

Austin Fire Department – Emergency Prevention
505 Barton Springs Rd. Ste. 200
Austin, Texas 78704

Important Process Change



Dear Fire Protection Systems Testing Company,

The Austin Fire Department has instituted a new process for service providers who inspect and test fire protection systems. Effective **October 1, 2017** all fire protection systems test reports are required to be sent to the Austin Fire Department electronically by your respective organization via The Compliance Engine's online system at www.thecomplianceengine.com.

AFD has selected a private company, BRYCER, to significantly improve AFD's ability to track and drive code compliance through BRYCER's online tool, The Compliance Engine. Accurate and timely inspection reporting, combined with this new tracking capacity, will reduce false alarms, ensure all systems are tested and expedite the repairs of fire protection systems, helping ensure the AFD mission of saving lives and protecting property for all who live, work, visit, or do business in Austin.

AFD would like to ensure this new program works well for testing companies who are our partners and we have prepared the following resources.

Informational Meeting Sessions:

Date: Tuesday, September 5, 2017 or Wednesday, September 6, 2017

Time: 2:30pm to 3:30pm

Location: 505 Barton Springs Rd. One Texas Center Training Rm 325 (3rd floor) Austin, TX 78704

Online Training and Webinars for Systems Testing Companies:

BRYCER has complimentary online training for testing companies. Please visit the link below to register for training:
<http://www.thecomplianceengine.com/online-training/> to register for training

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record

This proven process requires the service provider pay a \$20 filing fee at the time of submittal. The fee is per system type, per building, per testing period. There is no fee to register your company with The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with BRYCER, please do so at www.thecomplianceengine.com. We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

A handwritten signature in black ink that reads 'Rob Vires'.

Rob Vires

Fire Marshal

Austin Fire Department

P. 512-974-0160 Opt. 4

E. AFDcompliance@austintexas.gov

Keys to Getting Started:

- Register at www.thecompliancengine.com
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness
- TCE Customer Service Line 855.279.2371

Key Processes to Know:

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

Systems Tracked:

- Automatic Fire Sprinkler System
- Fire Alarm System
- Commercial Kitchen Hood Suppression System
- Standpipe
- Active Smoke Control System
- Commercial Paint Booths
- Clean Agent System