

West Covina Fire Department
1444 W Garvey Ave S, RM 218
West Covina, CA 91790



Attention Contractors,

The West Covina Fire Department has instituted a new process for contractors who inspect and/or test fire protection systems. Effective **08/01/2021** all compliant and non-compliant fire protection systems test reports are required to be sent to West Covina Fire Department electronically by your respective business via The Compliance Engine's online system at www.thecomplianceengine.com.

The West Covina Fire Department is dedicated to delivering 100% compliance with the adopted Fire Code. This web-based service will aggregate, track and streamline the collection of compliance data within the jurisdiction. Property owners will receive timely proactive notifications of their testing requirements, and the West Covina Fire Department will gain the ability to better mitigate the risk within the community by improving public safety to our citizens.

All contractors who inspect and/or test fire protection systems within West Covina's jurisdiction are required to register and submit all test, inspection and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in the adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the contractor pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under the AHJ icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer (TCE), please do so at www.thecomplianceengine.com.

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us all.

Sincerely,

Vincent A. Capelle

Fire Chief

(626) 939-8824

firepreventionbureau@westcovina.org

Keys to Getting Started:

- Register at www.thecomplianceengine.com
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness

Key Processes to Know:

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new premise when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

Systems Tracked:

- Automatic Closing Fire Assemblies
- Deluge System
- Dry Chemical Suppression
- Emergency Power Generator
- Emergency Radio Responder Coverage System
- Fire Alarm
- Fire Pump
- Fire Sprinkler
- 5yr Obstruction Sprinkler
- Gas Detection System
- Kitchen Hood Suppression
- Kitchen Hood Exhaust Cleaning
- Paint/Spray Booth
- Pre-Action
- Private Service Main
- Smoke Control
- Special Suppression
- Standpipe
- Water Tank