**Fault Rectification Reporting to FRS Template**

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| 1. Fault Reference Number (if provided) | |
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| 2. Name, address and postcode of building | |
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| 3. Name and contact details of responsible person | |
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| 4. What type of equipment does this rectification report relate to? | |
|  | Automatic door release mechanisms |
|  | Evacuation alert systems |
|  | Fire detection and alarm systems |
|  | Lifts for use by firefighters or Evacuation lifts |
|  | Rising mains |
|  | Smoke control systems |
|  | Suppression systems |
| 5. What date was the fault reported to the fire and rescue service? | |
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| 6. What date was the fault rectified? | |
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| 7. Did the fault necessitate a temporary change in evacuation strategy from stay put to simultaneous evacuation | |
|  | Yes |
|  | No (go to Question 9) |
| 8. With the fault now rectified, has the stay put policy been reinstated? | |
|  | |
| 9. Name and contact details of person completing form | |
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