



# CANBY FIRE DISTRICT

221 S PINE ST  
CANBY, OR 97013  
(503) 263-4281

March 15, 2024

Dear Service Provider,

The Canby Fire District is committed to creating safer communities through prevention, fire and life safety inspections, emergency preparedness, and effective fire and medical emergency response.

The Canby Fire District has instituted a new process for service providers who inspect and test fire protection systems. Effective **4/15/2024** all compliant and non-compliant fire protection systems test reports are required to be sent to the Canby Fire District electronically by your respective organization via The Compliance Engine's online system at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

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

All service providers who inspect or test fire protection systems within Canby Fire District'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 appropriate National Fire Protection Association (NFPA) Code, Standards, or Guidelines.

Benefits to you:

- Ensures all reports are recorded, affording you the ability to track your 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 service provider 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 fire protection system contractor working in the Canby Fire District and are not currently registered with BRYCER, please do so at [www.thecomplianceengine.com](http://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,

Canby Fire District  
[cfdsinspector@canbyfire.org](mailto:cfdsinspector@canbyfire.org)  
(503) 263-4281

### **Keys to Getting Started:**

- Register at [www.thecomplianceengine.com](http://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 the activities icon to track notices 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
- Emergency Power Generator
- Emergency Responder Radio Coverage System
- Fire Alarm
- Fire Pump
- Fire Sprinkler
- 5yr Obstruction Sprinkler
- Gas Detection System
- Kitchen Hood Suppression
- Kitchen Hood Exhaust Cleaning
- Paint/Spray Booth
- Portable Fire Extinguishers
- Private Fire Hydrant
- Smoke Control
- Special Suppression
- Standpipe