

# SFJFS13

## Draft statutory enforceable documents for the purposes of fire safety regulation



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### Overview

This standard is about enforcing statutory provisions on behalf of your regulatory authority. Enforceable documents will be served upon the person(s) described within the relevant home nation's legislation.

#### **There is one element**

- 1 Draft statutory enforceable documents

#### **Target Group**

This standard is recommended for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.

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### Performance criteria

- You must be able to:*
- P1 identify to whom the document[s] are to be addressed and their legal title
  - P2 identify the reason[s] for drafting the notice
  - P3 decide upon the type, content, compliance date and any conditions (schedule) of the notice to be issued
  - P4 Make sure that the detail of the notice is accurate in all respects
  - P5 make sure that the action required by the notice will ensure compliance with legislation and/or control the risk
  - P6 Make sure that the notice is practical to enforce in the event of non-compliance
  - P7 when you are not serving the notice, confirm the understanding of the requirements of the notice to others before they serve the notice

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to establish and work within the aims and objectives of the regulatory authority
- K2 how to identify appropriate formal and informal enforcement action, including giving advice, issuing notices, instituting proceedings
- K3 how to apply the regulatory authority's enforcement policies and priorities
- K4 how notices should be drafted to make sure that they are accurate, clear and legally enforceable
- K5 how to apply regulatory authority policy in relation to statutory enforcement documents
- K6 how to withdraw or extend notices
- K7 how to use databases and other information sources
- K8 how to identify and apply fire safety legislation and the relationship between the principal statutory provisions
- K9 how the various types of statutory notices, licences and approvals may be used by regulators to achieve desired outcomes
- K10 the relationship between fire safety law and the legal system

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**Relevant occupations** Public Services; Public Service and Other Associate Professionals

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**Suite** Fire Safety

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