

CERTIFICATE — RESPONSIBLE PERSON

KD-HO-FS-007 Rev A0

1 THE BUILDING AND THE RESPONSIBLE PERSON

2 SYSTEMS AND CERTIFICATES — ONE LINE PER SYSTEM; "N/A" WHERE THE BUILDING HAS NONE

3 CAUSE AND EFFECT — WITNESSED LINE BY LINE AGAINST THE FIRE STRATEGY MATRIX

4 CHECKED AT HANDOVER

- Check the current revision at kubitdocs.com before use. Printed copies are uncontrolled.

- Doors: every held-open and every electrically locked door released on alarm and on power failure (BS 7273-4:2015); fire doors on the register with their labels checked (KD-QA-DS-006)
- Dampers: every fire and smoke damper drop-tested and reset, access panel present, on the schedule with its location (DW/145); fire-stopping records handed over
- Smoke control, sprinklers, rising mains, curtains and suppression: commissioning certificates received; the impairment procedure and the insurer's requirements in the O&M
- Fire safety information pack to the responsible person: strategy, as-built fire drawings, certificates, cause-and-effect matrix, maintenance schedule — receipt in section 6
- Higher-risk building: the fire information within the golden thread handed to the accountable person under the Building Safety Act 2022 and the Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024
- Training given on the panel, silence and reset, the evacuation procedure and the weekly test — recorded on KD-HO-TR-008

5 OUTSTANDING ITEMS — NONE MAY AFFECT THE OPERATION OF A SYSTEM IN AN OCCUPIED BUILDING

ITEM	EFFECT ON THE SYSTEM	BY (DATE)	RP AGREED

6 CERTIFICATE AND RECEIPT

The systems in section 2 are complete, certificated as listed and their cause and effect witnessed as section 3 records. The fire safety information has been handed to the responsible person named in section 1, who acknowledges receipt below. Outstanding items are in section 5 and nowhere else.

7 SIGNATURES

Fire systems installer / commissioning engineer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Principal contractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Responsible person — fire safety information received:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.