

# Fault Rectification Reporting



1. Fault Reference Number (if provided)

2. Name, address and postcode of building

3. Name and contact details of responsible person

4. What type of equipment does this rectification report relate to?

- |  |  |
|--|--|
| <input type="checkbox"/> Automatic door release mechanisms                 | <input type="checkbox"/> Rising mains          |
| <input type="checkbox"/> Evacuation alert systems                          | <input type="checkbox"/> Smoke control systems |
| <input type="checkbox"/> Fire detection and alarm systems                  | <input type="checkbox"/> Suppression systems   |
| <input type="checkbox"/> Lifts for use by firefighters or evacuation lifts |  |

5. What date was the fault reported to the fire and rescue service?

6. What date was the fault rectified?

7. Did the fault necessitate a temporary change in evacuation strategy from stay put to simultaneous evacuation?

- Yes
- No (go to Question 9)

**Continues overleaf...**

8. With the fault now rectified, has the stay put policy been reinstated?

9. Name and contact details of person completing form

**Once completed, please return to the form to  
[buildingsafety@hwfire.org.uk](mailto:buildingsafety@hwfire.org.uk)**