

Contract Responsibilities for Uniform Test Reports

Notify Local AHJ 48-hours prior to testing municipally connected systems

Fill out form & sticker completely where applicable

Stickers shall be affixed on or within 3 feet of the panel or remote annunciator whichever is more visible

The AHJ must be notified if a deficiency cannot be corrected within 4-hours

Testing contractors are still responsible to maintain complete records of testing and maintenance. This form is not a shortcut but a uniform notification and certification process.

You are to submit the *white original of the Uniform Test Report to the local AHJ at this time*. Some AHDs may request more.

The inspection and test forms from NFPA 72 is the recommended procedure to be used.

UTRs do not expire if they are not used. The prefix number only reflects the year that they were printed or a possible variation.

You are only certifying that the system is in 100% operating condition. You are not attesting to the system compliance with current requirements.

The owner or representative is attesting to the fact that you showed up and performed testing and maintenance. Also, that they were informed of the operating condition.

UTRs are sold in packages of 25 the cost is \$6.00 per form. The purchaser must possess an A, AF, B, BF or D license. Purchases can be made at the State Fire Marshal's Office. We are open from 8:30 – 3:30 Monday through Friday.

A runner may be sent to pick up forms providing that they have a copy of the contractor's license and the license holder has signed beneath the copy.

Checks only made out to **General Treasurer State of Rhode Island**, *no cash*.

If you choose to request by mail you *must include \$15.00 postage regardless of quantity*. You *must also include* the copies of your contractor's license and the license holder has signed beneath the copy.