
Determination of “Offsite/Paper” Revisit

State Agency (SA) Determination

At the ePOC review, a determination of “Offsite/Paper” revisit is made by the fire safety inspector (FSI). The FSI sends an email to the facility administrator indicating they are eligible for an “Offsite/Paper” review revisit and cc:

OsbornK@michigan.gov.

Set the time and date stamp on your camera and name each picture with the appropriate K-tag#.

Examples of Evidence

- When using photos that require an item to be of a specific size or distance, use a measuring tape in the photo to identify the distance or size requirement.
- Make the area identifiable (i.e. room number).
- If a door is required to be positive latching, video an individual pulling the door closed to a positive latch and then putting force against the door showing the door remains closed to a positive latch.
- Provide documentation (invoice or receipt) from the company servicing your equipment or system regarding maintenance, repair or modifications made to the fire alarm, sprinkler, kitchen hood suppression or generator.
- Sign-in sheets verifying attendance of staff at in-service training and an outline of the training provided.
- Please note that inbound emails with attachments are limited to 25 MB, so multiple emails may be required to send all documentation to the SA.

Facility Response

Facility responds to the SA email with appropriate evidence.

SA Review

FSI reviews the evidence and if appropriate clears the citations in ACO. If the FSI does not believe that the evidence is appropriate an on-site Revisit can be conducted.
