STAGE	WHAT QUANTUM FIRE DOES	WHAT THE STRATA MANAGER SHOULD DO
STAGE 1 **Notice of Intent (NOI)** Council advises it intends to issue a Fire Safety Order unless issues are addressed. The early warning stage.	• Interprets the NOI in plain English • Rapid building assessment: minor or likely to escalate? • Council-ready remediation plan • Helps draft the formal response • Committee explainer for quick decisions	• Act immediately: the NOI is a chance to manage the order proactively • Engage Quantum Fire early • Coordinate inspection access • Brief the committee • Submit a structured response before the deadline.
STAGE 2 **Fire Safety Order Issued** A legally binding directive requiring specific upgrades by set dates.	• Breaks the order into clear tasks • Maps each requirement to its fire safety measure • Confirms deadlines and obligations • High-level remediation strategy and committee summary • Single point of accountability	• Share the order with Quantum Fire immediately • Brief the committee with the plain-English breakdown • Confirm timelines and funding pathways • Avoid multiple contractors: fragmentation causes delays • Position Quantum Fire as project lead
STAGE 3 **Investigation & Detailed Assessment** A technical inspection to determine the true scope of works.	• Full building assessment • Tests hydrants, sprinklers, detection, lighting, passive fire • Findings report with photos and explanations • Aligns findings to order requirements • Flags hidden cost or timeline issues	• Coordinate building access • Provide past AFSS, plans and reports • Use the findings report to prepare the committee • Start socialising likely costs and staging
STAGE 4 **Remediation Planning & Committee Approval** Developing the plan for how upgrades will be delivered.	• Structured plan: staged options, cost pathways, timelines, risk levels • Committee presentation pack • Recommends the most efficient, least disruptive pathway • Covers every item in the order • Documentation for funding approval	• Present the plan to the committee • Focus on “which option”, not “whether” • Confirm funding (levy, capital works fund, staged works) • Approve Quantum Fire to proceed
STAGE 5 **Delivery of Works** Physical upgrades across all required fire safety measures.	• Manages all trades end-to-end • Coordinates passive fire, hydrants, sprinklers, lighting, detection, doors, penetrations • Weekly progress updates • Manages variations and scope changes • Minimises disruption; meets AS 1851, AS 2419, AS 1670 and more	• Communicate access and disruption to residents • Monitor progress via updates • Approve variations only when justified • Keep the committee informed at milestones
STAGE 6 **Certification & Evidence Pack** Accredited practitioners certify that works comply with the order.	• FPA-accredited certification • Evidence pack: photos, test results, compliance documents, as-built records • Confirms every order item is addressed • Prepares documentation for AFSS	• Review the evidence pack • File documentation for future AFSS cycles • Give the committee a simple compliance update • Confirm readiness for AFSS lodgement

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STAGE 7 **AFSS Lodgement & Council Closure** The Annual Fire Safety Statement is lodged, confirming compliance.	• Ensures the AFSS reflects all upgraded measures • Accredited assessment and sign-off • Assists with Council lodgement • Confirms closure of the order	• Lodge the AFSS on time • Notify owners the building is compliant • Update maintenance schedules for new systems
STAGE 8 **Ongoing Maintenance & Risk Management** Keeping systems compliant and risk low after closure, so future orders are avoided.	• Hand-over documentation to your incumbent fire services company, or ongoing testing and maintenance by us • Monitors for early deterioration • Pre-AFSS health checks • Keeps documentation current; advises on long-term risk	• Maintain regular testing and inspections • Avoid “set and forget”: poor maintenance triggers future orders • Keep records organised • Educate committees on ongoing obligations