ALPHATRACKER®

FIRE RISK ASSESSMENT USER GUIDE

Version 1.0

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DOCUMENT CONTROL

Document

Alpha Tracker Fire RIsk Assessment User Guide

Current Version

Version	Date	Issued Pages	Reason For Issue
1.0	May 2018	All	First issue

Previous Versions

Version	Date	Issued Pages	Reason For Issue

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1. INTRODUCTION

Alpha Tracker lets you capture Fire Risk Assessment data, including photographs, while on site using mobile apps, and send that data in to Alpha Tracker to generate a report and store the data.

The Alpha Tracker Fire Risk Assessment module comprises three linked Mobile Data Studio (MDS) apps for capturing the data while on site:

- FRA Compliance and Evacuation
- FRA Significant Findings
- FRA Additional Photos.

There is also a Fire Risk Assessment Details screen in Alpha Tracker for displaying the data sent in and from where you can produce the report.

2. USING THE APPS

2.1 Setting up the project in advance

Projects must be set up in advance in Alpha Tracker; you cannot create a project number from the apps, you can only select an existing one.

Create the Fire Risk Assessment projects in the usual way in Alpha Tracker, ensuring that you set the project type to "Fire Risk Assessment". It is only projects of the type "Fire Risk Assessment" that are available for selection in the apps.

> ✎ *Refer to the Alpha Tracker User Guide for further information on how to set up a project.*

2.2 Before you start

Before starting a Fire Risk Assessment, make sure that you synchronise all three of the apps:
- FRA Compliance and Evacuation
- FRA Significant Findings And Plans
- FRA Additional Photos.

This ensures that you can record data in all the linked apps for new project numbers.

2.3 Starting to capture data on site

After synchronising, you can begin capturing data for a Fire Risk Assessment project:

1. Open the FRA Compliance and Evacuation app, tap on **Active Sessions** and **New Session** to begin. The Project Details page is displayed.

2. Select the **Project Number** on which you want to work from the dropdown. Some details from the selected project are displayed to confirm the Client's reference, Client name and address, and the Site Address.

3. Select your name in the **Assessed By** field and check the **Assessment Date** is displaying the correct date.

4. Click **Next** to display the Property Information page.

5. Complete all the necessary fields on the Property Information page, clicking **Next** when you have finished. The Compliance page is displayed.

2.4 Completing Compliance questions

When the Compliance page is displayed you can select the section and subsection for which you want to answer questions.

> 🖉 *Note the blue text at the bottom of the screen that gives you instructions.*

1. On the Compliance page, select the section and subsection for which you want to answer questions in the **Section** and **Subsection** fields, eg 1.0 Fire Safety Organisation; 1.1 Fire Safety Policy.

2. Open the dropdown on the **Question** field and select the first question number.

   The text of the first question is displayed.

3. Select one of the following as your answer:
   - tick = yes
   - cross = no
   - circle = not applicable.

   Add any comments into the **Comments** box.

4. Open the dropdown on the next **Question** field and select the next question number to display the text of the next question.

5. Repeat steps 3 and 4 as necessary to complete the questions in the subsection.

6. Tap **Next** to move on to a new Compliance page where you can select another section/subsection and answer the questions.

2.5 Recording a significant finding

You can choose to record a significant finding at any point in answering the Compliance questions. To record a significant finding:

1. Tap the **Open Significant Findings** link at the bottom of the screen. The Findings/Plans page is displayed – this is from the linked FRA Significant Findings app. The project number, client and site details are displayed.

2. Select your name in the **Assessed By** field and check the **Assessment Date** is correct.

3. Select "Finding" from the **Add Finding or Plan?** dropdown.

4. Specify the article failed and the number assigned to this finding in the **Article Failure** and **Count** fields.

5. Describe the finding in the **Significant Findings Description** field and indicate its priority by selecting a value from the **Priority** field.

6. Take a photograph to illustrate the finding by tapping the **Photo** box and following the instructions on screen.

7. Amend the text in the **Notes** field to indicate the section with which you want to include the photo.

   If you want to take additional photos, you can do this by using the **Open Additional Photos** link at the bottom of the page.

☞   See Section 2.6, Taking additional photographs, for details.

8.   Use the link at the bottom of the screen to return to the main app.

2.6   Taking additional photographs

To take an additional photo at any time:

1.   Click the **Open Additional Photos** link at the bottom of the page.

   The Additional Photos app opens showing the project number that you are working on in the Project Number field.

2.   Take a photograph by tapping the **Photo** box and following the instructions on screen.

3.   Amend the text in the **Notes** field to indicate the section with which you want to include the photo.

4.   Tap the **Return to** … link at the bottom of the page to close the Additional Photos app and return to the app you were using. You will need to click **Next** until you reach the section you require.

🖉   *If you click **Open Additional Photos** from the link at the bottom of the page on the FRA Compliance and Evacuation app, then the default text in the **Notes** section displays as "Include this photo in Exec Summ section x". You should amend this text to reflect where you want to place the photo in the final report.*

🖉   *If you click **Open Additional Photos** from the link at the bottom of the page on the FRA Significant Findings And Plans app, then the default text in the **Notes** section displays as "Include this photo in significant finding xxx" where xxx is the Significant Findings Description.*

2.7   Capturing a front page photo and plan

You can choose to record a photo of the building and of a plan at any point in answering the Compliance questions. To record a building photo or plan:

1.   Tap the **Open Significant Findings** link at the bottom of the screen. The Findings/Plans page is displayed – this is from the linked FRA Significant Findings app. The project number, client and site details are displayed.

2.   Select your name in the **Assessed By** field and check the **Assessment Date** is correct.

3.   Select "Building Photo/Plan" from the **Add Finding or Plan?** dropdown.

4.   Use the two photo fields to take your photographs by tapping the **Photo** box and following the instructions on screen. The fields are labelled to help you, so use the first photo field to take the front page photo, and use the second photo field to take a photo of the plan.

5.   Use the link at the bottom of the screen to return to the main app.

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2.8   Recording Evacuation Procedure details

When you have finished answering all the compliance questions, there is one more element to complete, this is the evacuation procedure. You can specify an evacuation procedure for each floor. This is the last stage of capturing data.

1. Tap the **Evacuation Procedure** link at the bottom of the screen. The Evacuation Procedure page is displayed.

2. Select the floor number for which you are specifying the evacuation procedure in the **Floor Number** field.

3. Specify where fire exits are located by completing the **Fire exits are located at** field.

4. Specify where the nearest fire assembly point is located by completing the **Nearest fire assembly point is** field.

5. If you want to record an evacuation procedure for another floor, tick the Add another floor? tickbox and repeat steps 2-5.

6. Click **Finish** when all data is captured. You return to the Active Sessions list with an entry displayed for your project.

2.9   Sending in the data

You must synchronise the data from all three of the Fire Risk Assessment apps:

- FRA Compliance and Evacuation
- FRA Significant Findings
- FRA Additional Photos.

Open each app in turn, go to the Active Sessions list and use the Menu button to mark (turn green) the required sessions and then synchronise the data.

3. CHECKING THE DATA IN ALPHA TRACKER

Once the Fire Risk Assessment data has been synchronised and sent in from the tablet or smartphone, you will be able to display it in Alpha Tracker, make adjustments to photos and produce the report.

- The Compliance and Evacuation data sent is visible under the Other Info button on the project.

- Significant Findings are visible under the Fire Risk Details button on the project.

- Additional Photos are also visible under the Fire Risk Details button on the project, by using the Additional Photos button.

3.1 Viewing the FRA data

To display the FRA data:

1. Open the project in Alpha Tracker.

   For example, you might go to the Project List and search for all projects with the Project Type "Fire Risk Assessment" or search for the specific project number.

2. Display the Compliance and Evacuation data sent in by clicking on the Notes/Other Info tab and then the **Other Info** button.
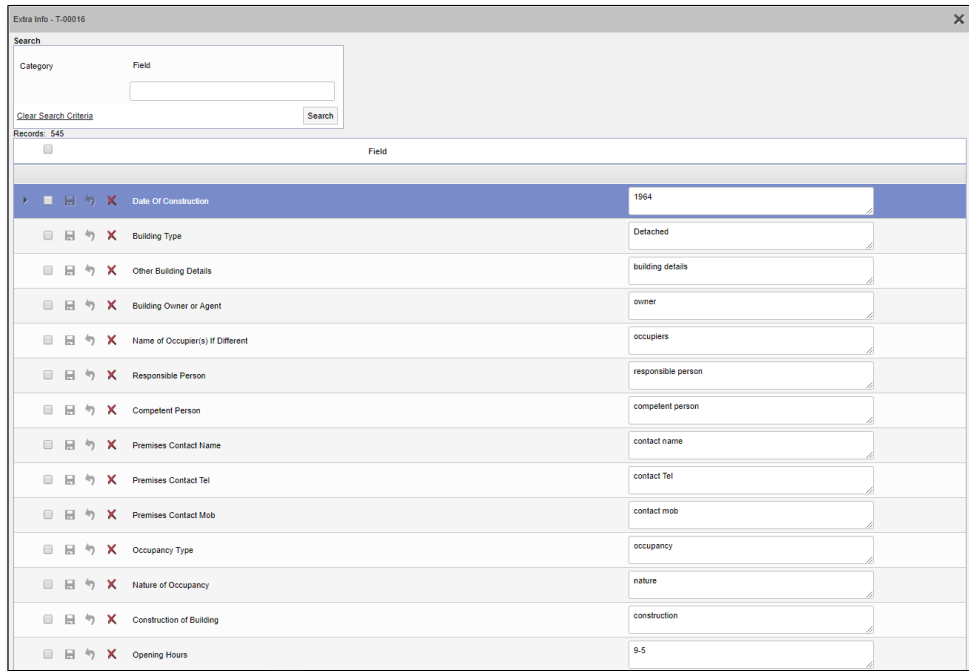
You can amend the data in any of the fields.

3. Display the significant findings for the project by clicking the **Fire Risk Details** button on the project.
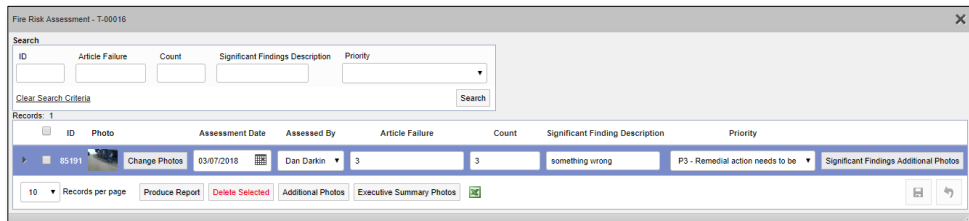

☞   See the next section, Section 3.2, Selecting photographs, for details on how to include additional photos.
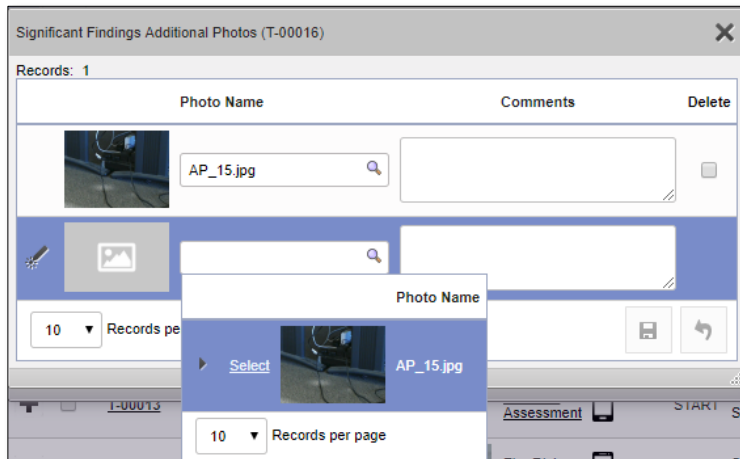
3.2 Selecting additional photographs

Any additional photographs that you have captured by using the Additional Photos app can be manually selected so that they are placed in the appropriate report sections when you generate the report.

To select the photographs:

1. Review the photographs available by clicking the **Additional Photos** button. The comments made when taking the photographs will help you to decide where to place the photographs.
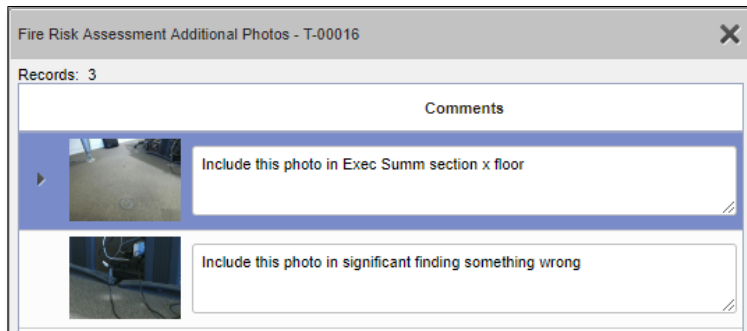
2. Click the **Significant Findings Additional Photos** button on the row of the required significant finding, then click the magnifying glass on the **Photo Name** field to select a photograph.
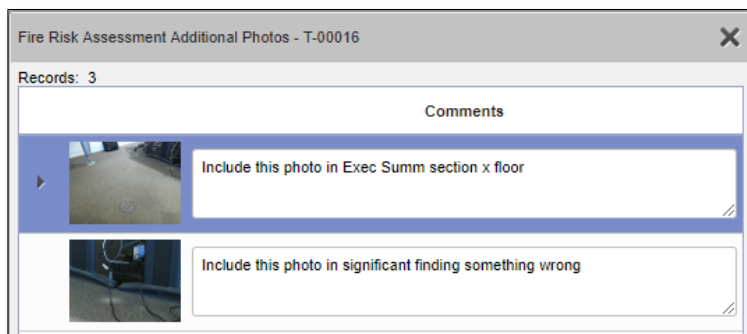
3.3   Selecting Executive Summary photographs

Any additional photographs that you have captured for the Executive Summary by using the Additional Photos app can be manually selected so that they are placed in the appropriate place in the Executive Summary when you generate the report.

To select the photographs:

1.   Review the photographs available by clicking the **Additional Photos** button. The comments made when taking the photographs will help you to decide where to place the photographs.


2.   Click the **Executive Summary** button to display the sections for which you can select photos.
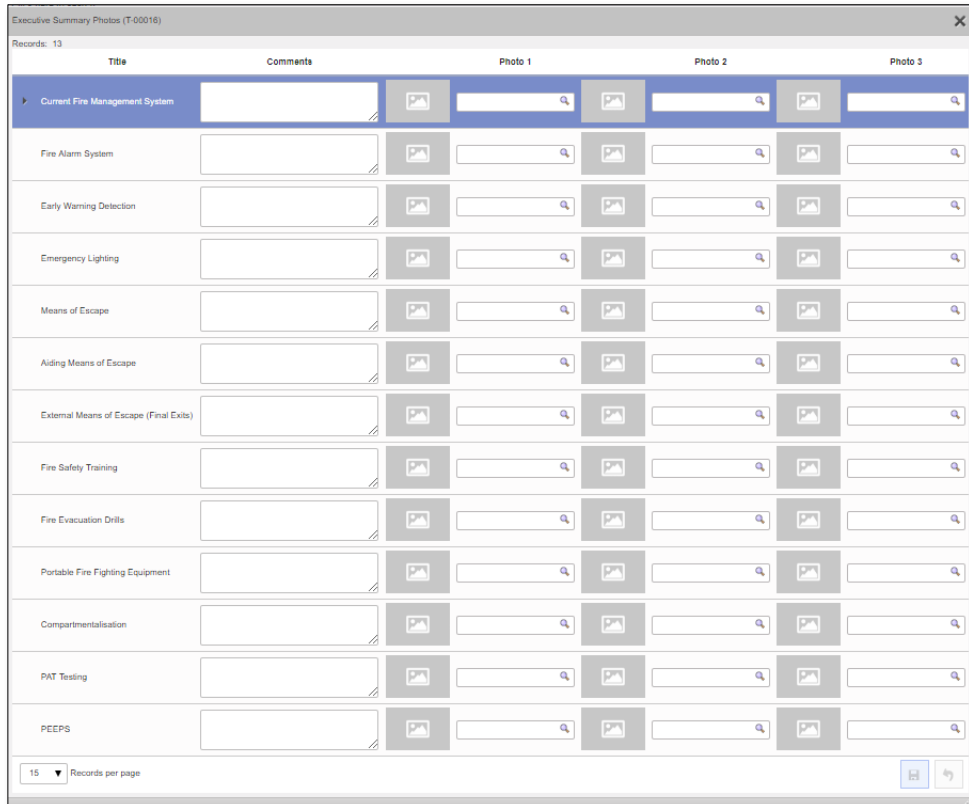
3. Complete the fields for each section by typing a comment or caption for the photos in a section into the **Comments** field, and then selecting up to three photos in the **Photo 1**, **2** and **3** fields.

    Use the magnifying glass to help you select the required photograph or simply type in the filename.
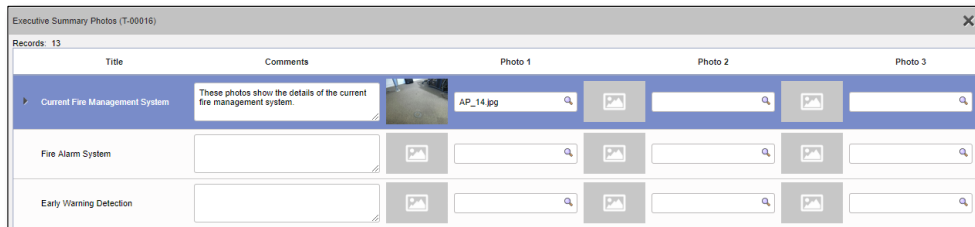
4. Save the changes on the Executive Summary Photos window.

3.4 Generating the report

When you are happy with the Fire Risk Assessment data and have linked any additional photographs and Executive Summary photographs, then you can generate the report.

To generate the report:

1. Click the **Produce Report** button from the Fire Risk Assessment Details screen.

    The report is generated on the server and is sent to you by email when complete. A copy is also stored in the project's folder.

2. If you amend the generated Word report, ensure that you save a copy back into the project's folder to keep this up-to-date.