

Reduces Fire Risk Through Affirmation Of Compliance



NonVerba has developed a sophisticated software solution designed to help companies with large portfolios of buildings develop a clear picture of their exposure to fire risk and have the ability to take mitigating actions when required.

The system enables a company to define its list of buildings that need to be considered for assessment and through online scheduling process assessors can be assigned to take on the responsibility to do the fire risk assessment.

Assessment is done on various factors – statutory logbook status, asset (such as fire extinguishers) availability and their location and compliance to specific questions in line with legislation and best practices.

Assessments can be done online or offline on tablet PCs which can then be synchronised with the central server.

The centralisation of all assessment data ensures that the company responsible for the safety of its staff and visitors are always aware of those risks that have been identified through the independent assessment process and colour coded to signify when action should be taken based on company standards.

Product Overview

The product provides comprehensive functionality and workflow for undertaking fire risk assessment. The following is an overview of all the features available.

Fire Risk Programme Management

- Establish organisation structure
- Create roles and assign them to team members
- Assign access rights and capabilities to the team members

Assessment Schedule Management

- Send request for assessment
- Schedule assessment
- Assign fire risk assessors

Conduct Of Fire Risk Assessment

- Complete and submit fire risk assessment report for approval
- Review report and publish

Action On Assessment Report

- Act on non-compliances and recommendations based on assessment report

Functional Specifications

Client Portal

Product (eIgnis Building Manager Capability)

Request Fire Risk Assessment	Send online assessment request to fire risk coordinator. Request automatically generates price of assessment based on floor area and unit prices set in the database through system settings
View Online Fire Risk Assessment Report	Each major section of the report is available for viewing online in separate tabs
View and print binder report	Additionally, the full report is available for viewing and printing in a single web page which can be printed off and placed in a binder
View pie chart dashboard	Ability to view dashboard reports on non-compliances and logbook item status
Close actions against non-compliances	Ability to set target dates and then close actions against recorded non-compliances
Close actions against logbook items	Ability to record completion of logbook actions
Maintain the Asset Register	Ability to maintain the building fire asset register and view variance between Required and Actual
View Action History	Ability to view history of actions taken on non-compliances, logbook and assets
View building photo and CAD	Building photo and CAD available for viewing from thumbnails
Modify Building data	Ability to modify data, such as no. of floors, floor area etc., associated with building
Logbook Bulk Closure	Ability to close logbook actions for multiple buildings at one go
View Assessment Schedules	Ability to view fire risk assessment schedules for the buildings he/she is in charge of.
View Specialist Reports	Ability to view, download and print specialist reports such as Occupancy, Specialist Fire

Functional Specifications

Client Portal

Product (FRA Coordinator Capability)

View Assessment Requests	View queue of all requests of fire risk assessments and their current status
Schedule Fire Risk Assessment	Schedule assessments by assigning assessor(s) and selecting date(s) of assessment
Modify / Cancel Schedules	Ability to modify schedules by re-assigning assessors or changing the assessment dates. Ability to cancel a schedule
Assessor Maintenance	Ability to add, modify, delete, restore and list assessors
CAD Maintenance	Ability to upload a new or updated CAD drawing for the building
Report Maintenance	Ability to maintain specialist reports (such as Occupancy, Specialist Fire)
Assessment Report Review, Approval/Rejection	Ability to review reports submitted by assessors and approve or reject them. If approved, the report gets published. If rejected the report goes back to the assessor for amendments
Modify Submitted Reports	Ability to modify reports submitted by assessors

Functional Specifications

Client Portal

Product (eIgnis Assessor Capability)

Tablet PC to do FRA on the move	Ability to synchronise their Tablets with central server to download/upload data and use the Tablet to complete the assessment on the move and submit it. Internet not required whilst on move, required only for synchronisation with central server
View Assessment Schedules	Ability to view their assessment schedules
Conduct Fire Risk Assessment	Conduct assessment of a building and complete a comprehensive report covering: <ul style="list-style-type: none">Building dataVerification of logbook statusCompleting the fire risk questionnaire and raising non-compliances/sightings if anyUploading photographic evidenceVerification of fire related assetsUploading of building photo
CAD	Ability to download building CAD and marking them up online with sightings and asset icons and re-uploading them to the site. System allows custom asset icons to be added to an asset icon library from where these can be picked and dropped on the CAD drawing
Bespoke Causes and Remedial Actions	Ability to add bespoke causes and remedial actions for a non-compliance (The system provides a library of default causes and remedial actions for all questions based on data fed by the administrator.)

Functional Specifications

General

Dashboard on Portfolios and Buildings	High level overview showing the number of buildings under each portfolio and their colour coded action status with regard to non-compliances
Portfolio Level Dashboard	Portfolio level overview showing colour coded status of each building with regard to both non-compliances and logbooks
Simple and Advanced Search	Provision of simple and advanced searches allows users to locate a building and its data quickly
History	A complete audit trail history of logbook actions, actions on non-compliances and asset register updates is available
MIS Reporting	A comprehensive set of reports per the list below is available: <ul style="list-style-type: none"> Building Sightings Assets Logbook Status Assessment Requests Closed Asset History Logbook Management Remedial Action Summary Remedial Action Detail Logbook Action Action Plan Status Action Progress Closed Action History Action Management System Access Report FRA Variance Report
Advanced Report	Ability to build customised report on non-compliances based on parameters selected

Awards & Nominations



NonVerba Ltd

Berkeley Square House, 2nd Floor, Berkeley Square, Mayfair, London W1J 6BD, United Kingdom
E-mail: customercare@nonverba.com, Telephone: +44(0)207 887 4544, Fax: +44(0)207 887 4545

www.nonverba.com