



Rhode Island Division of State Fire Marshal

Date Issued
August 24, 2010

General Order #
2010-2

Uniform Testing Reports

**Purpose: To establish Rules and Regulations for the execution of
UNIFORM TESTING REPORTS (UTR)**

In accordance with the Rhode Island Uniform Fire Code, section:

13.8.10.9.5.1

Certification of any periodic testing required by the Code shall be on the Uniform Testing Report [UTR] approved by the State Fire Marshal and adopted by the Fire Safety Code Board of Appeal and Review. This UTR shall be utilized by all persons and firms performing fire alarm testing and inspections pursuant to this Code and shall bear the name and license number of the licensed person performing the test.

The following policy is established for the handling of UNIFORM TESTING REPORTS, by the Rhode Island Division of State Fire Marshal.

1. The Uniform Testing Report program shall be under the control of the Chief Deputy in command of the Fire Code Bureau. He/she shall use personnel from this Division to execute this policy.
2. A supply of Uniform Testing Reports (UTR) shall be maintained at the Division of State Fire Marshal to meet the needs of the industry.
3. This supply shall be located in a secure area. The supply shall be inventoried on a monthly basis, with the inventory to take place on the first of every month. At the time of this inventory, a reconciliation shall take place to insure that the inventory matches the amount of funds transferred to the Department of Public Safety Office of Central Management. A report shall be filed with the State Fire Marshal by the 10th of the month, detailing the inventory and transfer of funds for the previous month.
4. All funds received from UTR purchase by this Division shall be designated for deposit in a restricted account, approved by the State of Rhode Island, to support the education and

training activities approved by the Rhode Island State Fire Academy. Funds may also be expended from this restricted account to support the printing, postage and supplies necessary to support the UTR program

Distribution of UTR certificates shall take place in the following manner:

1. Application shall be made to the Division of State Fire Marshal on forms approved by this Division.
2. A completed application shall include the following information:
 - a. name and address of the company/individual requesting the UTR certificates
 - b. A valid State of Rhode Island license which allows the company/individual the authority to test/maintain fire alarm systems in the State of Rhode Island. A photo copy of the license shall be filed with the application.
 - c. A government issued photo ID supporting the application
 - d. A check payable to the State of Rhode Island General Treasurer in the amount required at a rate of \$3.00 per certificate. UTR certificates will be sold in packets only, each packet will contain twenty five certificates.
 - e. A flat rate of \$15.00 shall be assessed for postage and handling if the company/individual requires that this Division delivers the certificates via mail service.

By Order Of:

**John E. Chartier,
State Fire Marshal**