Cumbria County Council

The Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT

Employer or other responsible person	MISS VICTORIA MARKENDALE		
Name of Premises	KIRKSANTON VILLAGE HALL		
Address	KIRKSANTON, MILLOM		
Post Code	LA18 4NN	**Telephone Nº**	01229 771680
Name of Assessor(s)			
Date of Assessment		**Date of Review**	

Building GENERAL INFORMATION

Property Use	CLASSES AND EVENTS.		
Nº of floors	2	**Nº of floors below ground**	/
Approx area in m^2 of footprint of building	120 ^{2} metres.	**Age of building**	OVER 300yrs.
Brief details of construction	STONE AND BRICK.		

GENERAL INFORMATION

Building Occupants

Enter range A= <20, B= 20 – 49, C=50-99, D=100-1000, E= >1000

Occupancy Profile: *Maximum Number of persons, in the most highly occupied compartment to be effected by an uncontrolled fire within 30 minutes, assuming no evacuation.*	**WEEKDAYS**		**WEEKENDS**	
	0000 to 0400	C	**0000 to 0400**	C
	0400 to 0800		**0400 to 0800**	
	0800 to 1200		**0800 to 1200**	
	1200 to 1600		**1200 to 1600**	
	1600 to 2000		**1600 to 2000**	
	2000 to 2400		**2000 to 2400**	
Description of Occupants: Predominant Type	**Atypically mobile for this type of occupancy**			☐
	Average mobility for this type of occupancy			☑
	Untypically vulnerable for this type of occupancy			☐

Potential Loss/Risk

Sole Supplier in UK: *Providing high value or unique service or products:*	If yes give brief details:	**Yes**	**No**
		☐	☒
Exceptional Value: *Value of rebuild and restock:*	If yes give brief details:	**Yes**	**No**
		☐	☒
Heritage Risk: *Building of National Importance or international significance.*	If yes give brief details:	**Yes**	**No**
	(WOULD BE SIGNIFICANT LOSS FOR VILLAGE)	☐	☒
Community Loss: *Exceptional value or impact to the community.*	If yes give brief details:	**Yes**	**No**
	NO AREA TO MEET AND SOCIALISE AND USE AS AN EVACUATION CENTRE	☒	☐

Property Loss: *Estimate the extent of fire and smoke damage arising from an uncontrolled fire and whether it is likely to be:*	**Note: Tick only one box in this section**		Tick one box below	Estimate damage within $50m^2$
		Confined to room or compartment of origin:	☐	
		Confined to the floor of origin:	☐	
		Confined to the building of origin:	☑	
				Tick one box below
	Damage beyond building of origin:	**Less than $500m^2$**		☑
		$500m^2$ to $999m^2$		☐
		$1000m^2$ to $9999m^2$		☐
		$100000m^2$ to $100000m^2$		☐
		Over $100000m^2$		☐

Other Relevant Information:

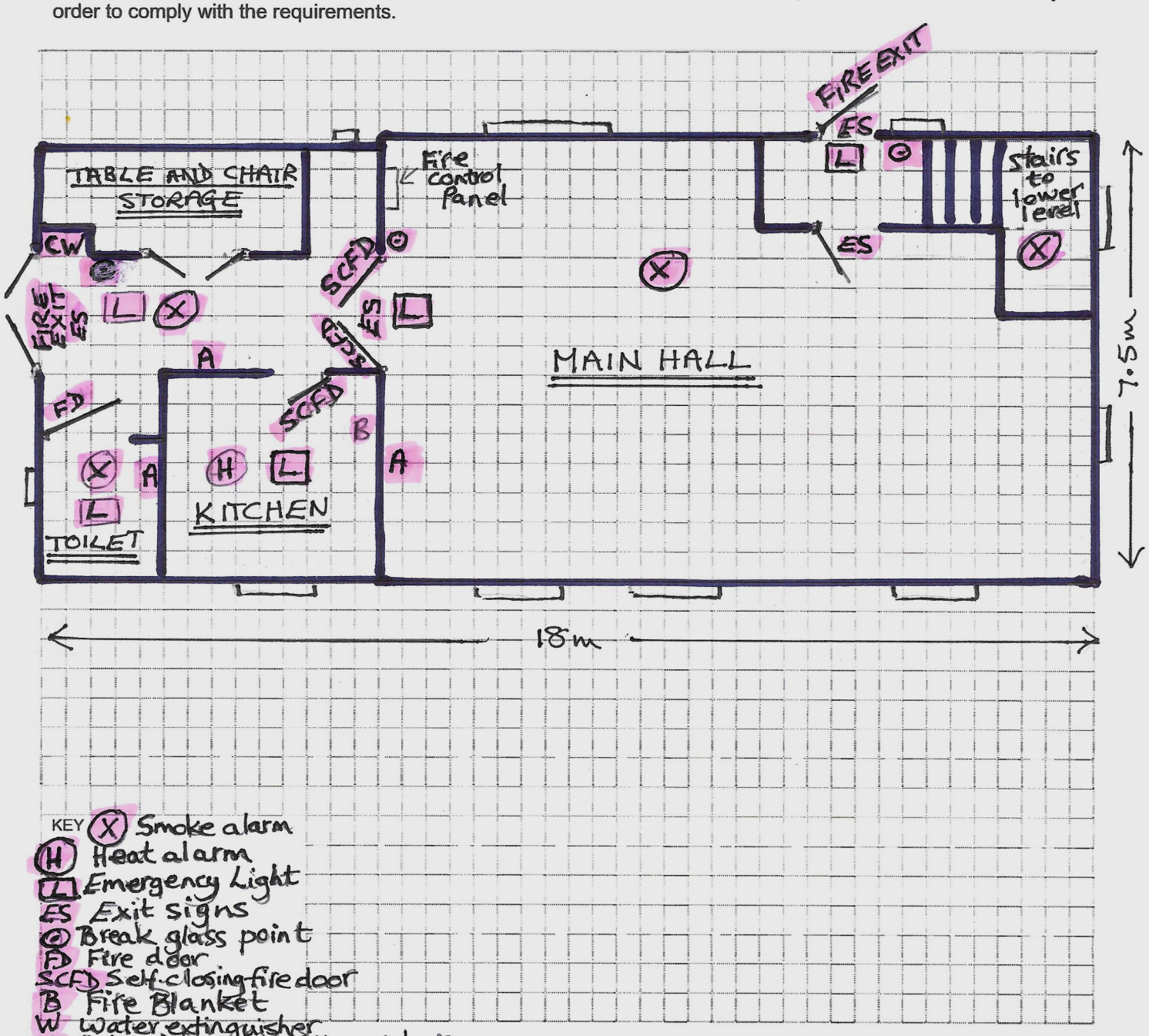
KIRKSANTON VILLAGE HALL

Building Plan — MAIN FLOOR

Insert plan of your building here or if you do not posses one, use this space to draw your building floor plan (this does not have to be to scale). **Further guidance can be found in Part 1 Section 4.1 of the appropriate guide.** Mark on all fire precautions equipment e.g. Fire doors, Extinguishers, Emergency lighting, Fire alarm and any fire detection.

Does the premises appear to meet the necessary requirements that are defined in Part 2 of the appropriate guide?

If the answer is NO, then as a significant finding, document the deficiency and any remedial actions necessary in order to comply with the requirements.



KEY
- (X) Smoke alarm
- (H) Heat alarm
- [L] Emergency Light
- ES Exit signs
- (O) Break glass point
- FD Fire door
- SCFD Self-closing fire door
- B Fire Blanket
- W Water extinguisher
- C Carbon Dioxide extinguisher
- A Alarm Bell

3 (a)

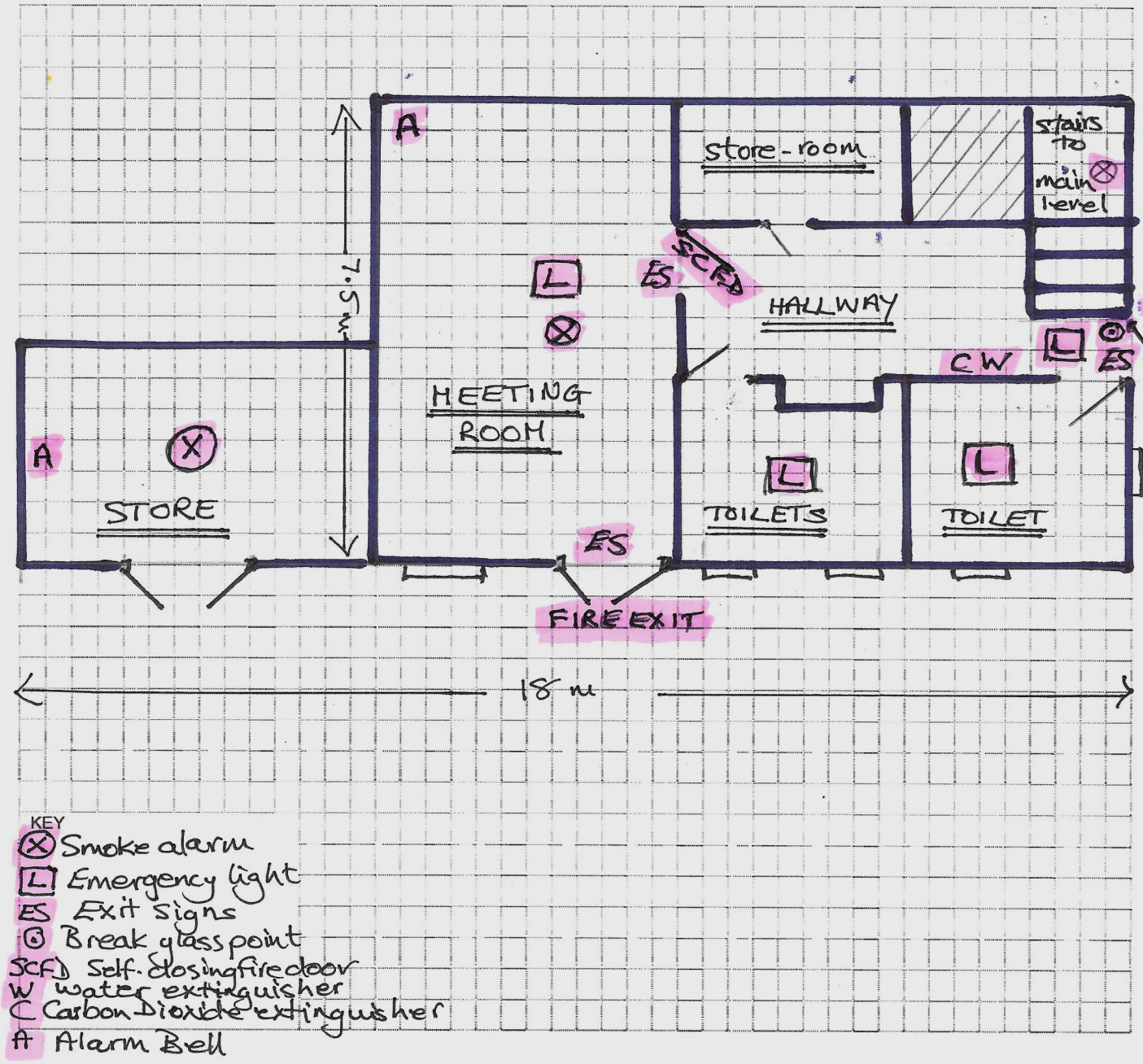
KIRKSANTON VILLAGE HALL

Building Plan – LOWER LEVEL

Insert plan of your building here or if you do not posses one, use this space to draw your building floor plan (this does not have to be to scale). **Further guidance can be found in Part 1 Section 4.1 of the appropriate guide.** Mark on all fire precautions equipment e.g. Fire doors, Extinguishers, Emergency lighting, Fire alarm and any fire detection.

Does the premises appear to meet the necessary requirements that are defined in Part 2 of the appropriate guide?

If the answer is NO, then as a significant finding, document the deficiency and any remedial actions necessary in order to comply with the requirements.



3 (b)

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1. SOURCES OF FUEL

1.1 Are there any highly flammable substances in the premises. E.g. Paints, thinners, flammable gases etc, flammable chemicals, plastics, rubber, foams – polystyrene / polyethylene?	☒ Yes Go to 1.2	☐ No Go to 1.3
1.2 Control Measures Replace them with safer alternatives Remove or significantly reduce any highly flammable substances Keep them in fire resisting stores Separate them from heat sources by use of fire resisting construction Keep minimum quantity in workroom Ensure all containers are kept closed when not in use Other (state here)	☐ ☐ ☒ ☐ ☐ ☒ ☐	

1.3 Are flammable liquids or gases used or stored in areas without adequate Ventilation?	☐ Yes Go to 1.4	☒ No Go to 1.5
1.4 Control Measures Improve ventilation Other (state here)	☐ ☐	

1.5 Are there quantities of combustible material stored, on display, or in use in the premises. E.g. Paper, cardboard, packaging, fabrics, wood?	☒ Yes Go to 1.6	☐ No Go to 1.7
1.6 Control Measures Replace stocks of combustible materials with non combustibles Reduce stocks of readily combustible materials to a minimum Separate such materials from heat sources or by fire resisting construction Other (state here) USE FIRE RESISTANT CUPBOARDS	☐ ☐ ☐ ☒	

1.7 Are quantities of combustible waste allowed to accumulate in the premises such as Paper, cardboard, wood shavings, dust?	☐ Yes Go to 1.8	☒ No Go to 1.9
1.8 Control Measures Improve the arrangements for the disposal of waste and rubbish Improve the general housekeeping Ensure staff are aware of the standard of housekeeping required Give specific additional training to the staff responsible Other (state here)	☐ ☐ ☐ ☐ ☐	

1.9 Does the premises contain foam filled furniture which is not combustion modified (see label) or is worn to the point that it exposes the foam interior?	☐Yes Go to 1.10	☒No Go to 1.11
1.10 Control Measures Replace or repair Other (state here)	☐ ☐	

1.11 Are areas of walls or ceilings covered with combustible linings? such as walls covered with carpet tiles, ceilings covered with polystyrene tiles. Do notice boards have large amounts of loose paper on them?	☐Yes Go to 1.12	☒No Go to 1.13
1.12 Control Measures Remove Reduce Treat with fire resisting solution Cover Replace large notice boards with small Other (state here)	☐ ☐ ☐ ☐ ☐ ☐	

1.13 Are combustible seasonal or promotional decorations, artificial foliage or plants used to decorate the premises?	☒Yes Go to 1.14	☐No Go to 1.15
1.14 Control Measures Remove Treat with fire resisting solution Introduce real plants Replace with non combustible plants Other (state here) ONLY USED FOR ONE EVENT THEN TAKEN DOWN AND REMOVED.	☐ ☐ ☐ ☐ ☒	

1.15 Are there additional sources of oxygen stored or used, such as oxidising chemicals, oxygen cylinders or piped systems?	☐Yes Go to 1.16	☒No Go to 2.1
1.16 Control Measures Move oxidising material away from any heat or flammable materials Control use and storage of oxygen and chemicals Remove sources of ignition Other (state here)	☐ ☐ ☐ ☐	

Note any significant findings from section 1:

SECTION 1 – 1.1. Paint from ART CLASS kept in cupboard in future.

1.5. Put paper / paintings in fire resistant cupboards.

1.4. Make sure there are no naked flames near decorations. Take down and remove after the event.

2. SOURCES OF IGNITION

2.1 Does the work activity involve hot work processes such as welding or flame cutting, hot surfaces, sparks? Are hazards introduced by outside contractors and building works?	☐Yes Go to 2.2	☒No Go to 2.3
2.2 Control Measures		
Replace with a cold system	☐	
Implement a hot work permit system	☐	
Minimise the amount of combustible materials on the work area	☐	
Arrange so that hot metal and sparks are safely contained	☐	
Eliminate hot surfaces/sparks	☐	
Ensure satisfactory control over works carried out by outside contractors	☐	
Impose fire safety conditions on outside contractors	☐	
Other (state here)	☐	

2.3 Does the work activity involve processes such as incinerating or Cooking?	☒Yes Go to 2.4	☐No Go to 2.5
2.4 Control Measures		
Ensure that cookers, incinerators, etc. are used in accordance with manufacturer instructions.	☒	
Ensure they are cleaned regularly including surfaces, ducts or flues	☒	
Ensure food cooking is not left unattended	☒	
Give additional specific training to staff responsible	☒	
Other (state here)	☐	

2.5 Are heating appliances portable or of a radiant or open flame type?	☐Yes Go to 2.6	☒No Go to 2.7
2.6 Control Measures		
Replace equipment with fixed convector heaters	☐	
Ensure that gas or oil burning equipment is used in accordance with manufacturers instructions	☐	
Ensure that all heaters are adequately guarded	☐	
Ensure all portable heaters are stable and void of flammable materials	☐	
Other (state here)	☐	

2.7 Is smoking permitted?	☐Yes Go to 2.8	☒No Go to 2.9
2.8 Control Measures		
Implement a smoking policy which provides for a safe smoking area and prohibition elsewhere	☐	
Ensure suitable arrangement for informing visitors	☐	
Enforce the prohibition of matches and lighters in high-risk	☐	
Other (state here)	☐	

2.9 Are there light fittings near combustible materials?	☐ Yes Go to 2.10	☒ No Go to 2.11
2.10 Control Measures		
Remove combustible materials	☐	
Replace tungsten/halogen bulbs with fluorescent tubes in areas where there is a possibility that combustible materials may be ignited	☐	
Other (state here)	☐	

2.11 Is electrical equipment and wiring: Faulty, damaged or not used in accordance with the Manufacturers Recommendations?	☒ Yes Go to 2.12	☒ No Go to 2.13
2.12 Control Measures		
Repair or replace faulty or damaged equipment	☒	
Portable Appliance Testing carried out	☒	
Fixed installations periodically inspected and tested	☒	
Suitable policy regarding the use of personal electrical appliances	☐	
Ensure all fuses are the correct rating	☒	
Other (state here)	☐	

2.13 Are inspection lamps or extension leads used?	☒ Yes Go to 2.14	☐ No Go to 2.15
2.14 Control Measures		
Ensure extension leads are fully uncoiled	☒	
Limit extension leads and adaptors	☒	
Ensure extension leads are not overloaded	☒	
Suitable guards are covering inspection lamps	☐	
Ensure flexible power cables are kept as short as possible and safely routed	☒	
Other (state here)	☐	

2.15 Is Arson a potential problem?	☐ Yes Go to 2.16	☒ No Go to 2.17
2.16 Control Measures		
Improve security measures e.g. lighting, cameras	☐	
Remove combustible storage / waste bins from perimeter of building	☐	
Ensure combustible storage is contained with lid secure	☐	
Other (state here)	☐	

2.17 Is lightning a potential problem?	☐ Yes Go to 2.18	☒ No Go to 3.1
2.18 Control Measures Install lightning protection system Extend fire detection to cover roof void Incorporate measures in your emergency plan Other (state here)	☐ ☐ ☐ ☐	

Note any significant findings from section 2:

Make sure people know how to use the Range Cooker, Microwave, dishwasher, water heater and extension cables.

3. IDENTIFY PEOPLE AT RISK

3.1 Are there any groups of people at increased risk from fire i.e. work in remote areas, lone working, sleeping?	☒Yes Go to 3.2	☐No Go to 3.3
3.2 Control Measures Can they be re-located ☐ Improve the means for warning them about fire i.e. alarm and detection system ☒ Improve means of escape ☐ Other (state here) verbally, plus information provided on noticeboard when entering the building. ☒		

3.3 Are there people present who may be unable to react quickly to a fire due to safety critical work process?	☐Yes Go to 3.4	☒No Go to 3.5
3.4 Control Measures Introduce appropriate close down procedure ☐ Improve means of warning / means of escape ☐ Other (state here) ☐		

3.5 In the event of a fire are there people present whose disabilities would put them at a disadvantage when required to evacuate in an emergency?	☒Yes Go to 3.6	☐No Go to 3.7
3.6 Control Measures Incorporate Measures in your Emergency Plan ☒ Provide additional specialist equipment ☐ If staff are required to assist in an evacuation ensure sufficient numbers and appropriate training ☒ Provide safe refuges ☐ Other (state here) 2 exits for disabled people and they would be assisted/accompanied out of the building by PEEP. ☒		

3.7 Are visitors or members of the public likely to be unfamiliar with the escape routes ?	☒Yes Go to 3.8	☐No Go to 3.9
3.8 Control Measures Ensure employees are adequately trained to assist with evacuation ☐ Improve signage ☐ Other (state here) need to give out fire hazard warning and escape route information at the start of each event. ☒		

3.9 Are builders, contractors or maintenance workers temporarily on site?	☐ Yes Go to 3.10	☒ No Go to 4.1
3.10 Control Measures Ensure they are aware of fire safety arrangements and emergency plan Other (state here)	☐ ☐	

Note any significant findings from section 3:

3.8. - Need to inform the public of evacuation plan and safety point at the start of each event - verbally.

4. MEANS OF ESCAPE FROM FIRE

4.1 In the event of fire can everyone safely escape from the premises?	☒ Yes Go to 4.3	☐ No Go to 4.2
4.2 Control Measures Ensure existing exit routes and exits are available and unobstructed Improve fire alarm / detection system Provide additional routes and exits Provide training for safe evacuation Secure reasonable arrangements for disabled occupants Implement routine checks Other (state here)	☐ ☐ ☐ ☐ ☐ ☐ ☐	

4.3 In the event of fire can everyone turn their back on the fire and evacuate to a place of safety?	☒ Yes Go to 4.5	☐ No Go to 4.4
4.4 Control Measures Provide additional escape routes Provide and maintain protected routes Provide compensating features i.e. smoke detection, engineer solution Other (state here)	☐ ☐ ☐ ☐	

4.5 Do doors on escape routes, where necessary, open in the direction of travel?	☐ Yes Go to 4.7	☒ No Go to 4.6
4.6 Control Measures Reduce number of people using exit to less than 60 people Re-hang in direction of travel Other (state here)	☒ ☐ ☐	

4.7 Are door fastenings on exit routes and final exits easily operable?	☒ Yes Go to 4.9	☐ No Go to 4.8
4.8 Control Measures Replace with a more suitable fastening Provide notices giving information on how to operate exit doors Provide training on operating techniques Other (state here)	☐ ☐ ☐ ☐	

4.9 Are any fire resisting doors a poor fit or requiring fitment or attention to a self closing mechanism?	☐Yes Go to 4.10	☒No Go to 4.11
4.10 Control Measures Fit self closers Ensure doors fit correctly Implement routine check on door operation and maintain as required Other (state here)	☐ ☐ ☐ ☐	

4.11 Are any fire resisting doors wedged or propped open?	☐Yes Go to 4.12	☒No Go to 4.13
4.12 Control Measures Fit automatic door closers Ensure employee's are aware of fire safety precautions Other (state here)	☐ ☐ ☐	

4.13 Are all exit routes and exits adequately signed ?	☒Yes Go to 4.15	☐No Go to 4.14
4.14 Control Measures Install sufficient signs to enable people to find their way out Ensure signs are unobstructed and clearly visible from an appropriate deistance Other (state here)	☐ ☐ ☐	

4.15 Are all exit routes and exits adequately illuminated ?	☒Yes Go to 5.1	☐No Go to 4.16
4.16 Control Measures Install emergency lighting Improve existing emergency lighting Other (state here)	☐ ☐ ☐	

Compliance Section 4

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Emergency routes and exits.**

We have 2 separate fire exits on the Main Floor, well signed and illuminated. Both with fire doors and one of them with a sound activated - self closing device. We have smoke seals on the kitchen door. level access out of the building to parking bay from the Main Entrance (also illuminated). The second exit on this floor has a ramp to accomodate wheelchair access, also onto a side road, which is also illuminated.

DOWNSTAIRS. We have two exits. One at the bottom of the stairs and one in the Meeting Room. Both of which are Signed properly and one has a light outside.

5. FIRE FIGHTING AND FIRE DETECTION

5.1 Are there sufficient extinguishers and hose reels of the appropriate type for the risk and are they located correctly?	☒ Yes Go to 5.3	☐ No Go to 5.2
5.2 Control Measures Provide suitable additional fire fighting equipment including specialist equipment for special hazards ☐ Locate on stands or brackets ☐ Make visible and unobstructed ☐ Provide additional signage ☐ Other (state here) ☐		

5.3 Have sufficient people been trained in the use of fire fighting equipment?	☐ Yes Go to 5.5	☒ No Go to 5.4
5.4 Control Measures Implement training programme ☒ Other (state here) ☐		

5.5 In the event of fire are there suitable arrangements for giving warning, Including where necessary automatic fire detection?	☒ Yes Go to 5.7	☐ No Go to 5.6
5.6 Control Measures Install a more effective fire alarm system and or detection system ☐ Other (state here) ☐		

5.7 Is the signage for the fire fighting equipment and fire alarm satisfactory?	☒ Yes Go to 5.9	☐ No Go to 5.8
5.8 Control Measures Improve signage ☐ Other (state here) ☐		

5.9 Are all appropriate persons trained on how to operate the fire warning system and the action they should take upon hearing it?	☐ Yes Go to 6.1	☒ No Go to 5.10
5.10 Control Measures Implement training programme ☐ Provide clear instructions ☐ Other (state here) ☐		

Compliance Section 5

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Fire fighting and Fire detection.**

Implement a training programme.

6. PROCEDURES, ARRANGEMENTS AND TRAINING

6.1	Are sufficient person(s) available to assist in implementation of fire safety measures?	Yes☒	No☐
6.2	Are appropriate fire procedures in place, recorded and available for relevant persons to read?	Yes☒	No☐
6.3	Are people nominated to respond to fire and assist with evacuation?	Yes☒	No☐
6.4	Is there appropriate liaison with the Fire and Rescue Authority?	Yes☒	No☐
6.5	Are routine in-house inspections of fire precautions undertaken?	Yes☒	No☐
6.6	Are new employees, tenants or building users given fire safety instruction on induction or taking over use of the premises?	Yes☒	No☐
6.7	Are all staff given periodic refresher training at suitable intervals?	Yes☐	No☒
6.8	Are building occupants aware of specific actions if there is a fire?	Yes☒	No☐
6.9	Are staff with special responsibilities e.g. Fire Marshals/Wardens/stewards given additional training?	Yes☐	No☒
6.10	Have the Employers of contractors working at the premises ie. cleaners been informed of significant findings and fire procedures?	Yes☒	No☐
6.11	Are persons under 18 employed, if so has an assessment been made of risks special to them and have their parents been informed of significant findings and fire procedures?	Yes☐	No☒
6.12	Are fire drills carried out at appropriate intervals?	Yes☐	No☒

Indicate any deficiencies in this section :-

Will implement Fire Drills at appropriate intervals.

7. MAINTENANCE AND TESTING

7.1 Are the premises adequately maintained?	☒ Yes Go to 7.3	☐ No Go to 7.2
7.2 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	☐ ☐	

7.3 Are door fastenings on all exit doors adequately maintained?	☒ Yes Go to 7.5	☐ No Go to 7.4
7.4 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	☐ ☐	

7.5 Do all self closing devices and hold open devices work correctly?	☒ Yes Go to 7.7	☐ No Go to 7.6
7.6 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	☐ ☐	

7.7 Has the emergency lighting system been tested and serviced (Monthly, Six-monthly, Annually) and according to manufacturers instructions?	☒ Yes Go to 7.8	☐ No Go to 7.9
7.8 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	☐ ☐	

7.9 Has the fire alarm / detection system been regularly tested and serviced (Weekly, Annually) and according to manufacturers instructions?	☒ Yes Go to 7.11	☐ No Go to 7.10
7.10 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	☐ ☐	

7.11 Have all fire extinguishers and hose reels been regularly tested and Serviced (Monthly, Annually) and according to manufacturers instructions?	☒ Yes Go to 7.13	☐ No Go to 7.12
7.12 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	☐ ☐	

7.13 Has the sprinklers and fixed fire fighting systems been regularly tested and serviced (Weekly, Quarterly, Six-monthly, Annually) and according to manufacturers instructions?	☒ Yes Go to 8.1	☐ No Go to 7.14
7.14 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	☐ ☐	

Compliance Section 7
Indicate the preventative and protective fire safety measures taken to show compliance with Part II of the Order for **Maintenance.**

We will fully comply with all the above.

8. FIRE SAFETY RECORDS

8.1	**Have fire safety arrangements been recorded in a way that can be easily interpreted?**	☒Yes	☐No
8.2	**Are there details of any significant findings from the fire risk assessment and any actions taken?**	☐Yes	☒No
8.3	**Are there records of testing and checking of escape routes, including final exit locking mechanisms such as panic devices, emergency exit devices and any electromagnetic devices?**	☐Yes	☒No
8.4	**Are there records of testing and maintenance of emergency lighting?**	☐Yes	☒No
8.5	**Are there records of testing and maintenance of fire alarm / detection systems?**	☒Yes	☐No
8.6	**Are there records of false fire alarms?**	☐Yes	☒No
8.7	**Are there records of testing and maintenance of fire extinguishers, hose reels and sprinkler systems etc.?**	☒Yes	☐No
8.8	**Are there records of relevant training of employees including evacuation drills?**	☐Yes	☒No
8.9	**Are there records of emergency plans and actions for the relevant people to take in the event of fire?**	☒Yes	☐No

Indicate any deficiencies in this section :-

We realise that training needs to be done in relation to fire drill, evacuation and fire extinguishing. We will implement this as a priority. We will also buy and use a "FIRE SAFETY LOG BOOK".

FIRE RISK ASSESSMENT
Significant findings

Premises address: KIRKSANTON VILLAGE HALL **Postcode:** LA18 4NN.

Risk Assessment Date: 13/8/19. **Assessor 1:** VICTORIA MARKENDALE **Assessor 2: (If applicable)** ANNE HARRISON

Item Nº	Section and Sub Paragraph	Description of Unsatisfactory Condition	Persons at Risk	Existing Control Measures (If any)	Proposed Remedial action. By When, By Who
1	1.6	COMBUSTABLE MATERIAL- USE FIRE RESISTANT CUPBOARD	EVERYONE	USING CUPBOARD UNDER THE STAIRS.	BY METAL CUPBOARD (THE COMMITTEE)
2.	1.14	PAPER DECORATIONS & XMAS TREE	EVERYONE	TAKEN DOWN AND PUT AWAY.	SAME AS BEFORE
3.	2.3	SOURCES OF IGNITION OF FIRE	EVERYONE	MAKE SURE EVERYONE KNOW HOW TO USE THINGS	THE COMMITTEE
4.	3.1.	PEOPLE AT RISK - LONE WORKERS	THEMSELVES.	INFORMATION ON NOTICE BOARD.	INFORM THEM VERBALLY ASWELL. THE COMMITTEE
	3.5.	PEOPLE WHO ARE DISADVANTAGED	THEMSELVES	VERBAL.	INFORM THEM VERBALLY ATEACH EVENT BY
					PERSON RESPONSIBLE (I.E HIRER OF HALL).
5.	5.3	TRAINING IN FIRE FIGHTING	EVERYONE	NONE	TRAINING AND RECORDING OF FIRE
	5.9.	AND FIRE DETECTION.			PREVENTION. (THE COMMITTEE)
8.		FIRE SAFETY RECORDS.	EVERYONE	NONE	BUY FIRE SAFETY LOG BOOK IMMEDIATELY
					AND IMPLEMENT FIRE DRILLS AT APPROPRIATE
					INTERVALS. (THE COMMITTEE)

FIRE RISK ASSESSMENT
Review of the Significant Findings – Record of Deficiencies and Remedial Action

Premises address: **Postcode:**

Date	Item Nº	Section and Sub Paragraph	Remedial Action	Date of Action	Signature of Person Carrying out Action