

# Scouts Victoria

## Annual Essential Safety Measures Report



Group:	Hall Address:
District:	Region:
Competent Person:	Signature:
Position in Group:	Date:

### Type of hall - Yes/No

Freehold (Scouts building on Scouts land): Yes          No	Ground lease (Scouts building on Council land): Yes          No
Ground lease (Scouts building on Education land): Yes          No	Part Building Lease (Scouts occupying part of a building): Yes          No

### Annual Essential Safety Measures Report

It is a statutory regulation that all Essential Safety Measures installed within a public building are maintained and tested in accordance with the Building Code of Australia and Certification guidelines (Occupancy Permits and/or Certificates of Final Inspection).

It is a requirement for the owner/occupiers of a public building to complete an Annual Essential Safety Measures Report (AESMR) indicating compliance with the testing regulations under the Act. The AESMR can only be completed if the routine tests and inspections have been performed as required throughout the year.

Scouts Centre Victoria support:

Property Department

03 8543 9872

[property@scoutsvictoria.com.au](mailto:property@scoutsvictoria.com.au)

Completed AESMR return to [property@scoutsvictoria.com.au](mailto:property@scoutsvictoria.com.au)

## Annual Essential Safety Measures Report

Essential Safety Measure	Inspection Interval	Task	Date/s of inspection/s	Who can undertake the Testing / Servicing	Person/Company performed test	Signed
Exits Doors in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms	3 Monthly	Check fully Operational	Record on log sheets	Competent Person		
Paths of Travel to Exits	3 Monthly	Check clear at all times	Record on log sheets	Competent Person		
Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected)	3 Monthly	Check clear at all times	Record on log sheets	Competent Person		
Fire Detection and Alarm System (EWIS) (If Applicable)	Monthly	Complete testing	Refer service documents	Qualified Technician		
Smoke Alarms (If applicable)	6 Monthly	Complete testing	Refer service documents	Qualified Technician		
Fire Extinguishers	6 Monthly	Complete testing	Refer service documents	Qualified Technician		
Fire Blankets	6 Monthly	Complete testing	Refer service documents	Qualified Technician		
Fire Hose Reels (If applicable)	6 Monthly	Complete testing	Refer service documents	Qualified Technician		
Fire Hydrant (If applicable)	6 Monthly	Complete testing	Refer service documents	Qualified Technician		
Emergency & Exit Lighting (If applicable)	6 Monthly	Complete testing	Refer service documents	Qualified Technician		
Fire Orders (Evacuation plan)	Annual	Complete testing	Refer service documents	Competent Person		
Annual Essential Safety Measures Report (AESMR)	Annual	Submit to VSC		Delegated Competent Person		