

INSPECTION OF VARIOUS BUILDINGS / PREMISES ON FIRE SAFETY POINT OF VIEW BY POLICE FIRE SERVICE TO ISSUE FIRE CLEARANCE CERTIFICATE / NOCs.

Inspection of Private Schools :-

Often, the private school buildings being inspected by the officers of Fire Service on various safety aspects in view of the guidelines of DGCD (Fire), MHA, Govt. of India. To adhere the guidelines, the School authorities used to submit their requests directly with the Chief Fire Officer, A&N Islands and subsequently these requests are sent to Inspector Fire Brigade concerned in all three (3) Districts for conducting inspection as per the checklist. A specimen of checklist is enclosed as **Annexure-I**. On completion of all codal formalities, the IFBs submitting their reports with CFO for scrutiny and onward submission to accord approval from the competent authority for issue of "Fire Clearance Certificate" to the applicant every year.

Inspection of Bar & Restaurant :-

On the request of DCs in all three (3) Districts, the inspection of Bar & Restaurant are being carried out by Police Fire Service as per the check list in every year for issue of Fire Clearance Certificate. A specimen of checklist enclosed as **Annexure-II**. In this case, the proprietors / owners are generally submitting their request with CFO directly for issue of Fire Clearance Certificate. Thereafter, these requests being despatched to IFBs concerned for conducting inspection of the premises on fire safety point of view. After completion of the same, they submit their report with CFO for scrutiny and onward submission to accord approval from the competent authority for issue of "Fire Clearance Certificate" to the applicant every year.

Inspection of Storage / Selling sites of Petroleum products :-

Very often, requests being received from DCs in all three (3) districts for conducting inspection of storage and selling places of Petrol up to 300 ltrs and Diesel up to 3000 ltrs. by Police Fire Service on fire safety point of view. These are marked to concerned IFBs to conduct inspection in accordance with the checklist. A specimen of checklist enclosed as **Annexure-III**. After completion of inspection, IFBs submit their report with CFO for scrutiny and onward submission to accord approval from the competent authority to issue of "No Objection" letter to concerned DC Office in every year.

Inspection of Storage / Selling places of Fire Works (Crackers) :-

In this case, the DCs in all 03 Districts forwarding applications of vendor to Police Fire Service to inspect the storage and selling sites of fireworks (Crackers). On

receipt of application forms, the IFB / STO are conducting inspection of the premises on fire safety point of view in accordance with the checklist. A specimen of the checklist enclosed as **Annexure-IV** . After completion of inspection, IFBs submit their report with CFO for scrutiny and onward submission to accord approval from the competent authority to issue of "No Objection" letter to concerned DC Office in every year.

Inspection of Private Hospitals / Clinics etc. :-

As and when need arises, the management of private hospitals submit their request directly to CFO for obtaining 'Fire Clearance Certificate' from Police Fire Service. The application is sent to IFBs for conducting inspection and report as per checklist. A specimen of the checklist enclosed as **Annexure-V**. After completion of inspection, IFBs submit their report with CFO for scrutiny and onward submission to accord approval from the competent authority to issue of " Fire Clearance Certificate " to the applicants.

Inspection of Petrol Pumps :-

In this case, on receipt of the requests from DCs concerned in all three (3) districts, the IFBs conducts inspection of the premises on fire safety point of view and submit report as per the provisions in the checklist. A specimen of checklist enclosed as **Annexure-VI**. After completion of inspection, IFBs submit their report with CFO for scrutiny and onward submission to accord approval from the competent authority to issue of "No Objection" letter to concerned DC Office in every year.

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INSPECTION REPORT OF SCHOOL BUILDINGS

(Under the guidelines prescribed in the NBC of India Part-IV Fire Protection 1997)

Sl. No	Mandatory safety precaution to be observed in school, as per DGCD and Fire Service, MHA vide letter No. VIII-11011/6/2004-DGCD (F) dated 30.07.2004	Observations of inspecting officer
01.	Fire Protection arrangements as prescribed in the NBC of India Part-IV Fire Protection 1997 be enforced in all schools.	
02.	(i) Enough emergency exits should be provided	
	(ii) Minimum width of staircase should be 1.50 mtrs. so that children can be evacuated in shortest possible time.	
03.	Underground/ Overhead water storage tanks exclusively for fire fighting should be provided.	
04.	Portable fire extinguishers should be provided in the school. 1. Water Co2 (9 ltr) 2. Mechanical Foam (9 ltr) 3. Dry Chemical Powder (6 kg) 4. Co2 (4.5 kg) 5. ABC Powder (2 kg)	
05.	School building should be free from inflammable and toxic materials.	
06.	Cooking for food where essential should be done at a safe place away from the building where students are located for education.	
07.	Thatch or other combustible materials should not be used in the construction.	
08.	Teachers and other staffs of the school should be sensitized to their responsibility for the safety and well being of the students. They should also be trained in the use of Fire Extinguishers in case of emergency.	
09.	School emergency plan be made by each school and evacuation drill should be conducted at regular intervals.	
10.	Good housekeeping should be ensured	
11.	Other observations from fire safety point of view, if any.	
12.	Recommendation of inspecting officer.	

Submitted please.

Encl: Photos

Date:

Signature of the Inspecting officer

Name:

Designation:

Format for inspection of Bar & Restaurant by Fire Brigade Officer

Ref:- CFO's R.D.No. dated enclosed.

- Name and Address of the Applicant :
Location of Bar :
1. ACCESSIBILITY :
2. BUILDING :
 a) Type of construction :
 b) Status of Walling/Ceiling :
 c) Staircase :
 d) Seating Capacity :
 e) No. of Entries :
 i) No. of Exits :
 ii) Width of Entries & Exits :
 iii) Illuminated Signs :
 f) Status of wiring :
 g) Status of adjoining compartments :
3. FIRE FIGHTING ARRANGEMENTS:-
 a) Fire Extinguishers:
 i. Mech. Foam Extinguisher (9 ltrs) :
 ii. CO2 Extinguisher (4.5 Kg) :
 iii. DCP Extinguisher(5 Kg.) :
 b) Fire Buckets (Filled with sand) :
 c) Overhead Water Tank :
 d) Fixed Installations (if any) :
 i. Detection System :
 ii. Fire Alarm System :
4. Trained employee (s) in Fire Fighting :
5. Fire Plan :
6. MISCELLANEOUS:
 a) Display of No Smoking Board :
 b) House Keeping :
 c) Standby Generator :
 d) First Aid Box :
7. Other observation from fire point of view, if any :
8. Recommendation of inspecting officer :

Encl: .

Place: - Port Blair

Date: -

Signature of Inspecting Officer

Name:

Designation:

CHECKLIST FOR INSPECTION OF STORAGE/SALE OF PETROLEUM PRODUCT

(As per Petroleum Rules, 2002 and amended Rules, 2005)

Name of the applicant :
Address of the applicant :
Location of Storage/Selling shed :

CONSTRUCTION OF THE PREMISES

1. Whether the proposed storage shed for the storage/selling of Petroleum product is constructed from suitable non-combustible materials. :
2. Whether the storage shed is adequately ventilated near the ground level and that the ventilators are covered. :
3. Whether all alternations have been adequately shown in the plan enclosed with the license. :
4. Whether the storage shed has been independent or in a part of building in which people resides, work or assemble. :
5. Whether the storage shed constructed under a staircase and whether any means of exit is available which can be used as an escape in case of fire. :
6. Whether every care has been taken to prevent any Petroleum escape in any drain, harbor, water coverage and public road. :

SPECIAL PRECAUTION TO BE OBSERVED FOR STORAGE SHED

1. Whether the storage shed is resting on foundation wall and is surrounded by a wall or by embankment of substantial construction and whether the wall or floor is suitably finished to form a sump not more than 30 cm deep. :
2. Whether any electric wiring/installation/equipment are used in the storage shed. :
3. Whether the storage shed is kept clean and free from vegetation, waste materials and rubbish. :
4. Whether **NO SMOKING** sign in English and local language is prominently displayed on all the four sides of fenced area. :
5. Whether adequate supply of dry sand and adequate number of portable fire extinguishers suitable for oil fire are kept ready at easily accessible places immediately outside the storage shed. :
6. Whether all persons employed in such installation/storage Shed are conversant with the use of such fire extinguishers. :

SAFETY DISTANCE

1. Whether a suitable distance of 06 mtrs. on all sides have been kept clear at all times around the storage shed. :

OTHER REMARKS IF ANY

Place
Dated:

Signature of the inspecting officer
Name:
Designation:

CHECK LIST FOR INSPECTION OF FIRE WORKS AS PER EXPLOSIVE RULE -2008

Name of the Applicant :

Location of Storing Place :

Location of Selling Place :

Rule 83 - CONSTRUCTION OF THE PREMISES:-

1. Whether the storage is of brick, stone or concrete building which is closed and secured to prevent unauthorized entry :
2. Whether the premises have storage area not less than 9 sqmt. and not more than 25 sqmt. :
3. Whether the premises have independent entrance/exit :
4. The shop shall -
 - a) be located on the ground floor of a building completely separated from other parts of the building by substantial walls having independent entrance and emergency exit from open air and having doors opening outwards. :
 - b) not be situated in the sub-level or basement or mezzanine floor. :
 - c) not be situated under the upper floor used for the purpose of dwelling. :
 - d) not be situated under or nearby any staircase or lift. :
 - e) be accessible for fire fighting. :
 - f) have no electrical apparatus or battery or oil lamp or similar equipments capable of producing spark or ignition and all electrical wiring in the shop be fixed and effectively sealed or conducted or mechanically protected. :

Rule 85 - SPECIAL PRECAUTION TO BE OBSERVED FOR FIRE WORKS:-

1. Whether fireworks are kept/proposed to keep in a shop window used for display of goods :
2. Whether fireworks are kept in spark proof receptacle or the fireworks are kept in the original outer packet in which they were received :
3. Whether fireworks are kept in a clear position away from and clear of shop traffic and to be separated from all articles of a flammable or combustible nature :
4. Whether there is any dust free and spark proof receptacle available for keeping crackers :
5. Whether Fire Fighting equipments are available :
6. Whether the persons employed in the storage shed are conversant with the use of Fire Extinguishers :

Rule 86 - SAFETY DISTANCE:-

Whether the proposed storage place is at a distance of minimum 15 meters away from any such premises of any other premises used for storage of explosives flammable or hazardous materials

RULE 87 - SALE OF OTHER ARTICLES:-

Whether the proposed storage of fireworks is used for storage of any other materials

RECOMMENDATION OF INSPECTING OFFICER :

Place :

Dated:

Signature of the Inspecting Officer

Name:

Designation:

CHECK LIST FOR INSPECTION OF TEMPORARY SHOPS FOR POSSESSION AND SALE OF FIRE WORKS DURING FESTIVAL AS PER EXPLOSIVE RULE -2008

Name of the Applicant :

Location of Storing Place :

Location of Selling Place :

Rule 84 - TEMPORARY SHOPS FOR POSSESSION AND SALE OF FIRE WORKS DURING FESTIVAL:

1. The fireworks shall be kept in a shed made of non-flammable: which is closed and secured so as to prevent material unauthorized person having access thereto.
2. The Shed for possession and sale of fireworks shall be at a : distance of at least three meters from each other and fifty meters from any protected work.
3. The sheds shall not face each other :
4. No oil burning lamps, gas lamps or naked lights shall be : used in the shed or within the safety distance of the shed. Electrical lights, if used, shall be fixed to the wall or ceiling and shall not be suspended by flexible wire Switches for each shop shall be fixed rigidly to the wall and a master switch shall be provided for each row of sheds.
2. Display for fireworks shall not be allowed within fifty meters: of any shed.
3. In one cluster not more than fifty shops shall be permitted :

Rule 85 - SPECIAL PRECAUTION TO BE OBSERVED FOR FIRE WORKS:-

1. Whether fireworks are kept/proposed to keep in a shop : window used for display of goods
2. Whether fireworks are kept in spark proof receptacle or the : fireworks are kept in the original outer packet in which they were received
3. Whether fireworks are kept in a clear position away from and : clear of shop traffic and to be separated from all articles of a flammable or combustible nature
4. Whether there is any dust free and spark proof receptacle : available for keeping crackers
5. Whether Fire Fighting equipments are available :
6. Whether the persons employed in the storage shed are : conversant with the use of Fire Extinguishers

Rule 86 - SAFETY DISTANCE:-

Whether the proposed storage place is at a distance of minimum : 15 meters away from any such premises of any other premises used for storage of explosives flammable or hazardous materials

RULE 87 - SALE OF OTHER ARTICLES:-

Whether the proposed storage of fireworks is used for storage : any other materials

RECOMMENDATION OF INSPECTING OFFICER :

Place :

Dated:

Signature of the Inspecting Officer

Name:

Designation:

Annexure-V

Checklist for suggesting minimum requirements for fire fighting installation at Hospitals, Sanatoria & Nurshing Homes as per NBC.

S.No	Requirement of Fire Fighting equipments.	Existing arrangements / provisions in the building
Exits :-		
1.	Buildings, which are 15 m height or above, having area more than 500 m ² on each floor shall have a minimum of 02 staircases.	
2.	Width of Internal Staircases:- (Institutional buildings like hospital - 2.0 m)	
Type of Installation :-		
1.	Fire Extinguishers (depend upon the occupancy, activities etc.)	
2.	Hose Reel	
3.	Wet Riser (For Ground + 2 or more storeys with beds, Less than 15 m in height with plot area more than 1000 m ² , 15 m & above but not exceeding 24 m in height & Above 24 m & not exceeding 30 m in height).	
5.	Down comer (Up to ground plus one storey with beds and Ground plus 02 or more storeys with no beds)	
6.	Yard Hydrant (Less than 15 m in height with plot area more than 1000 m ² , 15 m & above but not exceeding 24 m in height & above 24 m and not exceeding 30 m in height)	
7.	Automatic Sprinkler System (not necessary for ground floor plus 01 storey with no beds & up to ground plus one storey with beds)	
8.	Manually operated Electric Fire Alarm	
9.	Automatic Detection & Alarm System	
Water Supply :-		
1.	Underground Static Water Storage Tank (not necessary for ground floor plus 01 storey with no beds, up to ground plus one storey with	

**CHECKLIST FOR INSPECTION OF PETROL PUMPS AS PER PETROLEUM RULES, 2002 AND
AMENDED RULES, 2005.
(under Article 7 of the First Schedule)**

(License to import and store otherwise than in bulk petroleum Class A in quantities exceeding 300 litres or Petroleum Class B in quantities exceeding 25,000 litres or petroleum class C in quantities exceeding 45,000 litres or petroleum class A together with any other class of petroleum in quantities exceeding 300 litres in all)

Name of the applicant				
Address of the applicant				
Location of Petrol Pump				
1.	The storage shed shall rest on foundation walls and shall be surrounded by a wall or embankment of substantial construction or the walls and floor shall be suitably finished to form a sump not more than 30 cms deep.			
2.	The storage shed if used for the storage of petroleum Class A shall be adequately ventilated near the ground level immediately above any walls constructed to form the sumps specified in condition 1 and also near the roof.			
3.	No alteration shall be carried out in the licensed premises without the previous sanction in writing of the licensing authority. All alterations shall be shown on an amended plan to be attached to the license.			
4.	The following distances shall be kept clear at all times from any storage shed to protected works :-			
	Licensed capacity of storage shed of all classes of petroleum stored in the shed.	Total distance to be observed from storage shed for		
		Petroleum	Petroleum	Petroleum
		Class A	Class B	Class C
	Not exceeding 2500 litres	6 m	NA	NA
	Exceeding 2500 ltr but not exceeding 25000 ltr	7.5 m	"	"
	Exceeding 25000 ltrs but not exceeding 50000 ltrs	9 m	3 m	"
	But not exceeding 100,000 ltr	12 m	4.5 m	3 m
	Exceeding 100,000 ltr	15 m	6 m	3 m
5.	Adequate precaution shall be taken at all times for the prevention of accident by fire or explosion. An adequate number of portable fire extinguishers suitable for fighting oil fires shall always be kept in easily accessible place.			
6.	The proposed premises shall have proper access and approach for the purpose of fire fighting, rescue operation, movement of fire tenders etc.			
7.	An adequate supply of dry sand together with necessary implement for the convenient application.			
8.	No Smoking Board to be displayed			

(Signature)
Name & Designation of inspecting Officer

	<i>beds & ground floor plus 02 or more storeys with no beds)</i>	
2.	Terrace Tank (2500 to 20000 depend upon the height of the building & plot area as per parameter in NBC)	
Pump capacity :-		
1.	Pump near underground Static Water Storage Tank (Fire pump with minimum pressure of 3.5 Kg/Cm ² at terrace level) <i>(not necessary for ground floor plus 01 storey with no beds, up to ground plus one storey with beds & ground floor plus 02 or more storeys with no beds)</i>	
2.	At the Terrace tank level with minimum pressure of 2.0 Kg/cm ² (for up to Ground plus 01 storey with beds & Ground plus 02 or more storeys with beds)	
V.	Other observation from fire safety point of view, if any	
VI.	Recommendation of Inspecting officer	

Place:

Dated:

Signature of Inspecting Officer

Name:

Designation: