



*Office of the State Fire Marshal*  
*State Fire Marshal*  
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## Contract Responsibilities for Uniform Test Reports

- Notify the local Authority Having Jurisdiction at least forty-eight (48) hours prior to testing municipally connected systems. Fill out form & sticker completely where applicable
- Stickers shall be affixed on or within three (3) feet of the panel or remote annunciator, whichever is more visible
- The Authority Having Jurisdiction must be notified if a deficiency cannot be corrected within four (4) hours
- Testing contractors are 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 page* of the Uniform Test Report to the local Authority Having Jurisdiction at this time. Some AHJs may request more.
- The inspection and test forms from NFPA 72 is the recommended procedure to be used.
- Uniform Test Reports do not expire if they are not used. The prefix number only reflects the year that they were printed or a possible variation.
- By signing a Uniform Test Report, you are certifying that the system is in 100% operating condition. You are not attesting to the system compliance with current code requirements.
- The owner or representative is attesting to the fact that you showed up and performed testing and maintenance, as well as to the fact that they were informed of the operating condition.
- Uniform Test Reports are sold in packages of twenty-five (25) at a cost of six dollars (\$6.00) per form. The purchaser must possess an A, AF, B, BF or D license. Purchases can be made at the Office of the State Fire Marshal (560 Jefferson Blvd, Warwick RI 02886) between the hours of 8:30 a.m. and 4:00 p.m., 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.
- *Business, bank or personal checks* should be made out to **General Treasurer State of Rhode Island**. Cash and credit cards will not be accepted.
- If you choose to request forms by mail you must include \$15.00 postage *regardless of quantity*. You must also include copies of your contractor's license and ensure that the license holder has signed beneath the copy.