

Fire Stopping Installation Record

A fire stopping installation record: certification scheme, drawings, each penetration seal with its label, element, fire rating, services, product and tested detail, before and after photos, and sign-off.

1. Job

Project

Client

Site *

Site address

Date *

Time

Installer *

Operatives (names and qualification or card)

Third-party certification scheme (choose one)

☐ FIRAS ☐ LPCB ☐ IFC ☐ BM TRADA ☐ Other ☐ None

Certificate number

ASFP on-site guide to installing fire-stopping: fire stopping should ideally be installed by competent persons, meaning people working for a third-party certificated contractor or whose competence a third-party scheme has checked. Make a complete record of all installations, referred to in the labelling, apply labels for traceability, and photograph the completed work.

If applicable: No third-party certification recorded. The ASFP recommends installation by a third-party certificated contractor or by people whose competence a third-party scheme has checked.

Approved Document B (England): openings through a fire-resisting element for pipes, ducts, conduits or cables should be as few as possible, as small as practicable and fire-stopped, and joints between fire-separating elements should be fire-stopped.

This is the installer's site record of the seals fitted. It supports the certificate of conformity issued under the contractor's third-party certification scheme (such as FIRAS, LPCB or IFC). It is not that certificate.

Drawings or fire strategy reference

Levels or areas covered

Record each level or area, with its seals, on the next page

2. Penetrations sealed

Seals by level or area (copy this block for each one)

Level or area *

For example Level 2 riser or Ground floor corridor

Seals in this area (copy this block for each one)

Label or reference number *

Scan the seal label

Scanned in the SiteSurvey app. On paper, write the numbers: label number.

Position in this area

Element (choose one)

☐ Wall ☐ Floor ☐ Ceiling or cavity barrier

Fire resistance (choose one)

☐ 30 minutes ☐ 60 minutes ☐ 90 minutes ☐ 120 minutes ☐ Other

Services through it (tick all that apply)

- ☐ Cables
☐ Plastic pipe
☐ Metal pipe
☐ Insulated pipe
☐ Ductwork
☐ Mixed services
☐ Linear gap

Opening width (mm)

Before sealing, with a tape or measured from the before photo with an A4 sheet taped beside the opening. A photo measure rounds to 10 mm.

Opening height (mm)

Largest opening the tested detail allows (mm)

From the manufacturer's tested detail or assessment for this seal.

Opening area (m²) (if applicable; worked out automatically in the app)

Size against the tested detail (if applicable; worked out automatically in the app)

Product or system

Tested detail or assessment reference

Before photo (photos: attach, or note the file names)

After photo (with label) (photos: attach, or note the file names)

Photos (worked out automatically in the app)

Result * (choose one)

☐ Complete ☐ Snag ☐ Outside the tested detail: needs assessment

What is needed (if applicable)

This level or area: seals recorded (worked out automatically in the app)

This level or area: seals complete (worked out automatically in the app)

This level or area: seals with snags (worked out automatically in the app)

This level or area: seals needing assessment (worked out automatically in the app)

This level or area: openings larger than the tested detail (worked out automatically in the app)

This level or area: seals missing a before or after photo (worked out automatically in the app)

This level or area: total opening area (m²) (worked out automatically in the app)

Seals recorded (worked out automatically in the app)

Seals complete (worked out automatically in the app)

Seals with snags (worked out automatically in the app)

Seals needing assessment (worked out automatically in the app)

Openings larger than the tested detail (worked out automatically in the app)

Seals missing a before or after photo (worked out automatically in the app)

Total opening area (m²) (worked out automatically in the app)

If applicable: An opening is larger than its tested detail allows. Mark the seal as outside the tested detail and get an assessment from the seal manufacturer, or reduce the opening, before it is closed up.

Photograph each seal before it is covered up, and again once it is labelled, so the work can be checked later.

If applicable: Seals outside the tested detail. At least one seal is outside its tested detail. It cannot be relied on until the seal manufacturer or a fire engineer gives an assessment. Add an action for each one below.

If applicable: Snags are recorded. Add an action for each one below with an owner and a due date.

Snags and actions (copy this block for each one)

Action needed *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Owner

Due

Status (choose one)

☐ Open ☐ In progress ☐ Completed

3. Sign-off

Notes for the main contractor

Main contractor or client name

Main contractor or client signature

Completed by *

Signature