

NSW ANNUAL FIRE SAFETY STATEMENT (AFSS) PROCESS

Owner or legal representative of a Class 1b, 2, 3, 4, 5, 6, 7, 8 or 9 building in NSW that was built or modified since 1988 that contains a Statutory Fire Safety Measure



Building has just been built under a Construction Certificate or modified under a Compliant Development Certificate or Fire Order



Existing building, therefore AFSS is due 12 months after last submitted date or as a set date defined by Council

AFSS is due 12 months after the Occupancy Certificate is issued and final Fire Safety Schedule is submitted to Council



Owner or legal representative to obtain current Fire Safety Schedule (FSS) form that lists all Statutory Fire Safety Measures (SFSM) and/or other life safety measures installed within the building (Council required to provide current FSS)



Owner or legal representative to select and engage required **Wormald Accredited Practitioner(s) (Fire Safety) in Fire Safety Assessment** to undertake inspection and assessment of all the Statutory Fire Safety Measures listed on the Fire Safety Schedule within the three month period before AFSS due date.



Wormald Accredited Practitioner(s) (Fire Safety) in Fire Safety Assessment undertakes (within the three month period, before AFSS due date), the following on behalf of the building owner(s): -
· Identifies the standard of performance to which Essential Fire Safety Measure (EFSM) are required to operate and perform;
· Assess, inspect, and verify each Essential Fire Safety Measure to ensure that it is operating and performing as required; and inspect exits and paths of travel to exit to ensure there is no offence under the Regulation ([Part 15](#)).



All Essential Fire Safety Measures are inspected and assessed as operating and performing to required performance, and no offences under regulations for exits and pathways



Defect rectified

Accredited Practitioner(s) (Fire Safety) complete the relevant sections 1 to 6 of the Annual or Supplementary Fire Safety Statement so that it can be submitted by the building owner or their agent(s), if all Essential Fire Safety Measures operate and perform as required, and no offences under the regulations for exits & path of travel.



Owner or legal representative complete the relevant sections 7 and Section 8 for Annual or Section 9 for Supplementary Fire Safety Statement and then submit to council, and pay fee before AFSS due date. Copy of AFSS also sent to NSW Fire Brigade Commissioner.



Council advises owner of receipt of AFSS



AFSS requirement reoccurs again in 12 months time.



Routine Servicing to AS 1851 reviewed as part of assessment of EFSMs