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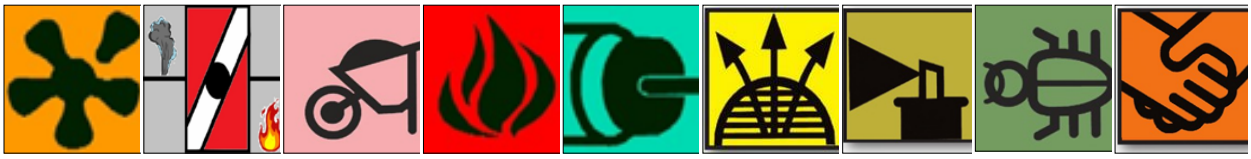
Demo Company Ltd



Fire & Smoke

Damper Installation Report

Customer Name	TeamK
Customer Address	Sample Company Head Office. Sample Company Head Office, Sample Company Town, Sample Company County, SC1.
Site Name	FDI Sample Site Name
Site Address	Sample Site Street Name. Sample Site Town, Sample Site County, SS1.
Job Ref	12
Completion Date	10/04/2025 07:48
Project Manager	Matt Parsell
Damper Installed By	John Doe
Report Issued	10/04/2025 07:31

NAAD UK
National Association of Air Duct Specialists UK

DEMO COMPANY LTD 1 Demo Street, Dunkeswell, Devon. DM1 2DS
EMAIL: info@democompanyltd.co.uk TEL: 01404 123123

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Introduction to

Fire/smoke Damper Installations

In all situations fire dampers, motorised fire dampers and smoke control dampers are designed to protect the occupants of the building from fire and smoke. Fire dampers are installed to maintain the integrity of the fire compartments in the event of a fire, as part of the passive fire protection system. Fire dampers are an integral part of containing the spread of fire within buildings. They are there for the protection of life and the protection of further damage to the property within them.

Fire dampers are part of passive fire protection and should be part of the fire risk assessment required by RRFSO 2005 and are considered a measure to reduce the risk and the effects of fire within a premises. For full explanation please refer to NAAD22: Part 3 — Design for and Selection of Fire Dampers. Fire dampers are a critical part of a buildings fire strategy and as such should installed at certain locations and following a specific method, this is often referred to as the Installation Operation Maintenance (IOMs). It is a requirement that manufacturers provide IOMs for all models, free of charge. These can be downloaded from the manufacturers' websites.

Guidance around installation and commissioning can be found in BS 9999, DW:145, DW:144, Approved Document B and Manufacturers Installation Operation Manuals (IOMs). This guidance can and should be considered, as following it will fulfil the minimum requirements set out in Building Regulations and the Regulatory Reform (Fire Safety) Order 2005.

Complying with NAAD22 Fire damper installation software will improve the reputation of an organisation and compliance with industry standards demonstrating an organisations commitment to safety, quality, and professionalism.

ALL NEW INSTALLATIONS REQUIRE COMMISSIONING TO SHOW THAT THEY MEET WITH BS:9999

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Principal Regulations on the installation of Fire and Smoke

To ensure best practice and a safe environment, there are several regulations, standards, and guidelines on installing and testing of Fire Dampers and Smoke Dampers.

These are:

Regulation/Standard	Organisation	Title
Regulatory Reform (Fire Safety) Order 2005	Government Legislation	Regulatory Reform (Fire Safety) Order 2005
BS9999: 2017-TC Appendix W	BSI	Fire Safety in the design, management and use of buildings.
Building Safety Act 2022	Government Legislation	Building Safety Act 2022
Fire Safety Act 2021	Government Legislation	Fire Safety Act 2021
Approved Document B (APB)	Government Legislation	Approved Document B – Volume 2: Buildings other than dwellings
HTM-03:01:2019 Specialised Ventilation for Healthcare Premises	Department of Health	Health Technical Memorandum Specialised Ventilation for Healthcare Premises 978011322805 8 Part A
ASFP Grey Book EN Fire Dampers	ASFP	ASFP Grey Book 2nd Edition
ASFP Blue Book Fire Resisting Ductwork	ASFP	ASFP Blue Book 3rd Edition Volume 1/3
NAAD-21 Part 1: Grease Part 2: Air	NAADUK	Part 2 AIR (Indoor Air Quality)
NAAD-22 Fire Dampers	NAADUK	Fire Dampers
DW/144	BESA	Specification for Sheet Metal Ductwork 2016
DW/145	BESA	Guide to good practice for the installation of Fire and Smoke Dampers (June 2010)

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PROJECT DESCRIPTION

To ensure that you are complying with your statutory requirement to install fire dampers properly within your premises.

SCOPE OF WORKS (SPECIFICATION)

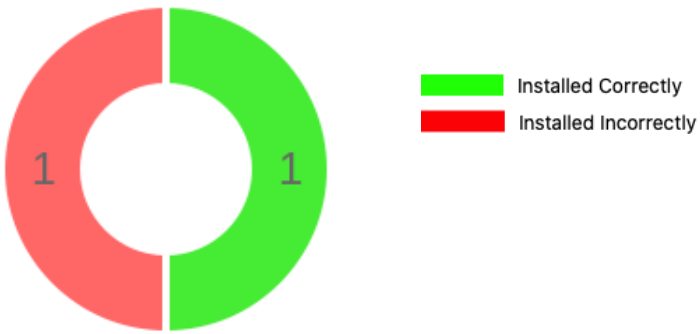
Install New Fire Dampers in relevant places

PROJECT SUMMARY

All works completed on time on the scheduled day. A total of 2 Fire Dampers were installed. A total of 1 have failed and 1 passed the installation requirement.

RESULTS

Damper Test Results



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RECOMMENDATIONS & ADVISORIES

To remain compliant arrangements should be made for all fire dampers to be tested at regular intervals not exceeding 1 year.

Please see attached the failed damper installation sheet at the end of the report if any failures have been recorded, for failure reasons and remedial works.

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DAMPER LOCATION

office

DAMPER DETAILS

Assigned Asset Number	fd01
Date Installed	10/04/2025 07:45:52
Manufacturers Product Model No.	belimo
Damper Size	400x400
Damper Type Installed	Motorised

Asset Photo

INSTALLATION DETAILS

Identified signal source of the installed damper?	Non Motorised
Have access doors been fitted both sides of ductwork to allow damper blade Inspection?	Yes
Is the installation method tested and approved for the type of barrier that is being protected?	Yes
Is the damper installed & fixed in accordance with the manufacturers tested and approved method?	Yes
Confirm whether low temperature shearable fixings or flexible joint have been used?	Low Temp Shearable Fixings
Is access through the ductwork to the damper unobstructed?	Yes
Is the penetration only used by the damper and not used for the passage of other services?	Yes
Is the correct power supply wired to the actuator and power is on? (If motorised).	Non Motorised
Is the fuse/link correctly installed?	Yes
Has the damper been checked for internal cleanliness and free from damage and debris?	Yes
Have Damper blades been released to simulate failure of the thermal release mechanism?	Yes

FINISHED PENETRATION

INDEPENDENTLY SUPPORTED FIXING

INSTALLED DAMPER

INSTALLED CORRECTLY

PLEASE NOTE: To finish and comply with current legislation, evidence will be required of the final penetration seal.

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DAMPER LOCATION

office other end

DAMPER DETAILS

Assigned Asset Number	fd02
Date Installed	10/04/2025 07:47:05
Manufacturers Product Model No.	belimo
Damper Size	400x400
Damper Type Installed	Non Motorised

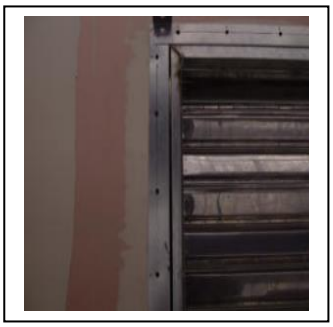
Asset Photo

INSTALLATION DETAILS

Identified signal source of the installed damper?	Non Motorised
Have access doors been fitted both sides of ductwork to allow damper blade Inspection?	Yes
Is the installation method tested and approved for the type of barrier that is being protected?	Yes
Is the damper installed & fixed in accordance with the manufacturers tested and approved method?	No
Confirm whether low temperature shearable fixings or flexible joint have been used?	Flexible Joint
Is access through the ductwork to the damper unobstructed?	Yes
Is the penetration only used by the damper and not used for the passage of other services?	No
Is the correct power supply wired to the actuator and power is on? (If motorised).	Non Motorised
Is the fuse/link correctly installed?	No
Has the damper been checked for internal cleanliness and free from damage and debris?	No
Have Damper blades been released to simulate failure of the thermal release mechanism?	No

FINISHED PENETRATION

INDEPENDENTLY SUPPORTED FIXING



INSTALLED DAMPER

INSTALLED INCORRECTLY

PLEASE NOTE: To finish and comply with current legislation, evidence will be required of the final penetration seal.

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LIST OF DAMPERS INSTALLED INCORRECTLY

Asset Number	Location of Damper	Make/Model
fd02	office other end	belimo

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LIST OF DAMPERS INSTALLED CORRECTLY

Asset Number	Location of Damper	Make/Model
fd01	office	belimo

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COMPLETION REPORT SHEET

Customer Present:	No
Supervisor Name:	John Doe
Signature:	
Date:	10/04/2025 07:48

COMPLIANCE & COMPETENCY

Compliance & Competency are paramount in the selection of a contractor to ensure that as the building owner/responsible person of these premises. Selection of our company has enabled you to show that you have shown due diligence in your duty of care.

All Fire Dampers within this report have been installed in accordance with BS9999 (2017) & Regulatory Reform Order (2005).