



# BULLETIN: 2011-1

**SUBJECT:** Fire Protection Equipment Inspections by In-House Employees

**REFERENCE:** N.J.A.C. 5:74-2.1 and N.J.A.C. 5:74-2.2

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The Division of Fire Safety has received numerous inquiries on the application of the regulations to in-house employees and the inspection and maintenance of fire protection equipment, including portable fire extinguishers.

In 2006, the Uniform Fire Code at N.J.A.C. 5:74-2.1(b)1. was amended to exempt businesses from having to obtain a business permit when their employees perform in-house services listed in N.J.A.C. 5:74-2.2(a).

In addition, N.J.A.C. 5:74-2.1(b)1 allows “non-certified” in-house employees to conduct routine maintenance or monthly, weekly or daily inspections or test fire protection equipment provided the following conditions are met:

1. The employer has a documented, readily available, procedure in effect governing routine maintenance and inspection and;
2. The employer can provide proof that the in-house personnel performing the work have been trained on the applicable provisions of the Uniform Fire Code with respect to the routine maintenance, inspection or testing they may be required to perform.

For example, a trained in-house employee may perform monthly visual inspections of fire extinguishers and sign the tag or run the weekly fire pump churn test and record the results without being certified.

When an employee has a valid certification issued by the Division of Fire Safety for a specific type of fire protection equipment, they may conduct all required inspections and maintenance at the employer's facilities.

Finally, N.J.A.C. 5:74-2.2(a)1. specifically exempts persons holding a license to engage in the fire alarm business pursuant to P.L. 1997, c.305 (N.J.S.A. 45:5A-23 et. seq.) or who are electrical contractors as defined in section 2 of P.L. 1962, c.162 (N.J.S.A. 45:5A-2), when such persons are acting within the scope of practice of their profession or occupation.

This Bulletin will remain in effect until withdrawn or replaced.

If you have any questions regarding this matter, please contact the Contractor Certification Unit at 609-984-7860.