

105-002 – Use of single-point repository service for filing fire protection system inspection, test, and maintenance records.

105-002-010 Purpose

This administrative rule is to clarify that the Fire Code Official requests and requires that copies of the records of all fire protection system inspections, tests and maintenance be submitted to the Fire Code Official, and to establish the methodology for submitted these records to the Fire Code Official.

105-002-020 Definitions

Unless the context specifically requires otherwise, as used in this administrative rule, the following terms mean:

- (a) Approved. Acceptable to the fire code official.
- (b) Fire Code Official. The Fire Chief or the Fire Chief's designee.
- (c) Fire Chief. The Chief of the Fire Department of the City of Salem.
- (d) Fire Protection System. Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

105-002-020 Use of single point repository service.

All contractors who service, inspect, test, install, or maintain fire protection systems within the City of Salem are required to enroll in and use the approved single-point repository service to file records of all fire protection system inspections, tests, and maintenance required by state and city laws, ordinances and standards. Copies of these records shall be submitted to the Fire Code Official through the repository service within 30 days of the completion of the work and no less than once annually.

The single-point repository service is maintained and provided to the Fire Code Official through a third party inspection reporting system.

Fees, as applicable, for use of the single-point repository service will be paid directly from the contractor to the approved single-point repository service vendor.

The current single-point repository service provider is The Compliance Engine, and required reports shall be submitted through The Compliance Engine's website at www.thecomplianceengine.com.

Notification will be made of any change of the repository service provider.