

**Fault rectification reporting to Fire and Rescue Service (FRS)**

This form is to be completed to report fault rectifications to Northamptonshire Fire and Rescue Service (NFRS).

# Data protection agreement

In this form, we will ask for some personal information (such as name and contact details) in order to record the fault rectification.

This information will be held securely and will be used for the purpose outlined above. Any processing will be performed in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.

The Service is registered as a Data Controller with the Information Commissioner’s Office under the reference number ZA482017. Further details about how we process personal data can be found in our [privacy notice](https://www.northantsfire.gov.uk/privacy-statement/).

Please complete as much of the form as possible. If you are unable to answer all questions please return the form with as much information as you can.

| 1. What is the fault reference number (if provided)? | |
| --- | --- |
|  | |
| 2. What is the name, address and postcode of building? | |
|  | |
| 3. What is the name and contact details of the responsible person? | |
|  | |
| 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 FRS? | |
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| 6. What date was the fault rectified? | |
|  | |
| 7. Did the fault necessitate a temporary change in evacuation strategy from stay put   to simultaneous evacuation (please select)? | |
|  | Yes (go to question 8) |
|  | No (go to question 9) |
| 8. With the fault now rectified, has the stay put policy been reinstated? | |
|  | |
| 9. What is the name and contact details of the person completing this form? | |
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