance and Annual

Standpipe Systems	Seattle Fire Code 901.6	Every five years
Standpipe Systems – Marinas	Seattle Fire Code 901.6, and 9405.6	Every five years

Section 6. MARKING SYSTEMS

A service label or tag conforming to this section shall be securely attached to each system, emergency responder communication enhancement system or item of fire protection equipment at the time of initial acceptance testing, and after all subsequent inspection, testing and maintenance.

> **Exceptions: 1.** Fire escape labelling and tagging requirements are enumerated in Administrative Rule 11.01 Fire Escape Stair Structural Examination, Testing and Repair Requirements.
> **2.** Fire Dampers, Smoke Dampers and Combination Fire/Smoke Dampers are not required to be labeled or tagged. Due to the lack of a good location for the physical tag, the Compliance Engine is used to maintain records of damper testing.
> **3.** Portable Fire Extinguishers may be tagged with the sales receipt affixed in a protective cover or plastic bag that does not obstruct the instructions for use of the portable fire extinguisher and clearly indicates the purchase date.

The following information shall be printed on all yellow or white service tags or labels:

1. The words "**DO NOT REMOVE BY ORDER OF THE FIRE MARSHAL**."
2. Name, address and telephone number of the business or firm performing the testing.
3. Date that work was performed.
4. Printed name of person performing work.
5. Seattle Fire Department certification number of person performing work.
6. Description of work performed (for white tags), or description of any deficiencies found (for yellow tags).

White Tag – No Deficiencies
Systems with no deficiencies shall be tagged with a white service tag or label. The system test report shall be added to the third-party vendor's website so that the Seattle Fire Department can review the reports **within 7 calendar days of the test**. Failure by the company performing the testing to submit reports within this timeline is a citable offense under 2021 SFC Section 112.4.

> **Note:** If the system has any deficiencies listed on the test report, then it cannot be certified as a white tag.

Yellow Tag – System Has Deficiencies
Systems that are functioning, but have deficiencies, shall be tagged with a yellow service tag or label and the system test report shall be added to the third-party vendor's website so that the Seattle Fire Department can review the reports **within 7 calendar days of the test**. Failure by the company performing the testing to submit reports within this timeline is a citable offense under 2021 SFC Section 112.4.

Red Tag – Impaired System/System Out of Service

Systems that are impaired for any length of time shall be tagged with a red impairment tag and the system test report shall be added to the third-party vendor's website so that the Seattle Fire Department can review the reports **before the end of the day of the test.** Failure by the company performing the testing to submit reports within this timeline is a citable offense under 2021 SFC Section112.4.

> **Note:** If a planned or emergency impairment is anticipated to take a system out of service for more than eight hours, **in addition to submitting a test report to third-party vendor's website, the Seattle Fire Department must be also notified in accordance with Administrative Rule 9.04. Impaired Fire Protection and Life Safety Systems, and Emergency Responder Communication Enhancement Systems** and any future revisions to that rule adopted by the fire code official.

Formats for Tags or Labels

The tag or label shall be of the self-adhesive type or the wire-hanging type. In addition, for red tags, the tag or label shall be clearly visible, weather resistant, and of sufficient size (typically 4 inches x 6 inches). All tags shall clearly specify the status of the system. There shall be no lack of clarity regarding whether the system tag indicates a red/impaired, yellow/deficient, or white/normal status. Failure to clearly tag systems is a violation of this administrative rule. The following formats shall be used for all service tags and labels:

<table>
<tr><td colspan="4">NO DEFICIENCIES</td></tr>
<tr><td rowspan="6">DO NOT REMOVE

By Order of the Fire Marshal</td><td>Year</td><td>Month</td><td>Next Due Date</td></tr>
<tr><td colspan="3">Testing Firm</td></tr>
<tr><td colspan="3">Address</td></tr>
<tr><td colspan="3">Phone</td></tr>
<tr><td colspan="3">Serviced by</td></tr>
<tr><td colspan="3">Seattle Fire Dept. Certificate No.</td></tr>
<tr><td colspan="4">Description of work</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
</table>

SYSTEM DEFICIENCIES

DO NOT REMOVE By Order of the Fire Marshal	Year	Month	Next Due Date
	Testing Firm		
	Address		
	Phone		
	Serviced by		
	Seattle Fire Dept. Certificate No.		
Description of deficiencies			

IMPAIRED SYSTEM

DO NOT REMOVE By Order of the Fire Marshal	Date and Time Impairment Began	Anticipated Date and Time System Will Be Returned to Service	Impairment Type ☐ Planned ☐ Emergency
	Testing Firm		
	Address		
	Phone		
	Serviced by		
	Seattle Fire Dept. Certificate No.		
	Impairment Coordinator		
Description of impairment:			

Section 7. LOCATION OF SYSTEM TAGS

Table 2 lists the location for placement of systems tags for non-impaired systems (yellow and white tags) and impaired systems (red tags). White tags that are older than three years may be removed by an SFD-certified technician when a more current white tag is present. Non-current yellow and red status tags shall be removed and documentation of the corrected deficiencies shall be uploaded by the certified technician performing the maintenance to the Fire Department via the department's third party vendor's website, www.thecomplianceengine.com

Table 2: Location of System Tags

System Type	Location of White and Yellow System Tags	Location of Red Impairment Tags
Automatic Sprinkler Systems and Water Mist Systems	On or adjacent to the sprinkler control valve	Same as White/Yellow, and at each fire department connection (FDC)
Emergency Alarm Systems (Haz Mat)	In a readily viewable location	Same as White/Yellow
Emergency Responder Communication Enhancement Systems – BDA/DAS	Fire alarm control panel	Same as White/Yellow
Emergency Generators	At the generator and/or FCC	Same as White/Yellow
Extinguishing Systems other than sprinkler systems Gaseous (Aerosol, Carbon Dioxide, Clean Agent, Dry Chemical)	On the agent supply tank or pull device	Same as White/Yellow
Fire Alarm Systems	Fire alarm control panel	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Fire Dampers, Smoke Dampers and Combination Fire/Smoke Dampers not included in a Smoke Control System	None. Due to lack of good location for physical tag, The Compliance Engine is used to verify testing of dampers.	None. Due to lack of good location for physical tag, The Compliance Engine is used to verify testing of dampers.
Fire Escapes	See Administrative Rule 11.01	See Administrative Rule 11.01
Fire Pumps	On the pump controller	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Portable Fire Extinguishers	On the control valve of the extinguisher or cylinder	Replace Fire Extinguisher
Rangehoods	On the agent supply tank or pull device.	Same as White/Yellow
Smoke Control Systems	On the smoke control panel, or fire alarm control panel if no smoke control panel is installed	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present

Standpipe Systems	On or adjacent to the lowest outlet	Same as White/Yellow, and at each fire department connection (FDC)
Standpipe Systems – Marinas	On or adjacent to one fire department connection	At each fire department connection (FDC) where multiple connections are present

Section 8. NOTIFICATION REQUIREMENTS FOR IMPAIRMENTS

If a planned or emergency impairment is anticipated to take a system out of service for more than eight hours, the Seattle Fire Department must be notified in accordance with Administrative Rule 9.04 and any future revisions adopted by the fire code official.