



# State Fire Marshal Policy

## Service and Maintenance Manuals for Pre-Engineered Suppression Systems and Portable Fire Extinguisher Manufacturers

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### SCOPE:

This policy will provide information regarding requirements by the Office of the State Fire Marshal (OSFM) for manufacturer's installation, service and maintenance manuals for pre-engineered fire suppression systems and portable fire extinguishers.

### PURPOSE:

To provide specific information on which installation service and maintenance manuals are accepted by OSFM, and the acceptable format.

### BACKGROUND:

Previous memorandums from OSFM required only original manufacturer's installation, service and maintenance manuals or hard copy service manuals in order to install, service, maintain or repair pre-engineered systems or portable fire extinguishers. This policy replaces all previous memorandums.

### WHAT IS REQUIRED?

Each permitted employee of a licensed fire equipment company must have the manufacturer's installation service and maintenance manuals for each **pre-engineered system** and/ or each type of **portable fire extinguisher** that he wishes to be licensed to install or service. The manuals should be immediately accessible.

### Manual Types:

Manufacturer's installation, service and maintenance manuals may be provided in any medium including, but not limited to:

- Original manuals
- Photo copies
- CD's
- Electronic media

### Disclaimer:

*The S.C. State Fire Marshal's policies or interpretations are located on the State Fire Marshal's website:  
<http://www.scfiremarshal.llronline.com>*

*No other interpretation regarding this specific issue should be considered valid, unless located on the website.*