



Fire Service Professionals Pty Ltd

FIRE SYSTEMS , SERVICE & ALTERATIONS

31st January 2019

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Dear Sir/Madam,

RE: Occupier’s Statement

It is a requirement of Legislation that an Occupier’s Statement be forwarded to the Fire Service Authority by the owner of the property at the end of each year of inspection and testing. The owner of the property is required to sign the Occupier’s Statement before it is forwarded to the Queensland Fire & Emergency Service.

The Occupier’s Statement can be emailed as a scanned attachment to the Queensland Fire & Emergency Service using the following address: Occupier.Statements@qfes.qld.gov.au

Please be aware that if there are any Critical Defects listed for the Fire Safety Installations listed on the Occupier’s Statement, you are also required to supply details including procurement orders, work orders and completion invoices for the repair and rectification of those critical defect

When forwarding the Occupier’s Statement to the Queensland Fire & Emergency Service, please attach a covering letter on your letterhead, using the following information as a guide:

“Please find enclosed the original Schedule 2 Occupier’s Statement for the special fire services at the above premises covering the previous 12 calendar months.

The records of maintenance of the fire systems are available for inspection and are located at _____.”

If you require further information, please contact Trevor Voevodin of this office, at your convenience.

Regards,

Trevor Voevodin
Managing Director
Fire Service Professionals

