

Chief's Regulation No. 4 Unit

LAFD

OUR FOCUS IS ON THE EFFECTIVE, EFFICIENT TESTING AND REPORTING OF REQUIRED FIRE/ LIFE SAFETY SYSTEMS

For questions regarding Chief's Regulation No. 4 or becoming a Certified Tester, please contact us at:

Lafd.org/prevention/reg4.html



What Made 2011 a Special year for Reg. 4

The year 2011 saw changes that have enhanced the Testers ability to notify the Fire Department about anticipated testing, to report the testing after it has been done, and it has seen the birth pains of a quality assurance program that will guarantee the highest level of competence and knowledge.

Mostly though, 2011 saw the relationships formed by the Certified Testers and each other as well as with the Chief's Regulation No. 4 Unit members.

The coming together of the Certified Testers for what we consider to be the "First Annual Certified Tester Seminar" was by far the highlight of the year.

We would like to properly thank those that made it possible by your generous donations of space, food, drink, and supplies. The seminar could not have been as successful if it were not for the Businesses listed below:

Bill's Sound and Security; Signal Systems, Inc; N.I.C. Protection, Inc.; The Rainier Group Fire Systems; National Fire Systems & Services; E.C. Fire Company; Absolute Fire Protection; 1st Responder Fire Protection; Trasom Fire Protection Systems, Inc; JAM Fire Protection; Tasco Pacific Fire Protection; Mike Green Fire Equipment Company; Vortex Industries, Inc; A.I.M. Services; Inland Empire Fire & Safety; Simplex Grinnell; Certified Testing Specialists; Felix Electronics; Reg. 4 Elevator Testing; Mendez ElectricTech; Otis Elevator Company; Electrical Resources and Fire, Inc; Blackwell Elevator Company; Emergency Power Controls, Inc.; Building Electronic Controls, Inc.

These and all of our Chief's Regulation No. 4 Certified Testers can be found at:

<http://lafd.org/prevention/reg4/contractors/index.htm>



Getting Your Renewal Going

The renewal process starts with the application. The application may be obtained online at <http://lafd.org/prevention/reg4.html>. It is the Certified Testers' responsibility to remember when his or her renewal is coming up. Usually a courtesy renewal letter and the application are mailed to the Certified Tester's primary company. The Certified Tester may renew his/her certificate up to three months in advance. If the certificate is renewed prior to the expiration date, then the fee is half the price. If the Certified Tester allows their certificate lapse passed the expiration date, he/she will have to pay full fee. The Certified Tester must come into the office to pay for his/her application. Please do not wait for the last business day of the month to pay for the renewal application because the Clerk Typist may be off on furlough or the Accounting Office may be closed. To be eligible for the half price rate, the application and fee cannot be one day late.

Once the application is processed, the Certified Tester must contact the Inspector who handles his file, for a field observation. Inspector Bolden handles Certified Testers with the last name starting with A – G and T – Z. Inspector Killian handles Certified Testers with the last name starting with H – S. If an Inspector from the Reg. 4 Unit had seen the Certified Tester at least once during the three-year period, the Certified Tester does not have to contact the Inspector for a field observation. The Certified Tester may get a head start on his/her field observation by contacting the Inspector anytime prior to the renewal. The renewal field observation is not a field test; it is an observation on a job the Certified Tester has already scheduled with a client. The Certified Tester will notify the Inspector via phone call or email. The Inspector will put the test in his personal calendar to come out and observe the test.

If the Certified Tester let his certificate lapse more than 30 days, then he/she may have to start the process over, starting with the application, fee, and 100 questions multiple-choice test.



The Weakest Link in the Chief's Regulation No. 4 Fire Protection Testing Program

The intent of this article is to provide insight and understanding of a frequently misunderstood part of the Chief's Regulation No. 4 Testing (Reg. 4) Program.

Fire Department Notification and F-340R Performance Report Submittal

Proper Fire Department (F.D.) Notification and F-340R/F-340RT report distribution/submittal is vital to the success of the Chief's Regulation No. 4 (Reg. 4) program. Certified Testers must understand the Los Angeles Fire Department fire prevention and record keeping system in order make proper F.D. notifications and to submit reports to the correct F.D. entity.

All Testers are required to educate the people in their company that have been given the responsibility to perform these duties. (i.e. Dispatchers, Schedulers, Report Writers/ Distributors)

Contrary to what most people think, the Reg. 4 Unit does not keep records of any tests, inspections or reports. Therefore it is imperative that each Tester notifies the proper Fire Prevention Inspection Unit (FPU) and District Inspector or Fire Station (FS) and the Reg. 4 Unit a minimum of two full working days prior to conducting an initial test or re-test and anytime a system is inoperable/out of service and requires a fire watch.

Hopefully the following description will provide some clarity on this subject.

The Los Angeles fire department has approximately 106 fire stations and approximately 18 fire prevention units. Each fire station and each Fire Prevention Unit is assigned a group of buildings to inspect for fire code compliance and is required to

maintain all inspection and testing records for each building within that group.

Note: For inspection purposes, buildings are assigned by the size and type of occupancy (or type of business conducted). (See the Reg. 4 Overview document online @ http://lafd.org/prevention/reg4/reg4_study.html for a complete breakdown)

Fire Stations are staffed by firefighters and are assigned a Fire Station Number (e.g. F.S. 3) and are responsible to respond to all emergencies that occur within their geographical district, but will not inspect every building within their district. Fire stations generally inspect the smaller buildings within their district.

Fire Prevention Units are staffed by fire inspectors and are assigned to a Unit Name based on a type of occupancy (e.g. a school, institution, large industrial warehouse, large commercial building etc.) and are responsible to inspect all buildings that match the specified occupancy type. Fire Prevention Units operate out of one of four different business office locations. (Central LA, West LA, Harbor, & the Valley) Each Fire Inspector is assigned a group of buildings/occupancies of the same type. Each group is called a Fire Prevention District. (Note: **This district is not always defined by a specific geographical boundary.**)

Each district is assigned an office cubicle/desk, filing cabinet and a number (E.g. District 235). Each Inspector is assigned to a District Number and is identified by that district number.

Therefore Inspector 235 is responsible for all inspection activities and records for district 235.

When calling the FS or FPU to give prior notification of a pending test, or to report the need for a fire watch, always confirm that the FS or FPU you are calling is the custodian of the fire prevention records for the address in question and get the name of the person to whom you spoke.

The information obtained from the FS or FPU is required to be input into the appropriate fields on the F-340R or f-340RT.

As you can see there is more to the Reg. 4 testing program than simply testing. It is also proper fire department notification and report submittal and accurate record keeping as well. Staying in contact with the correct FS and/or FPU (who inspects and maintains inspection and testing records for each building) ensures fire safety issues are addressed in a timely manner and assists the fire department with accomplishing our goal of gaining compliance and saving lives and property in the most efficient manner.

Remember, fire attack begins with fire prevention.

Chief's Regulation No. 4 Required Testing Submittals

As the Chief's Regulation No. 4 unit continues striving to bring the citizens of Los Angeles the best service possible and the certified tester the appropriate level of oversight, we have found it necessary to capture a more accurate count of the required testing and retesting taking place in the City.

In order to do that we have created an [Excel spreadsheet](#) that will compile specific information for us to use. This spreadsheet shall be filled out and returned to us each month. It will be required to be submitted by the 10th working day of the month following the date that the work was performed. This shall include **ALL** initial tests and retests **after** they have been completed.

Most companies already capture their tests and retests electronically and most software programs permit an "export" of information. It should be relatively easy to export the specific data to the spreadsheet provided by the Fire Department. If in some cases were the information cannot be exported, it is then required that the tester/ re-tester enter the information manually and send us the report each month.

The Excel program shall be send as a spreadsheet to: lafdreg4@lacity.org

April 1, 2011 is the start of this program. All of March, 2011 testing and re-testing shall be entered into the spreadsheet and emailed in the following format:

Subject line- Spreadsheet, Month (that would be the month that the tests were completed)

Email Body- Nothing needs to be in the email body

Attachment- Add the spreadsheet as an attachment

Email to- lafdreg4@lacity.org

