

# The Chamber

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‘SAFire is great, such a user friendly, painless system which leaves you feeling confident that you are legally compliant.’

**Vicky Lofthouse CEO, The Chamber**

## SAFire User Guide

**Working in partnership with;**

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# SAFire – User Guide

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## What is SAFire?

SAFire is Fire Risk Assessment management software that allows you to conduct your own FRA, using our unique guidance notes that accompany each question in the FRA templates. You will have access to several sector specific FRA templates to choose from relevant to your property.

SAFire is ideal for those with multiple properties, and properties geographically spread. SAFire can be used by your own internal assessors, or by your external assessors, giving you reports that are uniform in their reporting, with significant findings you will find combined into a searchable database and Risk Rating that allows you to understand the risk profile of your building stock.

SAFire is ideal if you have;

- A single property
- Multiple Properties
- An existing FRA provider

## Login here:

<http://www.safireweb.com>

## IDs

Log in using the email address and password supplied to you. If you forget your password, use the password reminder function on the login page.

## First Job

The first thing to do when logged in is to complete your Account Profile.


1. Click My Account on the top menu
2. Click the Account Profile button
3. Enter your company details
4. Click on Save Changes

## Insert your own Branding

1. Find or create a version of your logo for use with SAFire – see below for guidelines\*
2. Click My Account on the top menu
3. Click Upload Header
4. Use the browse button to locate the file on your PC
5. Click Upload Photo
6. The new image will appear at the top of the page
7. Click Back to return to the main menu

\*Maximum image size is a banner of 980px width by 100px height. Alternatively, a logo of height no more than 150px.

## Creating an FRA

1. Click My Account on the top menu
2. Click Create FRA
3. Select the template you require
4. Fill out the form page by page pressing save changes at the bottom of each page – the hover notes pop up when the mouse is over  on a question
5. Enter some significant findings as you progress
6. It is critical when completing you FRA that you include additional details in the Comments Boxes at the bottom of each section. The detail you enter in here demonstrates your understanding of how you manage your fire safety.
7. Continue to Save as you progress through your FRA

## 30 Day Limit

Each FRA has a 30 day limit within which to complete it, which rolls from the day you click on Create FRA. You can extend this by clicking Extend beside the FRA in the FRA List view. There is a charge for this extension and it can only be done once.

## Viewing FRA

1. Click My Account on the top menu
2. Click FRA List
3. This now shows all of your FRA as well as the date it was started, the expiry date (30 days later, unless extra access is paid for) along with a link to view the PDF if the report has been completed and submitted
4. You can either view the FRA form online by clicking the Edit option, or view the PDF by clicking the PDF button

## FRA Reports – Significant Findings

Please note it is very rare for a property not to have any significant findings.

1. Click My Account on the top menu
2. Click FRA Reports
3. Click Significant Findings – this will then show all of the significant findings across your portfolio
4. To view SF in a specific category, use the category drop down filter and then click Redisplay
5. To view SF for a specific property, use the property drop down filter and then click Redisplay
6. To view SF that have been completed, use the complete filter and click Redisplay
7. To view a specific SF, click the View button beside it.

## Signing Off Completing Significant Findings

Once you have identified some significant findings and have rectified the issues, you can then log back into your fire risk assessment and can mark significant findings complete by going into the specific FRA, navigating to the SF page and then entering the completion information (name, date and comments) in the box and clicking Mark Complete. By doing this, whilst keeping all your records in one place, you are demonstrating to the enforcing authorities who may view your fire risk assessment that you are managing your risks. This helps you maintain an up to date digital record of your FRA.

## FRA Reports – Risk Rating

1. Click My Account on the top menu
2. Click FRA Reports from the home page
3. Click Risk Rating – this will then show the average risk rating across your portfolio, as well as the individual risk rating for each property below
4. To view all properties with a specific risk rating, use the risk rating drop down filter and then click Redisplay
5. To view risk rating for a specific property, use the property drop down filter and then click Redisplay

## Submit Report

Report should only be submitted once all text boxes are complete, questions have been answered, all notes sections complete and significant findings inserted. (Ensure 'Risk Rating' and 'Fire Notice' sections are also complete).

Once complete;

1. Go to 'Submission Page' and click Save My Changes, then Create PDF (Only click once, this may take a few minutes to load). This will then take you back to the FRA List. An email will then be sent to the account email address.
2. To download and view / save the FRA report, click PDF Link.

## Audit Request (£23 per Assessment)

An external audit is where a competent fire risk assessor will view the FRA you have completed, they will audit this based on the information you have provided, the fire risk assessor will make comments on your assessment before returning it to you. Allowing you to return to your FRA to make amendments.

If you require an external audit of your report you can press the Audit Request button which will send an automatic email to admin, **This is a chargeable function.**

To exit, press log out.

## If you need additional professional fire safety support...

And if you have made a start and tried your own FRA but for whatever reason are unable to finish or carry on completing your FRA, we can help. You can get in touch now to enquire about the cost of us completing the FRA for you. It will be cheaper than you think!