FIRE-DOCS PROFESSIONAL

USER GUIDE

COMPLIANCE DOCUMENTS, BUILT FOR PROFESSIONALS

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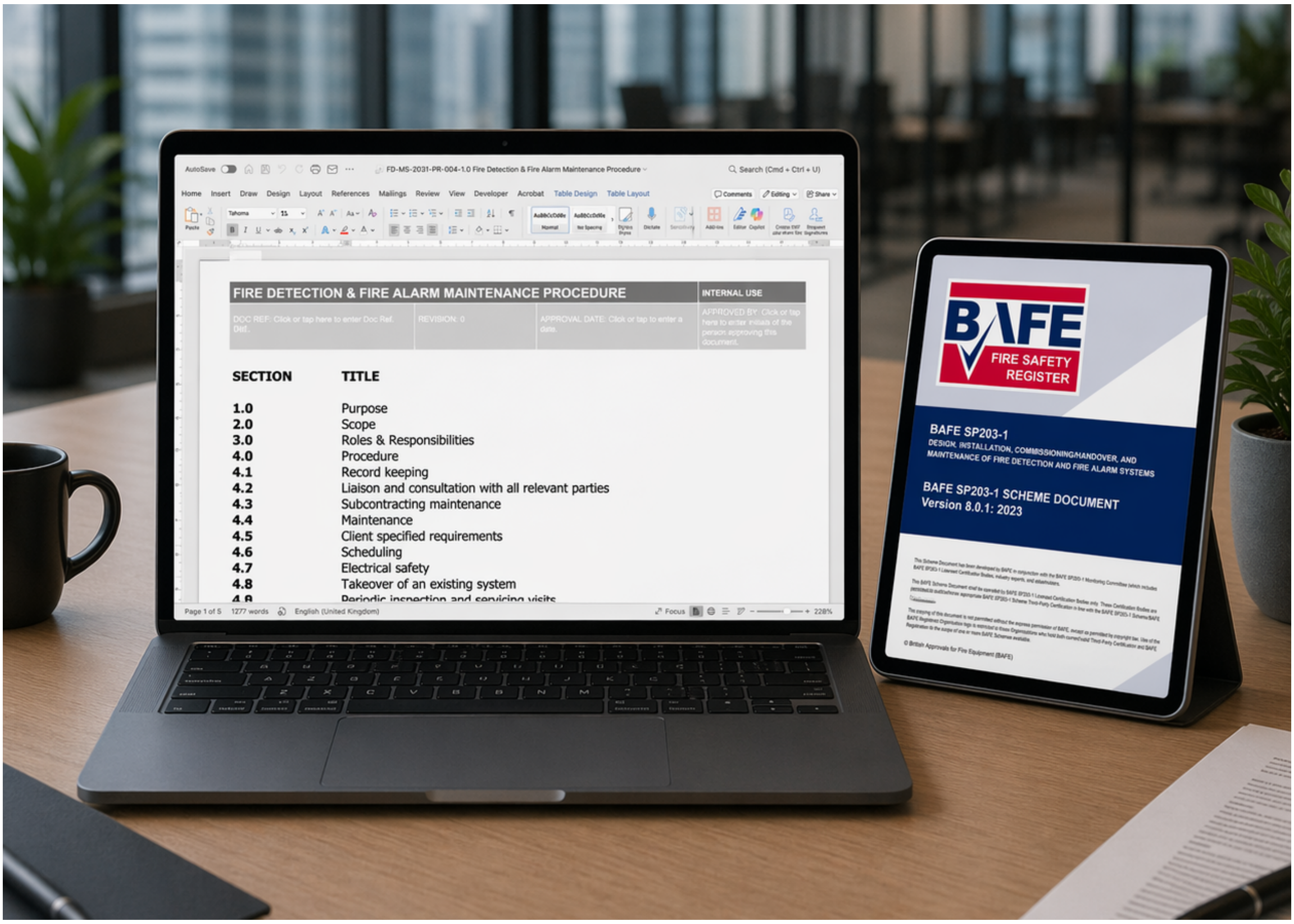
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DESIGN, INSTALLATION, COMMISSIONING/HANDOVER, AND MAINTENANCE OF FIRE DETECTION AND FIRE ALARM SYSTEMS
BAFE SP203-1 SCHEME DOCUMENT
Version 8.0.1: 2023

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1.0 INTRODUCTION

FIRE-DOCS Professional is a compliance document template portal developed to support professionals, business owners and stakeholders working in and supporting the fire safety sector.

It provides a comprehensive library of expertly reviewed, standards-aligned document templates, spanning management systems, certificates, checklists, technical reports and more, giving your business what it needs to demonstrate compliance and deliver consistently high-quality documentation.

In a sector where compliance with British Standards and BAFE scheme requirements is not optional, FIRE-DOCS Professional removes the complexity from document management.

Templates are maintained by subject-matter experts, version-controlled, and ready to use, so your team can focus on the work that matters.

1.1 KEY BENEFITS OF FIRE-DOCS PROFESSIONAL

- **Stay compliant with confidence** — all templates are reviewed and updated in line with the latest British Standards and BAFE scheme requirements.
- **Save time** — download professionally formatted, pre-built templates instead of creating documents from scratch.
- **Present a professional output** — every client-facing document carries your company branding, logo and contact details.
- **Work the way your team works** — templates are available in PDF, Microsoft Word and Microsoft Excel, compatible with the tools your team already uses.
- **Digital-ready** — PDF templates support e-signatures and form completion on desktop and tablet devices.
- **Always have the latest version** — documents are reviewed and revised based on the latest changes to British Standards and BAFE scheme requirements.

2.0 GETTING STARTED - ACCESSING FIRE-DOCS PROFESSIONAL PORTAL

FIRE-DOCS Professional is entirely web-based, so there is nothing to install. Once your account has been set up, you will receive a welcome email containing your login credentials.

To access the portal, open any modern web browser and navigate to the FIRE-DOCS Professional URL – www.app.fire-docs.com

The portal is compatible with all modern browsers (Chrome, Edge, Firefox, Safari) and can be accessed on desktops, laptops, tablets and mobile devices. For the best experience when downloading and working with document templates, a desktop, laptop or tablet is recommended.

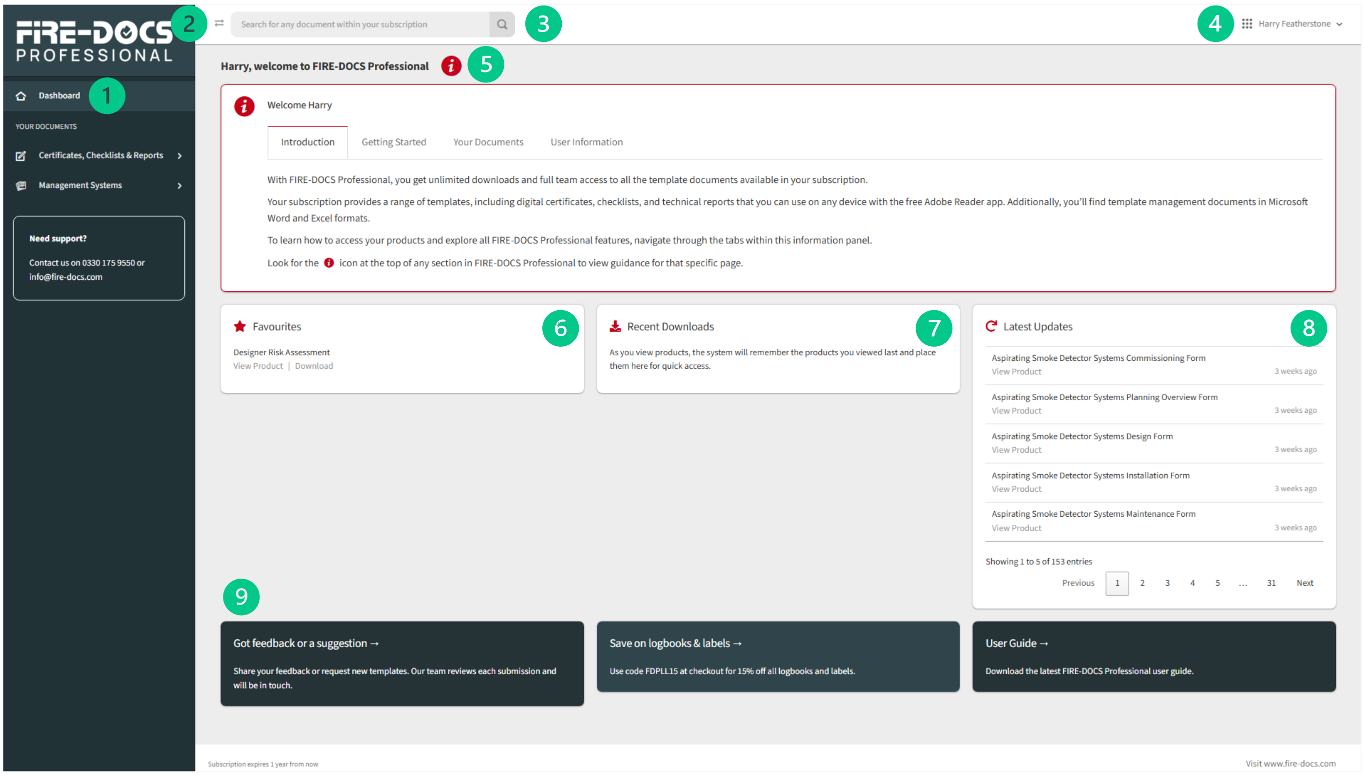
To log in:

1. Enter your email address and password as provided in your welcome email.
2. Click **Login**. You will be taken directly to your main dashboard.

Note: If you have not received a welcome email, please check your spam or junk folder before contacting support.

2.1 NAVIGATING THE MENU AND DASHBOARD

After logging in, you will land on the main dashboard. This is your central hub for accessing templates, reviewing updates and managing your account.



1. **Main Menu** — The expanding side navigation organises your template library by document category and BAFE scheme. Select any category to view its associated templates. You can return to the dashboard at any time by clicking Dashboard at the top of the menu.

2. **Collapse Menu** — Click the collapse button to retract the side menu and maximise your working area.

3. **Search Bar** — Use the global search bar at the top of the screen to find any template across your entire subscription by keyword, reference or document type.

4. **User Menu** — Access your profile settings, change your password, view your document groups and log out. Account owners will also see User Management and Account & Subscriptions options here.

5. **Info Icons** — Look out for the information icons placed throughout the portal. Clicking one provides in-context guidance on the feature or section you are viewing.

6. **Favourites** — Templates you have marked as favourites are displayed here for one-click access. To add a template to Favourites, click More Info on the template and select the Favourite option.

7. **Recent Downloads** — Displays your most recently downloaded templates, making it quick and easy to re-download a document without searching for it again.

8. **Latest Updates** — Highlights recently revised or newly released templates so you are always aware of changes that may be relevant to your work.

9. **Link Tiles** — The main dashboard includes a series of link tiles providing quick access to useful resources such as feedback forms and support tools.

3.0 USING FIRE-DOCS PROFESSIONAL

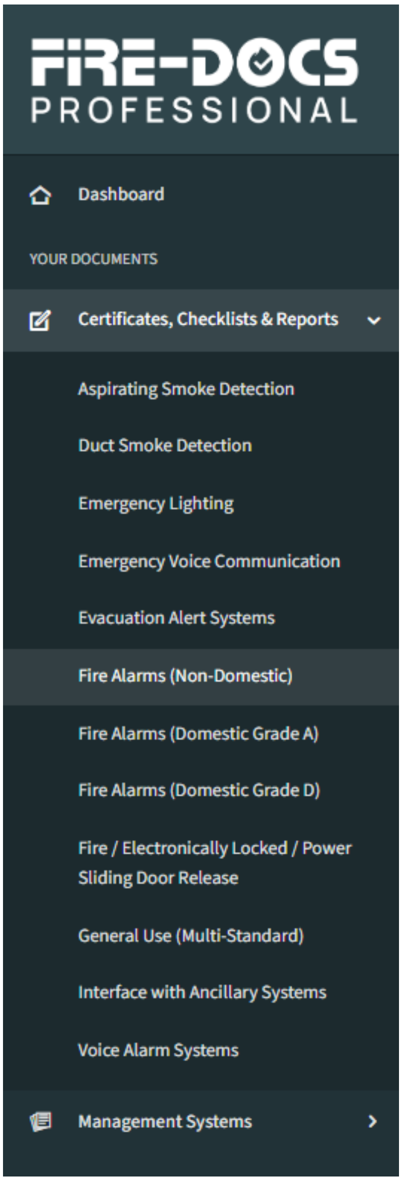
FIRE-DOCS Professional provides two main categories of template document, both accessible from the **YOUR DOCUMENTS** section of the main menu.

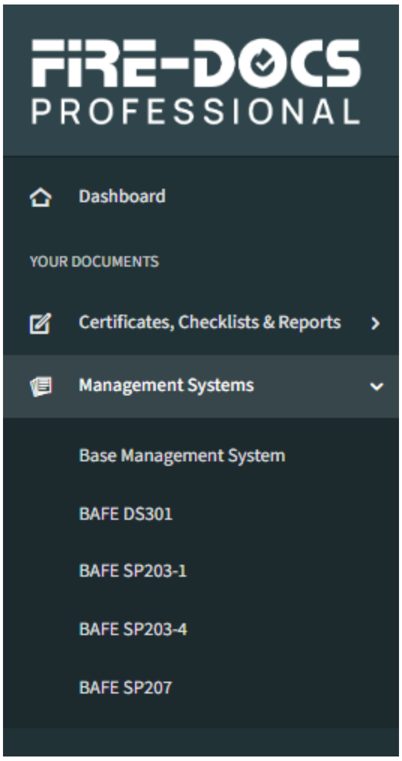
- **Certificates, Checklists & Reports** — technical document templates for use in the field and with clients.

- **Management Systems** — policy, procedure, form and register templates for running a compliant business.

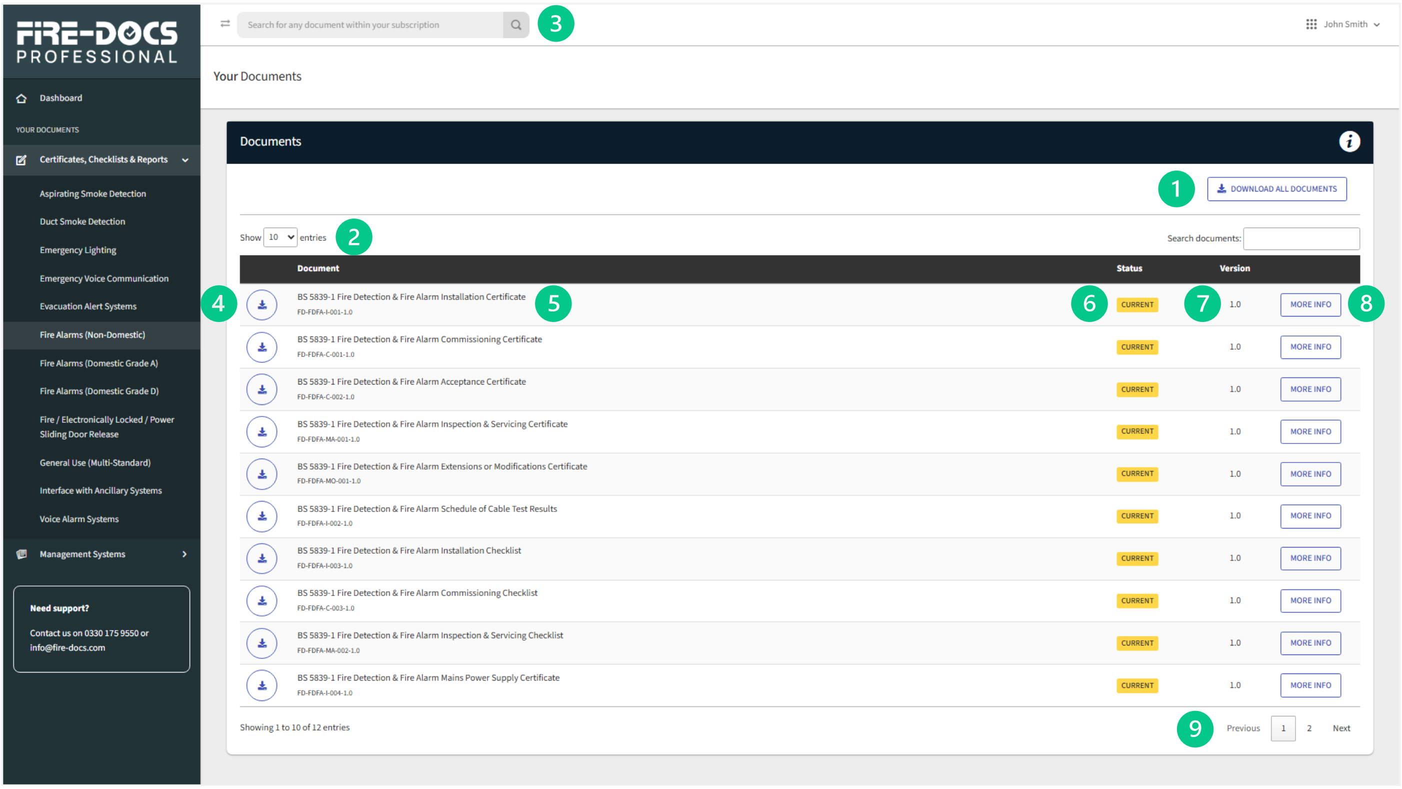
Templates are available across multiple subscription levels, with each level granting access to a defined set of electrotechnical fire safety documents and BAFE scheme management system templates. For a full breakdown of what is included at each level, refer to the FIRE-DOCS Professional Data Sheet or contact the support team.

To locate a template, expand the relevant category or BAFE scheme in the main menu. This will display a list of all available templates within that group.





The document list view includes the following controls and information:



1. **Download All** — Downloads every template in the current group as a single .zip file. Useful when setting up documentation for a new site or project.

2. **Viewing Toggle** — Adjusts how many templates are displayed per page.

3. **Quick Search** — Filters the current document group by keyword, allowing you to locate a specific template within a long list.

4. **Download** — Downloads the individual template directly to your device in its native format (PDF, Word or Excel).

5. **Document Title & Reference** — Displays the template name and its FIRE-DOCS reference code. This reference corresponds to the template reference printed in the document footer.

6. **Status** — Indicates the current state of the document template:

Status	Meaning
COMING SOON	This template is in preparation and will be available for download on release.
CURRENT	The most up-to-date, version of this document.
UNDER REIVEW	This template is being reviewed due to a change in British Standards, regulation, scheme update or as part of a scheduled review cycle.
UPLOAD PENDING	This template is being prepared and customised for your account and is pending upload.

7. **Version Number** — Shows the current version of the template. A whole number change (e.g. 1.0 to 2.0) indicates a major revision following a regulatory or standards update. A decimal change (e.g. 1.0 to 1.1) typically reflects a minor update, such as a refresh of your company branding or contact details.

8. **More Info** — Expands a panel showing the document description and full version history. You can also mark the template as a Favourite from here.

9. **Page Controls** — Navigate through multiple pages of results when the list exceeds the selected viewing limit.

3.1 ACCOUNT OWNERS

Account owners have additional permissions to manage users and subscriptions within their organisation. These options are available from the User Menu in the top right.

User Management — View a list of all active and inactive users on your account. Use the New User button to add a team member. Click any existing user to update their details or adjust their document access under the Document Access tab. By default, new users are granted access to all document groups.

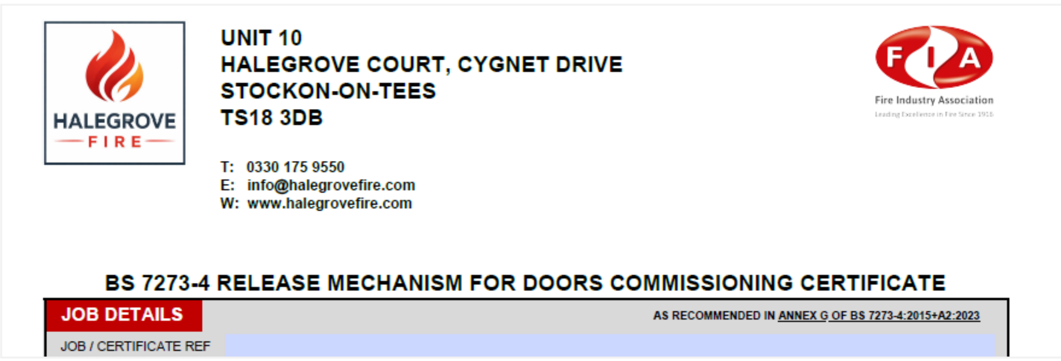
Account & Subscriptions — View and manage your company information, active subscriptions and account contact details. Select Update Details to amend account contact information.

4.0 DOCUMENT FEATURES

During onboarding, the FIRE-DOCS Professional team collects your company logo and key business information — including your BAFE badge if applicable. Where a BAFE badge is provided, your BAFE logo will be applied only to documents that fall under the category of systems you are BAFE registered to.

If you are an active FIA member, the FIA logo will also be applied to your client facing documents.

All client-facing and externally shared templates are pre-populated with your branding, giving a consistent, professional appearance across every document.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FIA Fire Industry Association

BS 7273-4 RELEASE MECHANISM FOR DOORS COMMISSIONING CERTIFICATE

JOB DETAILS — AS RECOMMENDED IN ANNEX G OF BS 7273-4:2015+A2:2023

JOB / CERTIFICATE REF

Templates are provided in three formats, each suited to a specific type of document.

4.1 PDF TEMPLATES (ADOBE READER) — CERTIFICATES, CHECKLISTS, FORMS & REPORTS

PDF templates use interactive form fields to guide users through completion. The following field types are used:

Text Input Fields — White text boxes for entering free-form information such as site details, engineer notes or test results.

Single Tick Boxes — Checkboxes used to confirm that an item has been completed or a condition has been met.

Multi-Option Tick Boxes — Checkboxes offering a mutually exclusive choice, such as Yes, No or Not Applicable.

Drop-Down Lists — Predefined options in a menu format, ensuring consistent responses and reducing manual data entry.

Date Pickers — Calendar-based selectors for entering dates accurately and consistently.

Digital Signature Fields — Fields for applying a digital signature to certify or sign off completed work.
All PDF templates include a Form Ref field in the page footer. This is intended for your internal document reference as part of your document management system. The field is mirrored across all pages, so it only needs to be completed once.

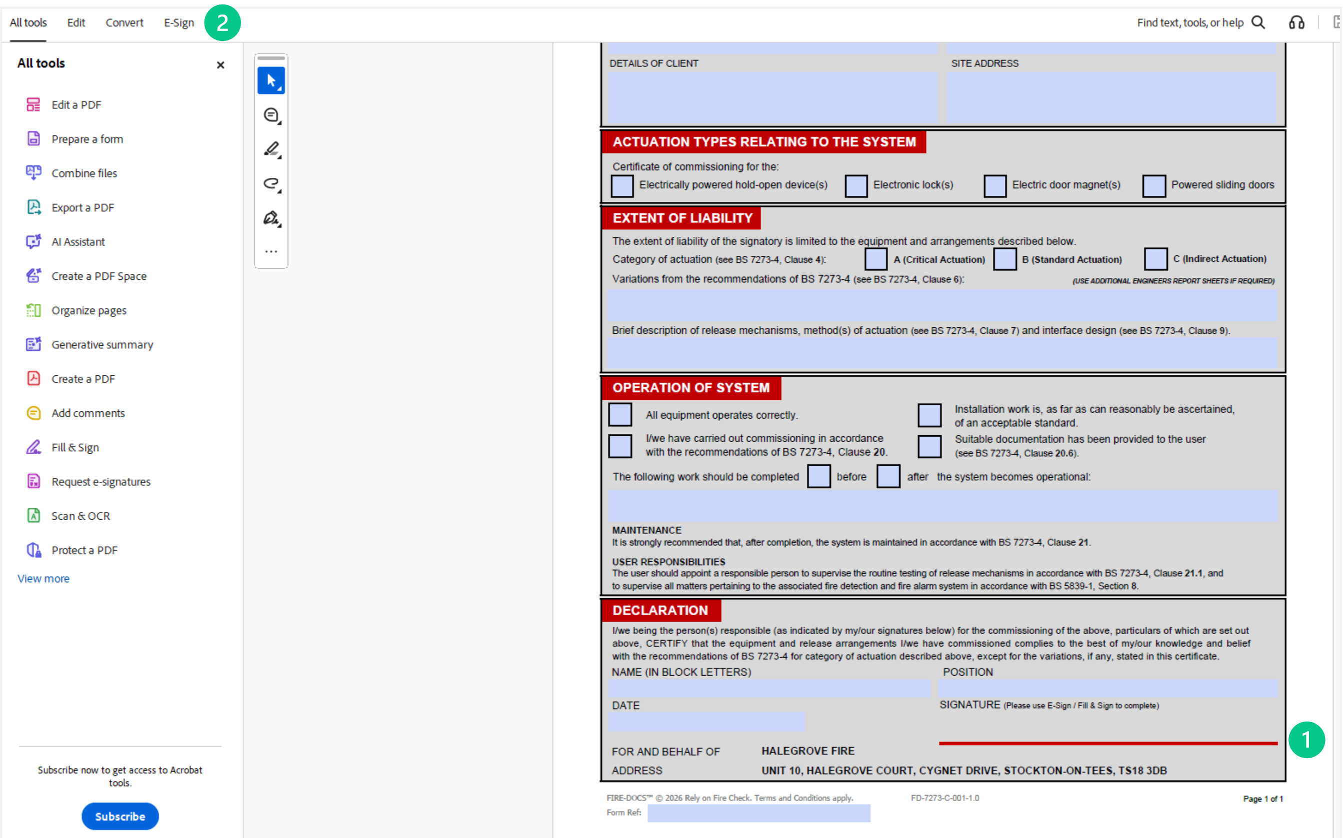
How to Sign a PDF Document

To add a signature to a document, you must use the E-Sign / Fill & Sign function in Adobe Reader. The name of this option may differ depending on your device:

- On iOS (iPad): displayed as **E-Sign**
- On Android devices: may appear as **Fill & Sign**
- On desktop (Windows/Mac): displayed as **E-Sign** or **Fill & Sign**

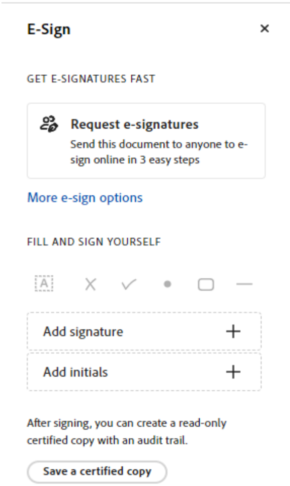
Step 1 — Identify the signature field

Signature fields are marked by a bold red underline. This indicates that a signature is required to complete the document.



Step 2 — Open E-Sign / Fill & Sign

Click E-Sign / Fill & Sign in the Adobe Reader toolbar or menu. The signing panel will open along the top or side of the screen.



Step 3 — Add your signature

Click the + symbol in the signing panel to create a new signature. If you already have a saved signature, select it and skip to Step 4.

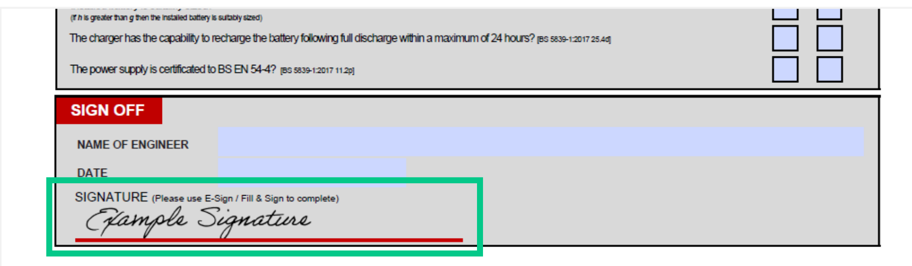
To create a signature, you can:

- Type your name and select a style
- Draw your signature using your mouse, trackpad or touchscreen
- Insert an image of your existing handwritten signature

Once you are satisfied with your signature, click Apply.

Step 4 — Place your signature

After clicking Apply, or selecting an existing saved signature, drag and drop it onto the red-underlined signature field in the document.



4.2 MICROSOFT WORD TEMPLATES — POLICIES, PROCEDURES, LETTERS, FORMS & SPECIFICATIONS

Word templates are used for documents requiring editorial input, such as policies and procedures. Interactive fields guide completion throughout.

Text Input Fields — Highlighted text areas (yellow or red) indicate where your information should be entered to complete or customise the document.

Drop-Down Lists — Predefined answer options in a menu for consistent selection.
Either/Or Options — Short drop-down menus offering two complementary choices (e.g. does / does not) to complete a sentence within the document body.

Date Pickers — Calendar selectors for entering dates cleanly and consistently.

All Word templates include a document control bar in the header. This allows you to record your company reference code, revision number, approval date, approver name and document classification.

Classification options — Public, Internal Use, Restricted or Confidential are available via a drop-down list within the header.

To edit the document control bar, either double-click within the header area, or navigate to Insert > Header > Edit Header in the Word menu.

4.3 MICROSOFT EXCEL TEMPLATES — REGISTERS, FORMS & PLANS

Excel templates are used for structured data capture, such as asset registers, inspection plans and maintenance records.

Text Input Cells — Defined cells within labelled columns for entering relevant data.

Drop-Down Lists — Controlled vocabulary lists in specific cells to ensure consistent data entry.

As with the Word templates, all Excel templates include a document control bar in the header to record your reference code, revision number, approval date, approver and classification.

5.0 UPDATES AND NEW FEATURES

All templates in FIRE-DOCS Professional are actively maintained and kept aligned with the relevant British Standards, BAFE scheme requirements and fire safety regulations.

Updates are managed through a structured review process.

Scheduled Reviews — All templates undergo periodic review by the FIRE-DOCS Professional team to check alignment with changes to British Standards, BAFE requirements and any other relevant legislation or guidance.

Ad-Hoc Updates — Outside the regular review schedule, templates may also be updated in response to urgent regulatory changes, new industry guidance or feedback submitted by users.

How you are notified:

Dashboard — Updated templates are highlighted in the Latest Updates card on your main dashboard.

Email — For significant updates, including major version changes, you will receive an email summary detailing what has changed and why.

Version Numbers — Templates carry a version number that increments with each update. Major changes increment the whole number (e.g. 1.0 to 2.0); minor changes increment the decimal (e.g. 1.0 to 1.1).

Accessing updated templates — Navigate to the relevant document category in the portal. The Status column will show CURRENT for the latest version. You can view the full version history of any template via the More Info button, and download a previous version if required.

We recommend downloading the latest version of any updated template promptly to ensure continued compliance.

Sharing feedback — Your feedback helps us improve. If you have a suggestion, notice an error or have a question about document content, please submit your feedback to the support team via the tile on the main dashboard.

6.0 SUPPORT

The FIRE-DOCS Professional support team is available to help with any aspect of the portal — whether you need guidance on a feature, have a question about a template, or are experiencing a technical issue.

Email: info@fire-docs.com
Phone: 0330 175 9550

When getting in touch, please include your account name and a brief description of the issue or question. This helps us respond as quickly as possible.

Tip: Many common questions are answered via the Info Icons placed throughout the portal. Look out for these before contacting support — the answer may be right there on screen.

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