

Seattle Fire Prevention Division

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Entering Acceptance Test Results Using www.thecomplianceengine.com

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What are the Benefits?

TCE Acceptance Forms are used by roughly 20 jurisdictions in the Puget Sound region and provide a predictable approach to working with your local fire department during system acceptance. These forms are also called “install” templates. The reports require vendors to enter inventory information and upload certain commissioning documents that will be used by building owners and fire departments when they maintain the system for the rest of its service life (years or decades). Once added to www.thecomplianceengine.com, the systems will also be scheduled for reminders and follow-up regarding all annual testing and maintenance, which will help ensure that systems are kept up to date and will work as designed to keep people and property safe in an emergency.

What System Types Require an Acceptance Test Form as Part of the Construction Inspection Process?

- **Mandatory** The following forms have been in use for multiple years and are required.
 - Fire alarm systems
 - Distributed antenna systems/bi-directional amplifiers (DAS/BDA)
- **Pilot Phase** TCE includes “beta” versions of acceptance tests for three system types. Use of these forms is optional and encouraged. They will become mandatory for new/replacement systems no sooner than **September 1, 2024**.
 - Fire dampers, smoke dampers, and combination fire/smoke dampers
 - Smoke control systems
 - Kitchen hood suppression systems

Is an Acceptance Form Required for Tenant Improvements (TI's) and to receive Temporary Certificates of Occupancy (TCO)?

TCO Acceptance forms in TCE are not required when requesting TCO, only at the time you are seeking full/final system acceptance prior to full CoO.

Improvements to Existing Systems The Acceptance form in TCE is not used (yet) to report on changes to a part of the system that result from a tenant improvement. We are aware that TI's change the device count and other inventory information stored in TCE, however the website does not yet offer a good way for the TI contractor to provide these updates. Instead, currently, the vendor performing annual testing and maintenance is responsible for verifying and updating inventory and device counts at the time of the confidence testing.

When Do I Need to Have Information Completed in TCE, So My Inspection Sign Off is Not Delayed?

Submit your results online in TCE prior to the inspection during which you are seeking a “fire final”.

- **BDA/DAS:** SFD inspector will require this for sign off on DAS inspection.
- **Range Hoods:** SFD inspector will require this for sign off on Hood inspection (once the pilot phase is over and this has become mandatory).

- **Fire Alarm:** SFD inspector will require these forms to be completed when we are doing the fire final OK for your Fire Alarm system.
- **Smoke Control:** SFD inspector will require these forms to be completed before we provide a final sign off on the building for SDCI. This often occurs at the time of the fire final OK for your Fire Alarm system (once the pilot phase is over and this has become mandatory).
- **Dampers:** SFD inspector will require these forms to be completed before we provide a final sign off on the building for SDCI. This often occurs at the time of the fire final OK for your Fire Alarm system (once the pilot phase is over and this has become mandatory).

What Information is Required in the Acceptance Test Report Forms?

Our website has [acceptance test report](#) templates that match the information vendors are required to enter in TCE's website. Please note that pdfs are not used to submit information to SFD. Contractors enter the information directly into the website.

Which Contractor is Responsible for Submitting the Reports in TCE?

The subcontractor performing the work is responsible. The General Contractor, project manager, or special inspector may also enter the information in TCE.

I'm a Fire Alarm Contractor – If the Smoke Control or Dampers Forms are Not Available, Could This Delay SFD Final Sign Off on the Fire Alarm?

Yes, this unfortunately may occur. If the SFD inspector is ready to sign off on the Fire Alarm, and the only item outstanding is a TCE report, we will make a note of this on the field notes, indicating field inspection has been passed, but TCE acceptance form(s) for FA, Damper or Smoke Control are still needed. We will be able to sign off on the Fire Alarm inspection administratively as soon as the forms are submitted to us through TCE. During the pilot phase, Damper and Smoke Control forms are not required for sign off. No re-inspection will be required. It is recommended that Fire Alarm contractors discuss this requirement with their GC early in the project. If you are a fire alarm contractor and have concerns about this process, please send them to the Executive Director of Fire Prevention, karen.grove@seattle.gov, to allow us to evaluate an alternative.

Do I Need a Printed Copy on Site for the SFD Inspector?

You may show the SFD inspector a copy of the report(s) on a tablet or device at the inspection using the TCE platform, however wifi/internet connectivity is not always reliable. We recommend that you have a printed copy for your inspector.

How Soon After I Submit My Pre-Test Form Can I Print It?

You can generate and print a pdf of the report immediately after you submit it online. Please ensure that you click "submit" and not "save" only.

Is a Fire Alarm Acceptance Form Required for Fire Alarm Panel Replacements or Just Full New Systems?

In Seattle, [panel replacement projects](#) will not require the acceptance test to be submitted in TCE until 2025. Vendors and building owners are responsible to ensure the systems are replaced and maintained consistent with Fire Code and NFPA 72 including Chapter 14. In most other jurisdictions in the region, the acceptance test form is required for panel replacements. Please check with the local Fire Marshal's Office.

Is the Form Required for Projects That Didn't Require Plan Review, and Only Received an Over-the-Counter (OTC) Permit ?

That depends. What matters is not the type of permit, but whether a full new system is being "accepted".

DAS/BDA systems are typically installed with low voltage electrical OTC permits with no plan review, however a TCE Acceptance Form is required. Fire Alarm systems are generally installed with a regular electrical permit (not OTC). In both cases, when new systems are being installed, inventory information and pre-test results must be uploaded and ready for the SFD inspector at the time of the SFD inspection.

What are the Fees to Submit a Report?

The standard fee for report submittal in TCE will also be charged for Acceptance reports. The fee for reports submitted to Seattle is \$30. The fee is payable on the TCE website with a credit card at the time you are submitting the report to SFD.

How Do I Use www.thecomplianceengine.com?

If you don't yet have a company account, your company will need to create one (free). After logging in, follow options to enter a report, and choose the A-template type for acceptance test. Do not use the "L" or "Q" reporting forms for reporting the installation of new systems, these forms are for annual confidence testing only.