

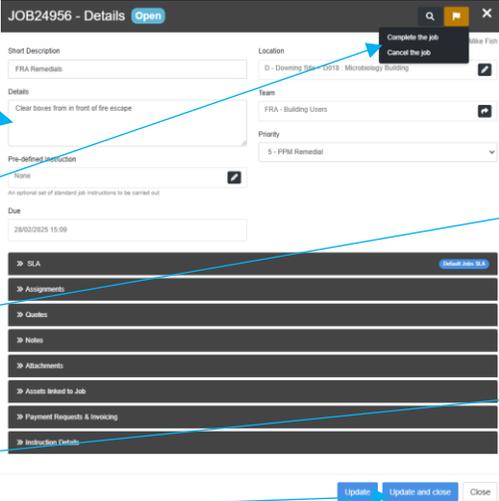
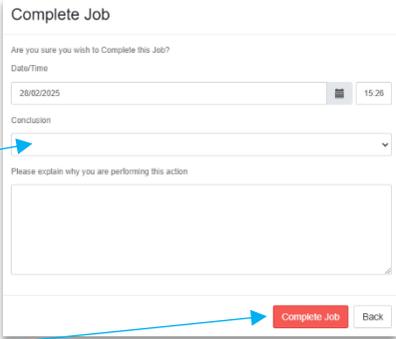
Role: Fire Managers / Building Users with responsibility for Fire Risk Assessment remedial tasks

Task: Receiving and recording of FRA remedial tasks

<p>An automated email notification will be sent from invida-noreply@admin.cam.ac.uk for each FRA task relating to your building(s). These are triggered by the creation of Jobs by the Fire Safety Team.</p> <p>A1 Click the email hyperlink, or navigate to <i>Task Management > Job Manager > Job List</i>.</p> <p>A2 Jobs can be filtered for your name (click blue bar at top to open filters).</p> <p>A3 Click on a <i>Job Summary</i> to open its <i>Job Panel</i>.</p> <p>A4 Click <i>Edit</i>.</p>	
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<p>Alternative method to find FRA Jobs:</p> <p>B1 Navigate to <i>Compliance > Overview</i>.</p> <p>B2 Click on the Schedules tab.</p> <p>B3 Scroll down to find the relevant Fire Risk Assessment, and click anywhere on it to open its history page.</p>	
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<p>B4 Click <i>View</i> next to the most recent Assessment listed.</p>	<p>Fire Risk Assessment SFG - 83-10</p> <p>Compliance</p> <p>Last Update</p> <p>Due 6 months ago</p> <p>Completed 6 months ago</p> <p>Next Update</p> <p>Updatable in 2 years</p> <p>Due in 2 years</p> <p>Overdue in 3 years</p> <p>Assessment History</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Ref</th> <th>Due</th> <th>Completed</th> <th>Compliance</th> <th>Open Findings</th> <th></th> </tr> </thead> <tbody> <tr> <td>Future</td> <td></td> <td>13/08/2028</td> <td></td> <td>Unknown</td> <td>None</td> <td>View</td> </tr> <tr> <td>Complete (awaiting Follow up works 3)</td> <td></td> <td>11/08/2025</td> <td>13/08/2025</td> <td>Compliant</td> <td>2</td> <td>View</td> </tr> <tr> <td>Complete (awaiting Follow up works 3)</td> <td></td> <td>11/08/2022</td> <td>11/08/2022</td> <td>Compliant</td> <td>None</td> <td>View</td> </tr> </tbody> </table>	Status	Ref	Due	Completed	Compliance	Open Findings		Future		13/08/2028		Unknown	None	View	Complete (awaiting Follow up works 3)		11/08/2025	13/08/2025	Compliant	2	View	Complete (awaiting Follow up works 3)		11/08/2022	11/08/2022	Compliant	None	View
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<p>B5 Scroll down to the <i>Follow-on Jobs</i> section and click a pencil icon to open a remedial job, with Status <i>Open</i>.</p>	<p>Follow-on Jobs</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Relates to</th> <th>Team</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>JOB63539 : 3B: An unfused adaptor was in use.</td> <td>▲ 3B: An unfused adaptor was in use.</td> <td>FRA - Building Users</td> <td>Closed</td> </tr> <tr> <td>JOB63540 : 2B: An unwound reel extension was in use.</td> <td>▲ 2B: An unwound reel extension was in use.</td> <td>FRA - Building Users</td> <td>Closed</td> </tr> <tr> <td>JOB63541 : 2B: The weekly tests of the fire detection and alarm system do not address the recommendations of BS 5839-1.</td> <td>▲ 2B: The weekly tests of the fire detection and alarm system do not address the recommendations of BS 5839-1.</td> <td>FRA - Building Users</td> <td>Open</td> </tr> <tr> <td>JOB63542 : 3C: A fire risk assessment has not been carried out recently.</td> <td>▲ 3C: A fire risk assessment has not been carried out recently.</td> <td>FRA - Building Users</td> <td>Open</td> </tr> </tbody> </table>	Description	Relates to	Team	Status	JOB63539 : 3B: An unfused adaptor was in use.	▲ 3B: An unfused adaptor was in use.	FRA - Building Users	Closed	JOB63540 : 2B: An unwound reel extension was in use.	▲ 2B: An unwound reel extension was in use.	FRA - Building Users	Closed	JOB63541 : 2B: The weekly tests of the fire detection and alarm system do not address the recommendations of BS 5839-1.	▲ 2B: The weekly tests of the fire detection and alarm system do not address the recommendations of BS 5839-1.	FRA - Building Users	Open	JOB63542 : 3C: A fire risk assessment has not been carried out recently.	▲ 3C: A fire risk assessment has not been carried out recently.	FRA - Building Users	Open								
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<p>6 Complete task, set out in <i>Details</i>.</p> <p>7 Open the <i>Attachments</i> section to add photos or files, if required.</p> <p>8 Click , then <i>Complete the job</i>.</p> <p>9 In <i>Conclusion</i>, select <i>Job completed normally</i>, then add concluding comments.</p> <p>10 Click <i>Complete Job</i>, then, <i>Update and close</i>.</p>	 
<p>Completed Jobs will be reviewed by the Fire Safety Team. If not completed to satisfaction, details will be updated and the Job re-issued.</p> <p>To see <i>Completed</i> and <i>Closed</i> Jobs, on <i>Job List ...</i></p> <p>11 Click  to open filters.</p> <p>12 Select <i>All Jobs</i> and a suitable date range.</p> <p>13 Click <i>Apply Filter Update</i>.</p> <p>14 Click  to close filters.</p> <p>15 Additional <i>notes</i> and <i>attachments</i> can still be added to closed Jobs.</p>	