



References (s):
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Inspectors from the Office of the State Fire Marshal will survey the facility. A Violation Notice containing a list of deficiencies found by the surveyor will be provided electronically. If an email address is not available a hardcopy will be provided.

Timeframe for Response:

Facilities must submit a plan of correction for each deficiency listed on the Violation notice. The plan of correction must be entered in the right-hand column on the form and the form must be submitted back to the Office of the State Fire Marshal within **10 days** of receipt of the list of deficiencies.

Submitting Plan of Correction:

Write each plan of correction on the form opposite the respective deficiency. If additional space is needed, continue on an attached sheet. However, be sure to refer to the deficiency number or State regulation number and identify the attachment.

Descriptive Content:

The plan of correction must provide information which ensures that the intent of the regulation cited is met. Stating that a deficiency has been “corrected” or “Will be Fixed” is NOT Acceptable.

Your plan of correction for each deficiency must indicate the following:

- Corrective action to address the deficiency (Federal and State Routine)
- Date of completion (Federal and State Routine)
- Systematic change to be implemented to ensure deficiency will not recur (Federal)
- Individual’s title responsible for monitoring correction (Federal)

Note: you CANNOT dispute a deficiency on your plan of correction: it will be rejected.

Completion Dates:

The plan of correction must include a completion date (entered in the right-hand column). Some deficiencies may require a staged plan to accomplish total correction. Deficiencies requiring getting bids, remodel replacement of equipment, etc, will require more time to accomplish correction but should show reasonable time frames. See Fire Facts 021 and 022 for waiver request forms and instructions.

Signature and Date:

The Violation Notice must be signed and dated by the owner/operator or other authorized official.

FIRE FACT 020 – PLAN OF CORRECTION