



## Technical Fire Safety Bulletin No 4

Subject	Claiming of Time on CFRMIS
Date	2/03/2007
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The Current Guidelines are issued on the recording of Non-Claimable time on CFRMIS.

Non-Claimable time should be entered by Community Safety Inspectors using the facility provided via the CFRMIS switch board. This time should be completed as soon as possible after accruing the time.

Monthly reports are compiled of what Non-claimable time is being accrued. These reports are compiled during the first two weeks of the month, so it would be helpful for accuracy if all preceding months time is recorded by the end of the first week of the new month.

Non-Claimable time is time that Inspectors spend on other activities that cannot be allocated directly against a premises file. These can be both related to fire safety i.e. training days, reading journals etc, or unrelated i.e. Ops training, station supervisory duties, FIT etc.

Time that is allocated against a premises file is known as claimable time and is reported annually to Government. There is an expectation that a certain percentage of time is spent on claimable time. This depends on the duty system and is detailed below. Please note that 6.5 hours a day ( consisting of both non and claimable) need to be accounted for. To allow ease of reporting your claimable and non-claimable time you can input up to 12 hours of time for any given day.

Duty System	Percentage of time expect as claimable
Flexi Duty	53%
Day Duty	75%
Non Uniformed	75%

**There is no need to record leave, rota days, Bank Holidays or weekends as Non-Claimable time. It would help though if you did include sickness as Non-Claimable time.**

If you work as a JFS advisor then please record this time as Non-Claimable and also on the JFS Section of CFRMIS (due to be live 1<sup>st</sup> April 2007). This is because the reporting appears in two different places for officers who carry out both activities.