



Lethbridge Fire & Emergency Services
Fire Prevention Bureau
Phone: (403) 320 – 3811
fireprevention@lethbridge.ca

November 25, 2025

**RE: REGISTRY REQUIRED TO WORK ON FIRE ALARM AND VOICE COMMUNICATIONS SYSTEMS
IN THE CITY OF LETHBRIDGE**

Effective January 1, 2025, the Lethbridge Fire Prevention Bureau will require any company that performs inspection, testing, or maintenance to fire alarm and voice communication systems in the City of Lethbridge to join the registry from the Fire Prevention Bureau prior to performing that work.

Please complete the attached application and return it to the Fire Prevention Bureau for processing. The fire alarm and voice communication systems registry shall be kept up to date by the companies performing that work (ie; new employees and credentials, company name changes, etc.).

As of the date of this letter, Alberta legislation has adopted the National Fire Code – 2023 Alberta Edition and the National Building Code – 2023 Alberta Edition, further referenced as NFC(AE) and NBC(AE) respectively.

Scope

The Fire Prevention Branch is responsible for enforcing the current NFC(AE) and applicable standards within the City of Lethbridge. Activities applicable to the NBC(AE) (i.e. installation or replacement of fire alarm panels and alteration of fire alarm system equipment regulated by the NBC(AE)) require an application for a building permit. For more information about building permits, contact the City of Lethbridge at 311.

Qualifications

Please ensure all persons in your company are aware of the following **NFC(AE) Division C Article 2.2.4.3.** requirements.

Persons are considered qualified to make operational, inspect, test and maintain fire alarm and voice communication systems and sign applicable documentation when they have acquired

- a) a certificate of training in this area of study from a public post-secondary educational institution, including i) an Alberta journeyperson's electrician certificate on or after September 1, 1991
 - ii) an Alberta journeyperson's electrician certificate prior to September 1, 1991, and a fire alarm course recognized by the *Provincial Fire Administrator*, or
 - iii) a Canadian Red Seal journeyperson's electrician certificate and a fire alarm course recognized by the *Provincial Fire Administrator*, or
- b) Fire Alarm Technician certification issued by the Canadian Fire Alarm Association (CFAA) and that certification shall be maintained as per the CFAA's certification policy.

The NFC(AE) defines the term ***approved*** as acceptable to the *Provincial Fire Administrator*.

The Fire Prevention Bureau will not evaluate qualifications and will not accept qualifications that are not **approved**. The Fire Prevention Bureau will verify NFC(AE) qualification requirements and **approved** certificates of training. Evaluation and approval of other various training, certificates, and seals are performed by the office of the Provincial Fire Administrator.

To provide the best service to our mutual customers, the Fire Prevention Bureau will issue a certificate to perform work on fire alarm and voice communication systems to those companies with individuals qualified as per the NFC(AE). The process for certificate issuance allows for sharing industry information, verifying qualifications, reviewing report language, and establishing communication between services in the field.

Records

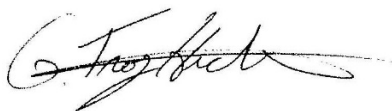
The NFC(AE) requires inspection and testing of fire alarm systems to be documented in conformance with the requirements of CAN/ULC-S536:2019. It is the expectation of the Fire Prevention Bureau that CAN/ULC-S536:2019 (or newer) shall be used. The required forms are included in CAN/ULC-S536:2019, "Standard for Inspection and Testing of Fire Alarm Systems". A reviewed fire alarm system inspection report that does not comply with the requirements of the NFC(AE) and CAN/ULC-S536:2019 (or newer) can prohibit certificate issuance.

Obligations of the Service Provider

It is expected that an inspection, testing, or maintenance report is made available to a customer within 15 business days of the inspection. If a service provider discovers that a device or system is inoperative or defective and the owner is unwilling or unable to correct the defect and has not made the repair arrangements within 10 business days of receiving their deficient report, the service provider shall notify, in writing with the report, the Fire Prevention Bureau at deficientreports@lethbridge.ca, and the owner or their authorized agent of that notification. In addition, please forward **all** reports that do not have any noted deficiencies within 30 days to the Fire Prevention Bureau.

Should you have further questions, please contact the Fire Prevention Bureau.

Sincerely,



Troy Hicks
Chief Fire Marshal
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403-320-3135
Fire Prevention Bureau