**Annual Fire Safety Assessment**

**Policy**  
The college will identify the essential fire safety measures in place on the campus and ensure that an approved person conducts an annual inspection of essential fire safety measures.

**Procedure**  
1. The Principal or their delegate will ensure that an annual fire safety audit is conducted by a suitably authorised provider.  
2. The Principal on behalf of the school board will notarise an annual document confirming that this process has been completed.

**Version**  
2.0

**Review**  
2016 or as required