



# Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555  
(540) 658-8648 · [www.staffordfireandrescue.com/fm](http://www.staffordfireandrescue.com/fm)



## Guidelines and Specifications For: Third Party Inspections

### Applicable Codes and Standards:

VSFPC - Virginia Statewide Fire Prevention Code (2018)  
VCC – Virginia Construction Code (2018)  
COV – Code of Virginia

General	Code Section
Third party inspections, conducted for a property or business owner and completed by qualified professionals, are often required for the maintenance of fire protection systems, fire drills, fire rated separations or openings, hazardous materials, emergency power, elevators, or other specific safety equipment.	VSFPC 405, 507.5, 603, 604, 607, 609.3, 703.2, 901.6, 1030.8, 5003.2.9.1, etc.
Copies of all records and results of testing from the <b>past three years</b> are to be retained <b>on site</b> and available for review by the Fire Marshal's Office upon request.	VSFPC 405.5, 604.5, 609.3.3.3, 901.6.2, etc.
The Fire Marshal's Office (FMO) <b>shall witness all acceptance testing</b> of fire protection and life safety systems unless otherwise approved in writing. The FMO may also require prior notification and, in some cases, witnessing of routine tests or drills.	VSFPC 107.4, 901.5, 901.7 VCC 901.5
It is unlawful to falsify or knowingly misrepresent any information on inspection, drill or testing records (Class 5 Felony).	VSFPC 108.4, COV 18.2-172

Routine (Fire Protection and Life Safety) Systems Testing	Code Section
Individuals performing routine system testing shall be <b>qualified</b> and, in many cases, <b>licensed or certified</b> by an approved state, national or international agency relevant to the testing. Testing records shall include the individual's signature, date and license/certification information.	VSFPC 105.3.2, 904.11.6.2,
<b>All annual fire alarm system testing reports</b> shall comply with NFPA 72 requirements and include the following information on the test report. Testing reports shall list EACH individual device and its location as noted below.  <ol style="list-style-type: none"> <li>1. Date, name and address of property.</li> <li>2. Name of person performing inspection, maintenance and tests, or combination thereof, and affiliation, business address and telephone number.</li> <li>3. Name, address and representative of approving agency or agencies.</li> <li>4. Test frequency.</li> <li>5. Designation of the detector or detectors tested (for example, "Test performed in accordance with Section _____.").</li> <li>6. Physical location (for example, "Heat detector in main kitchen; horn-strobe in Room 115.") and a list of all devices and appliances tested.</li> <li>7. Functional list of detectors and required sequence of operations.</li> <li>8. Check of all smoke detectors.</li> <li>9. Loop resistance for all fixed-temperature, line-type detectors.</li> <li>10. Other tests as required by either the equipment manufacturer's published instructions or the authority having jurisdiction.</li> <li>11. Signature of tester and approved representative.</li> <li>12. Disposition of problems identified during test (examples, "Owner notified," "Problem corrected or successfully retested, or both," "Device abandoned in place.").</li> </ol>	VSFPC 907.8.5
All <b>private fire hydrants, tanks and fire service mains</b> shall be inspected annually and flow tested per NFPA standards at least every 5 years by a qualified agency. Copies of such testing shall be retained on site until replaced by subsequent testing.	VSFPC 507.5.3

Fire Prevention Code Inspections	Code Section
<b>Third party agencies are prohibited</b> from conducting Fire Prevention Code inspections, including inspections for permits, unless conducted by qualified personnel and explicitly authorized in writing by the Chief Fire Marshal or his/her designee on a case-by-case basis.	VSFPC 106.2, 106.3, and 107.4
It is unlawful to impersonate or otherwise falsely represent a Fire Code Official or Fire Marshal.	COV 18.2-174.1