VOLUNTARY

FIRE SAFETY INSPECTION SCHEME

(An IFE-AHPI initiative)

INSTITUTION OF FIRE ENGINEERS INDIA

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ASSOCIATION OF HEALTHCARE PROVIDERS INDIA

Educating & Advocating for
Well Being of Common Man

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Annexure - I

VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
Criteria for Fire Safety Inspections

1. SCOPE

1.1. This document includes requirements for the Fire Safety for Institutional buildings broadly categorized under the following Subdivisions

a) Subdivision C-1 Hospitals & sanatoria
b) Subdivision C-2 Custodial Institutions
c) Subdivision C-3 Penal and mental institutions

1.2. The criteria follow the provisions of NBC of India 2016 listed in Part 4 on Fire and life safety and referred standards therein.

1.3. The scope of fire safety inspection shall be as defined in the local fire safety regulations.

2. REQUIREMENTS

2.1 The organization shall comply with:

a) The fire safety regulations as applicable to it
b) in the absence of a) above the provisions of National Building Code 2016 Part 4 – Fire and Life Safety
c) in the absence of a) and b) above, any recognized standard agreed to between the organization and the Fire Safety Inspection Agency

Note: The organization, if it so wishes, may undergo fire safety inspection for any part of the above criteria.

2.2 The organization shall have a system for identifying and updating the local fire safety regulations and disseminating the information to concerned personnel within the organization for necessary action.

2.3 The organization shall have a process for handling any complaints/feedback related to fire safety received from the customers/stakeholders and keep a register of complaints with their details and outcomes.

Note: *Guidance for designing a complaint handling procedure may be drawn from IS/ISO 10002 Quality management − Customer satisfaction − Guidelines for complaints handling in organizations*

2.4 The organization shall identify and document the roles, responsibilities and competence of key personnel relating to fire safety.

2.5 The organization shall conduct self-assessment periodically based on the check list given as Annex.

Note: *The check list is indicative and will need to be modified in line with the applicable regulations. It is expected that inspection agencies will use this checklist and make it more elaborate based on where the inspection is to be carried out, height of the building and local regulations.*

2.6 The organization shall periodically but at least once a year conduct an internal audit and top management review of its fire and life safety measures.

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Annexure II

VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
Fire Safety Inspection Process

0. Scope

0.1 This document describes the Inspection process to be followed by the Fire Safety Inspection Agencies (FSIAs) approved under the Fire Safety Inspection Scheme operated by Institution of Fire Engineers (IFE) jointly with the Association of Healthcare Providers (India), (AHPI) for the purpose of conducting fire safety inspections of the health care facilities in accordance with the regulations in force.

0.2 This document shall supplement the provisions contained in document titled; "Criteria for Fire Safety Inspection" lay down vide Doc. No IFE/FSIS/101/Issue-01/Feb 2023

0.3 An Inspection Certificate/Report shall be made available after inspection duly indicating the compliance with local regulations or non-compliance there from in the health care facility as indicated in the application and available at the time of inspection.

0.4 The inspection report/certificate under this Scheme shall indicates the state of fire safety measures on the day of inspection and does not assure continuing compliance as is applicable to all inspection activities. In case any changes are made in the structure/ electrical/ mechanical/ medical equipment including change in key personnel responsible for Fire Safety, it is advisable to obtain a fresh inspection report/certificate.

0.5 An application shall be made afresh for Fire Safety Inspection to re-validate the report/certificate taking in to account the changes in the facility and consequential impact.

0.6 The Fire Safety Inspection shall be conducted at the cost and risk of the applicant and the Scheme Owners shall have no liability of any kind for any loss or disruption of business and damage caused during the inspection.

0.7 The scheme shall be operated by the following Inspection agencies, who shall give the report/ certificate as mentioned against each; namely:-

0.7.1 **Type A Inspection Bodies**-means the third party bodies competent to conduct the fire safety inspection of the facility and to issue "Certificate of Compliance" after inspection or after resolving non conformities observed within a reasonable time up to 60 days or else provide a report for action on "Non-Compliance" by the applicant.

0.7.2 **Type C Inspection Bodies**-means the third party bodies competent to conduct inspection of the facility and provide solutions to "Non-Compliance" issues but not competent to issue "Certificate of Compliance" instead issue a report indicating observations.

1.1 Application for Inspection

1.1.1. The Scheme has provision for two types of inspection bodies namely; Type A, and Type C as per ISO 17020.

1.1.2. 1.2 The applicant shall carefully select the type of Inspection Body based on his need.

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1.2 Application Form

1.2.1. An application shall be made in the prescribed format annexed at the end of the Scheme and duly signed by the authorized signatory.

1.2.2. The applicant shall provide all relevant documents as mentioned under clause 1.2 duly authenticated by the authorized signatory and information/documents as may be required by the Inspection Body before or during the inspection.

1.3 List of Documents

The following documents as applicable shall be furnished by the applicant to the FSIA:

(a) Copy of building plans including lay out showing width of access road to premises;
(b) Year of construction;
(c) Details of previous inspection by any agency;
(d) Copy of NOC from Local Fire Department, if any;
(e) Details of last electrical audit/ electrical installation verification;
(f) PAT (Portable Appliance Test) of all Bio-medical equipment.
(g) Copy of registration certificate issued by Health Department;
(h) Copy of Lift Certificate issued by Lift Inspector;
(i) Hydraulic Test Certificate issued by NABL accredited Lab for Fire Extinguishers as per regulatory requirements/ IS 2190;
(j) Certificate for Fire Doors installed in the premises, if any;
(k) Details of LPG storage in the premises, if any;
(l) List of trained fire personnel and details of fire fighting training to other staff including security personnel;
(m) Details of fire pumps and water storage tank(s) for fire fighting; and
(n) Any other document as specified by FSIA.

1.4 Information for Applicants

The FSIA shall maintain and make publicly available on its web site and by other modes, accurate information describing its inspection processes and geographical areas in which it operates. The information shall include:

a. Reference to the Inspection Criterion;
b. Procedure for obtaining Fire Safety Report/Certificate;
c. Application form;
d. List of documents required to be submitted along with the application;
e. Information about the fees for application, initial inspection and policy for the fee structure;
f. Documents describing the rights and duties of clients; and
g. Information on procedures for handling complaints, feedbacks and appeals.

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1.5 Registration of Application

1.5.1. The FSIA shall respond to all enquiries received from prospective applicants for Fire Safety Inspection with complete information for facilitating registration of an application within 7 working days of receipt of the query.

1.5.2. The prospective applicant Hospital Unit (HU) shall apply to any of the approved Inspection Bodies on the prescribed Application format along with documents enlisted under clause 1.2 duly selecting the type of inspection sought.

1.5.3. The prospective HU shall declare (in the form of an undertaking) whether it has been an applicant / inspected under this Scheme with or by any other FSIA and if yes, then shall provide the previous reports to the new FSIA. The FSIA may verify the information provided by contacting the earlier FSIA if necessary.

1.5.4. The prospective applicant HU shall along with the application declare any judicial proceedings relating to its fire safety related operations, any proceedings by any Regulatory Body/IMC/Court of Law/Local Fire Services for suspension/ cancellation/withdrawal of its fire safety related operation/approvals under any Regulations or otherwise. Such declaration shall be a part of the undertaking mentioned under clause 1.4.3 above.

1.5.5. Inspection is done only against the inspection criteria, as applicable and the existing status of HU. The FSIA shall review all applications for the above and ensure the same. It shall prepare an appropriate check list based on where inspection is to be carried out, height of the building and local regulations using the indicative check list attached to the Criteria.

Note: The applicable criteria means Criteria based on which the Fire NOC/ FSC (Fire safety Certificate) was issued.

1.5.6. All applications for inspection shall be reviewed by the FSIA for adequacy and deficiencies observed, if any, shall be informed to applicant HU within 7 days of receipt of application.

1.5.7. Applications complete in all respect shall be accepted and registered within 7 days in order of receipt with a unique identification number, acknowledged and records maintained. In case the applicant discloses any proceedings under clause 1.4.3 and 1.4.4 above, FSIA shall take cognizance of any proceedings during inspection.

1.5.8. Applications from HU found to be giving false information while their application is being processed shall be rejected after a due notice of 15 days and asked to apply afresh.

1.5.9. FSIA shall reject or close an application under the following conditions:

i. If inspection is not carried out within 3 months of registration of application;
ii. Misuse of any Fire Safety Inspection Report/ Certificate;
iii. Evidence of any malpractice in relation to fire safety; and
iv. Voluntary withdrawal of application.

1.5.10. The application fee, if charged by FSIA, may be refunded in full or part based on FSIA's policy.

2. Inspection Programme

The inspection programme shall comprise of the following two stages, namely:
(a) Stage 1- Review of documents (Offsite); and
(b) Stage 2- Onsite Inspection.

3. Inspection Man Days

3.1 The man days required to conduct a fire safety inspection shall be calculated in accordance with the following:

Sl. No.	Type of Unit	Height	Floor Area (m^2)	No. of Man Days* per block
1	Hospital Unit per Building Block	Less than 15 m	Not more than 500 m^2 on each floor	2
2	Hospital Unit per Building Block	Less than 15 m	More than 500 m^2 on each floor	6
3	Hospital Unit per Building Block	More than 15 m	Not more than 500 m^2 on each floor	4
4	Hospital Unit per Building Block	More than 15 m	More than 500 m^2 on each floor	6
* In case of Hospital Unit comprising of multiple blocks, the total number of man days shall be determined based on criterion given in the table above subject to mutual agreement between FSIA & HU on having more than one team working simultaneously in the premises.				

3.2 The inspection programme shall include at least one man-day (8 hrs.) per building block on-site inspection

3.3 Pre-inspection meeting, Inspection preparation, de-briefing and report preparation time shall be limited to one man-day only

4. Inspection Planning

4.1.1. All information as sought after stage 1 shall be provided to the FSIA.

4.1.2. The applicant and FSIA shall with mutual agreement schedule the date(s) for Stage 2 Inspection.

4.2 Composition of Inspection Team

4.2.1 The FSIA shall appoint Inspection Team(s) having necessary competence and skills required to conduct the inspection in accordance with the table given below.

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Fire Safety Inspection Process

Sl. No.	Type of Unit	Height	Floor Area (m^2)	Composition of Inspection Team
1	Hospital Unit per Building Block	Less than 15 m	Not more than 500 m^2 on each floor	(a) One Fire Safety Inspector (b) One Fire Technician
2	Hospital Unit per Building Block	Less than 15 m	More than 500 m^2 on each floor	(a) One Fire Safety Inspector (b) Two Fire Technicians
3	Hospital Unit per Building Block	More than 15 m	Not more than 500 m^2 on each floor	(a) One Fire Safety Inspector (b) One Fire Technician
4	Hospital Unit per Building Block	More than 15 m	More than 500 m^2 on each floor	(a) One Fire Safety Inspector (b) Two Fire Technicians

4.2.2 The FSIA may additionally depute a technical expert in any domain, if needed but the inspection report shall be signed by a qualified fire safety inspector as prescribed under this Scheme.

4.3 Inspection Plan

4.3.1 The FSIA shall ensure that the Stage 2 Inspection is conducted during working days in which the HU operation is at its peak.

4.3.2 Stage 2 inspection shall not be planned in case any of the section of HU is non-operational.

4.3.3 The inspectors, if more than one, may conduct part parallel inspection being focused on specific processes.

5. Inspection Process

5.1 The Stage 1 of Inspection (off site) is comprehensively performed to accomplish the following:

(a) Identification of fire and life safety arrangements in the HU, its documentation, with respect to statutory obligations;
(b) Evaluate the location of HU and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the stage 2 inspection;
(c) Review the HU status and understanding regarding fire safety requirements/arrangements and its continued compliance;
(d) Review the allocation of resources for stage 2 inspection and agree with the client on the details of the stage 2 inspections;
(e) Provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects; and
(f) Evaluate if the internal arrangements and management on fire safety in HU as planned and performed,

5.2 The document review shall be carried out off site and judge the adequacy of the system to meet requirements concerning Fire and Life Safety Criterion to prepare a formal document review report.

5.3 Stage 2 Inspections at Hospital Unit

5.3.1 **Objective**: To verify the availability and operability of Fire and Life Safety measures adopted by HU.

5.3.2 During the Opening Meeting, the team Leader shall:

(a) Share the inspection plan with the **Authorized Person (AP) of the HU.**

(b) During the opening meeting AP shall give a presentation on installed Fire Safety measures, Risks identified and their control measures.

5.4 Safety during Inspection

5.4.1 The Inspection involves risks of injury and thus, need to protect against them using personal protective gears listed under Clause 5.4.2.

5.4.2 Each member of the inspection team shall have following personal protective equipment which is carried along to the site for conduct of inspection:

(a) helmet;
(b) fire fighter's boot;
(c) goggles;
(d) coverall;
(e) hand gloves; and
(f) ear protectors.

5.5 Use of the Check List

5.5.1 The Inspection shall be conducted with the help of the Check List prepared in accordance with the Criteria document taking into account local applicable regulations.

5.5.2 The Team Leader shall fill in the entire Check Lists along with remarks giving objective evidence of compliance/ non-compliance in the Hospital Unit itself.

5.5.3 The check list shall contain all requirements relating to Fire and Life Safety/Fire including prevention criteria if any, in accordance with the applicable regulations.

5.5.4 The applicant or a person authorized by him in this behalf may check the credentials of the Inspection Team members and the Team Leader shall co-operate in matter.

5.6 Report Findings and Non conformities

Objective: To establish criteria for determining the relevance of evidences considered as NCs to reduce variation among Inspectors and FSIAs.

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5.6.1 **Description**

Description of Non Conformity	Time for closure and Action by FSIA
Non- compliance with a regulatory requirement which indicates failure of the HU's capability to fulfil fire safety and preventive measures requirement.	(a) 15 days or as deemed reasonable to FSIA. (b) HU is requested to comply with the NC. (c) Report with the findings shall be issued based on the actions taken by HU on NCs. (d) Onsite verification of compliance of NC. (e) Application shall be closed if no CAs are taken or CAs are not satisfactory after two iterations.
Non-conformity regarding a requirement which threatens fire safety of its occupants	(a) One month. (b) HU is requested to comply with the NC. (c) Any certificate shall be issued only after satisfactory verification of its closure onsite. (d) Application may be closed if no CAs is taken or CAs is not satisfactory after two iterations.
Non-compliance with a requirement which does not compromise with the criteria requirement and is not a threat to safety of the occupants	(a) Within 3 months. (b) Evidences of closure shall be provided to the FSIA. (c) Verification can be done offsite. (d) Certificate to be issued only after all NCs are resolved and verified.

5.6.2 Any non-compliance observed during inspection, for which corrective actions (CAs) are taken on-site during inspection and not raised as non-conformity, shall however be reported in the report findings.

5.6.3 The Non Conformities shall be:

(a) Prepared by the Team leader before the Closing Meeting
(b) Discussed with the HU.
(c) Countersigned by the Team leader and the HU's representative.
(d) Sent to the FSIA.

5.7 Inspection Report

5.7.1 Any inspection report/certificate shall include all of the following:
(a) identification of the issuing body;
(b) unique identification and date of issue;
(c) date(s) of inspection;
(d) signature or other indication of approval, by authorized persons;
(e) the inspection results, except where detailed in accordance with 5.6.

(f) a statement of conformity where applicable or required by the client when no non conformities are observed or non-conformities are addressed and verified by the FSIA;

5.7.2 ***FSIA shall issue an inspection certificate that does not include the inspection results only when the FSIA can also produce an inspection report containing the inspection results, and when both the inspection certificate and inspection report are traceable to each other.***

5.7.3 All information listed in 5.7.1 shall be reported correctly, accurately, and clearly.

6. Complaints and Appeals

6.1. Complaints to the FSIA (relating to Fire Safety measures)

6.1.1 The FSIA shall have a documented process to receive, evaluate and make decisions on the complaints received from any stake holder related to Fire safety measures only in an HU inspected by it and subject to requirements for confidentiality.

6.1.2 The complaint-handling process shall include at least the following elements and methods:

a) An outline of the process for receiving, validating, and investigating the complaint and for deciding as to what actions are to be taken in response to it;
b) Tracking and recording complaints including actions undertaken in response to them; and
c) Ensuring that any appropriate correction and corrective action is taken.

6.1.3 The FSIA shall make a description of the complaint-handling process publicly available.

6.1.4 Upon receipt of a complaint, the FSIA shall confirm whether the complaint relates to inspection activities that it is responsible for and, if so, shall deal with it. If the complaint relates to an inspected client, then examination of the complaint shall consider the effectiveness of the system.

6.1.5 Any complaint about a HU shall also be referred by the FSIA to the HU in question within 7 days from the date of receipt of the complaint, unless it requires confidentiality to be maintained.

6.1.6 The FSIA receiving the complaint shall be responsible for gathering and verifying all necessary information to validate the complaint.

6.1.7 Whenever possible, the FSIA shall acknowledge receipt of the complaint and shall keep the complainant apprised from time to time with the progress and finally, the outcome.

6.1.8 The decision to be communicated to the complainant shall be made by, or reviewed and approved by, individual(s) not previously involved in the subject of the complaint.

6.1.9 Whenever possible, the FSIA shall give formal notice of the closure of the complaint handling process to the complainant.

6.1.10 The FSIA shall determine, together with the client and the complainant, whether and if so, to what extent, the subject of the complaint and its resolution is made public.

6.1.11 The FSIA shall determine if any action or modification is needed in relation to inspection report/certificate it may have issued to the HU against who complaint is received

6.2 Appeals

6.2.1 FSIA shall have a documented process to receive, evaluate and make decisions on appeals made by its client HU regarding outcome of its inspections.

6.2.2 FSIA shall be responsible for all decisions at all levels of handling appeals.

6.2.3 The process shall not result in any discriminatory actions.

7. Change of Location/ Name/ Structure

7.1 Any change in the structure and or electrical/ mechanical/ medical equipment fittings including change in key personnel of Fire Safety shall require afresh Fire Safety Inspection and the earlier Inspection report / Certificate shall be deemed invalid with immediate effect.

7.2 Any change in ownership/ status of the HU shall be informed to FSIA immediately if it requires any change in inspection report/certificate.

7.2 The HU shall be responsible for the fire safety of the premises and if there is change in location or changes in structure or electrical load and additional fire safety measures are taken, fresh inspection shall be required.

8. Fee

8.1 The fee charged to the HU for the Inspection shall not show any discrimination between units based on geographical location, size of the hospital unit etc.

8.2 The FSIAs fee structure shall be publicly accessible and also to be provided on request.

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8.3 FSIA shall communicate and obtain consent to its fee structure from the prospective client prior to inspection.

8.4 As and when the fee undergoes a change, the same shall be communicated to all clients with whom FSIA has an ongoing contract under this scheme of inspection for their acceptance.

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Annexure – III

VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
System for Provisional Approval of Fire Safety Inspection Agencies

0. INTRODUCTION

0.1 The **Institution of Fire Engineers (IFE)** and the **Association of Healthcare Providers (India) (AHPI)** have joined hands to develop a **system of fire safety inspections,** initially in hospitals given the spate of fire incidents which have been happening in hospitals of late. These are aimed at providing competent **Fire Safety Inspection Agencies (FSIAs)** to the **hospital units (HUs)** to enable them to periodically get themselves inspected for compliance to the local regulations and/or provisions of the National Building Code, 2016 or any other recognized standard(s).

0.2 The **Fire Safety Inspection Scheme**, herafter referred to as **'Scheme'**, would be later extended to cover other institutional buildings like hotels, commercial buildings, offices etc.

0.3 The FSIAs, in order to operate under the system,shall need to primarily comply with the requirements specified in international standard, ISO/IEC 17020:2012, and the additional requirements prescribed byIFE-AHPI, as scheme owners.

0.4 The FSIAs would not get a client and would not be able to offer their process for witnessing as part of the accreditation process to the accreditation body to get accreditation or to get the relevant scope added in their accreditation if already accredited for ISO/IEC 17020 unless they are approved under the Scheme.

0.5 Therefore, it is necessary to establish a procedure for provisional approval of FSIAs under the Scheme till such time they can get the scope added in their accreditation or get formally accredited from the **National Accreditation Board for Certification Bodies (NABCB)** or any other accreditation body recognized by IFE-AHPI as per ISO/IEC 17020:2012 and get approved by IFE-AHPI.

0.6 This document sets out the requirements to be fulfilled by FSIAs desirous of operating under the Scheme pending formal accreditation and approval.

1. SCOPE

1.1 This document defines the criteria and process for FSIAs to obtain provisional approval to operate under the Scheme, pending formal accreditation for the Scheme by NABCB or any other accreditation body recognized by IFE-AHPI as per the prescribed international standard(s) and approval by IFE-AHPI.

1.2 This approval shall be valid for two year within which the approved FSIAs would have to obtain formal accreditation from NABCB or any other accreditation body recognized by IFE-AHPI and approval of IFE-AHPI. This period shall be one year for those inspection bodies who already hold accreditation to ISO 17020 and only need to add scope of Fire Safety Inspection Scheme.

2. CRITERIA FOR APPROVAL

The FSIAs desirous of undertaking fire safety inspections under this Scheme shall meet the criteria as prescribed in clauses 3 and 4 of this document.

3. ADMINISTRATIVE REQUIREMENTS

3.1 Legal entity: The FSIA shall be a legal entity in the economy in which it is located, or shall be a defined part of a legal entity, such that it can be held legally responsible for all its inspection activities. A governmental body is deemed to be a legal entity based on its governmental status. An FSIA, that is part of an organization involved in functions other than inspection, shall be separate and identifiable within that organization.

3.2 Organizational structure:The FSIA shall define and document the duties, responsibilities and reporting structure of its personnel and any committee(s) and its place within the organization. When the FSIA is a defined part of a legal entity, the documentation of the organizational structure shall include the line of authority and the relationship with other parts within the same legal entity.

3.3 Integrity: The FSIA and its personnel shall maintain integrity at all times. The FSIA shall implement appropriate measures to ensure integrity.

3.4 Impartiality:

3.4.1 The FSIA shall be impartial.

3.4.2 The FSIA shall be so structured and managed so as to safeguard impartiality.

3.4.3 The FSIA and its staff shall not engage in any activity that may conflict with its impartiality. Specifically the FSIA shall not engage in any activity related to fire safety which may amount to design or implementation or maintenence of fire safety systems.

3.4.4 The Scheme has provision for two types of inspection bodies:

a) Type A inspection bodies as per ISO 17020 which are third party bodies and allowed to issue Certificate of Compliance after resolving non conformities observed by the HU or just provide a report for action by the HU, and,

b) Type C inspection bodies which are allowed to provide solutions to the findings and can only issue a report indicating findings and not Certificate of Compliance.

3.4.5 The FSIA shall act impartially in relation to its clients.

3.4.6 The FSIA shall have a process to identify, analyze, evaluate, monitor and document the threats to impartiality arising from its activities including any conflicts arising from its relationships on an ongoing basis.

a) This shall include those threats that may arise from its activities or its relationships or the relationships of its personnel. Where there are any threats to impartiality, the FSIA shall document and demonstrate how it eliminates or minimizes such threats and document any residual risk. The demonstration shall cover all potential threats that are identified, whether they arise from within the FSIA or from the activities of other persons, bodies or organizations.

b) Top management of the FSIA shall review any residual risk to determine if it is within the level of acceptable risk. When a relationship poses an unacceptable threat to impartiality, then certification shall not be provided.

c) The risk assessment process shall include identification of and consultation with appropriate interested parties to advice on matters affecting impartiality including openness and public perception.

NOTE 1 Sources of threats to the impartiality of the FSIA can be based on ownership, governance, management, personnel, shared resources, finances, contracts, training, marketing and payment of a sales commission or other inducement for the referral of new clients, etc.

NOTE 2 One way of fulfilling the consultation with the interested parties is by the use of an impartiality committee set up by the FSIA.

3.4.7 The FSIA shall not impart education and/or training relating to fire safety within the same legal entity. Conducting generic awareness programmes regarding FSIA scheme is acceptable.

3.4.8 The FSIA shall have a process to eliminate or minimize risk to impartiality if training/education in fire safety is carried out in a related body which is linked to the FSIA by common ownership etc.

3.4.9 The FSIA shall have a process to ensure that the inspectors are free of any conflict of interest with the clients being inspected. A separation of minimum 2 years is considered acceptable for the purpose.

3.5 Confidentiality: The FSIA shall ensure the confidentiality of information obtained in the course of its inspection activities by having a suitable system. Information gathered shall not be used for any commercial or other purposes other than that to support inspection report to the client.

3.6 Liability and financing :

3.6.1 The FSIA shall be able to demonstrate that it has evaluated the risks arising from its inspection activities and that it has adequate arrangements (e.g. insurance or reserves) to cover liabilities arising from its operations in each of its fields of activities and the geographic areas in which it operates.

3.6.2 The FSIA shall evaluate its finances and sources of income and demonstrate that initially, and on an ongoing basis, commercial, financial or other pressures do not compromise its impartiality.

4. TECHNICAL REQUIREMENTS

4.1 Personnel :

4.1.1 The FSIA shall have, as part of its organization, personnel, either employed or on contract, having sufficient competence for managing the fire safety inspection activity.

4.1.2 The FSIA shall have defined processes for selecting, training, and formally authorizing inspectors and for selecting technical experts, if needed, used in this activity.

4.1.3 The FSIA shall define and document the competence of all personnel involved in the inspection activities, including requirements for education, training, technical knowledge, skills and experience.

4.2 Competence of Inspection Personnel

4.2.1 Competence of personnel for performing the inspection activities having significant quality impacts shall be established based on appropriate education, training, skills and experience.

4.2.2 The personnel shall have Basic Educational Qualifications and experience as listed under Clause 4.3.

4.3 Basic Educational Qualifications and Experience

4.3.1 **Fire Safety Inspector**: The Fire Safety Inspector shall have the following educational qualifications and experience and shall act as a Team leader;

(a) Graduate in Fire/Fire & Safety Engineering and having 5 years post qualification experience in a fire service established under law in a position not less than the rank of a Station Officer or equivalent; or in the field of fire

protection engineering including design, installation, commissioning, and maintenance.

OR

(b) Divisional Officer Course passed from national Fire Service College, Nagpur/Graduate ship/Member ship Examination conducted by IFE (I) or IFE (UK)/Diploma in Fire Engineering from a Technical Board of Engineering and having 7 years experience post qualification in a position not less than the rank of a Station Officer or equivalent; or in the field of fire protection engineering including design, installation, commissioning, and maintenance.

NOTE: Any other qualification and/ or experience prescribed by law by any state shall also be acceptable under this Scheme for inspection in that state.

(c) In either case, the inspection personnel shall have knowledge of local fire safety and other regulations (e.g. building byelaws, development control rules etc);, as applicable.

4.3.2 Fire Technician: The Fire Technician shall have following qualifications and experience:

(a) Passed 10+2 examination of a recognized Board of Education;
(b) Passed Certificate Course in Fire Protection from a recognized Board of Technical Education; and
(c) Two years post qualification experience in fire protection works in a building/fire service/installation company.

4.3.3 Any other person may be associated with the inspection team to provide specific expertise but the inspection report shall be signed by the fire safety inspector as prescribed in cl. 4.3.1.

4.4 Training

4.4.1 The inspector should have undergone a training based on ISO 17020 and ISO 19011 relevant to fire safety inspections as detailed under the Scheme.

4.4.2 The inspector shall undergo at least 10 mandays of inspection in at least 5 clients as trainee under the supervision of a qualified fire inspector to be qualified as an independent inspector.

His time as trainee shall not be counted in inspection time for the client. In case he has not been in any inspection of HU, he shall observe at least one inspection of HU before being independently assigned as inspector.

4.5 Personnel records:

The FSIAs shall maintain up-to-date personnel records, as per requirements of the Scheme, for each of its personnel involved in its fire safety inspection activities.

4.6 Inspection process :

4.6.1 The FSIA shall manage the process of fire safety inspectionsas per the documented **'Fire Safety Inspection Process under IFE-AHPI Initiative'** prescribed under the Scheme.

4.6.2 The FSIA shall maintain records to demonstrate that the inspection process is effectively implemented.

4.6.3 The FSIA shall ensure the requirements of the Scheme are met with at any point in time.

4.6.4 The FSIA shall inspect for fire safety only under the Scheme and shall issue an inspection report or certificate of compliance, as applicable, to the client inspected following the rules prescribed under the Scheme.

4.6.5 The FSIA shall have written agreement with the clients for the use of the report/certificate issued to them.

4.6.6 The FSIA shall have a process to handle appeals by the client against any of its findings/non conformities or conclusions drawn based on the inspection carried out.

4.6.7 The FSIA shall have a process to handle complaints from any stakeholder.

4.7 Agreement:

The FSIAs shall have a legally enforceable agreement for the provision of inspectionserviceswith the clients. The type of service to be offered, the criteria against which the inspection to be carried and the extent and physical boundries for the inspection shall be clearly stated in the agreement.

4.8 Publicly available information without request

4.8.1 The FSIA shall maintain a website for providing information about the Fire Safety Inspection Scheme and the fire safety inspection activities under the Scheme.

4.8.2 The FSIA shall maintain and make publicly available information describing its inspection processes and geographical areas in which it operates.

4.8.3 The FSIA shall make publicly available its processes for handling appeals and complaints.

5. APPROVAL PROCESS

5.1 Application :

5.1.1 Any organization interested in approval as a FSIA for the Scheme may apply to IFE in the prescribed application format along with the prescribed application fee. The applicant shall also enclose the required information and documents as specified in the application form.

5.1.2 The filled in application form for approval shall be duly signed by the CEO/authorized representative/s of the organization seeking approval.

5.1.3 On receipt of the application form, it will be scrutinized by the secretariat at IFE and if found complete in all respects, will be processed further.

5.2 Assessment process :

5.2.1 On review of the application for completeness, an assessment team comprising a team leader and member(s)/technical expert(s), as needed, will be nominated by IFE for assessment at applicant's office and other locations, if required. Under normal circumstances, the assessment at head office will be for a total of two man-days for an assessor and a technical expert. In case the FSIA is already accredited to ISO/IEC 17020:2012, the man-days may be reduced.

5.2.2 The names of the members of the assessment team along with their CVs will be communicated to the applicant giving it adequate time to raise any objection against the appointment of any of the team members, which will be dealt with by IFE on merits. All assessors/technical experts nominated by IFEshall have signed undertakings regarding confidentiality, impartiality and conflict of interest.

5.2.3 Generally based on results of office assessment, the decision for granting provisional approval will be taken, IFE may , based on the report of office assessmentor otherwise, to undertake witness assessment(s) of actual fire safety inspection by the applicant.

5.2.4 The assessment team leader shall provide an assessment plan to the applicant in advance of the assessment.

5.2.5 The date(s) of assessment shall be mutually agreed to between the applicant and IFE/assessment team.

5.2.6 The Office assessment will begin with an opening meeting for explaining the purpose and scope of assessment and the methodology of the assessment. The actual assessment process shall cover a review of the documented system of the applicant to assess its adequacy in line with the requirements as specified in this document including the check lis(s) developed by the FSIAs and competence to conduct and report fire safety inspections as per the inspection criteria.

It will also involve verification of the implementation of the system including scrutiny of the records of inspectors' competence and other relevant records and demonstration of inspectors' competence through means like interviews, etc. In short, it will be an assessment for verifying technical competence of the applicant FSIA for operating under the Scheme.

5.2.7 At the end of the office assessment, through a formal closing meeting, all the nonconformities and concerns observed in the applicant's system as per the assessment criteria and the assessment team's recommendation to IFE shall be conveyed to the applicant.

5.2.8 Based on the report of the assessment, and the action taken by the applicant on the nonconformities/concerns if any, IFE shall decide on granting provisional approval to the applicant as FSIA under the Scheme.

6. VALIDITY OF APPROVAL

6.1 The approval shall be valid for one/two years for those already accredited to ISO 17020 and those not yet accredited respectively.

6.2 The FSIA shall obtain formal accreditation as per ISO 17020 from NABCB or any other AB recognized by IFE within one/two year of provisional approval, as applicable, by IFE to formalize its approval.

6.3 The provisional approval shall be subject to suspension/withdrawal with due notice of 15 days inthe event of any noncompliance to the requirements of the Scheme.

6.4 The approved FSIA shall inform IFE without delay about any changes relevant to its approval, in any aspect of its status or operation relating to:

- **a)** legal, commercial, ownership or organizational status;
- **b)** organization's top management and key personnel;
- **c)** main policies, resources, premises and scope of approval;
- **d)** other such matters that may affect the ability of the FSIA to fulfil requirements for approval.

IFE shall examine such information and decide on the issue on merits with or without an on-site verification.

6.5 The FSIA shall send data on fire safety inspections conducted quarterly in the prescribed format to IFE.

6.6 The approved FSIA shall be subject to annual surveillance assessment, if applicable.

6.7 IFE shall witness the fire safety inspections by an approved FSIA at least once annually within the period of validity.

6.8 Any extension of validity of provisional approval shall be based on a written request for justifiable reasons and shall involve office or witness assessment or both as decided by IFE.

7. FEE

7.1 The following fee structure shall apply:

a) Application fee INR 10000/-
b) Manday Charges INR 15000/-
c) Annual fee INR 25000/-

7.2 In addition, the FSIA shall pay to IFE an amount of INR 500 per report/certificate issued by the FSIA.

7.3 IFE at its discretion may revise/ levy any other fee necessary with due notice to the FSIAs.

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Annexure – IV

VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
Inspection Check list

HOSPITAL FIRE & LIFE SAFETY

Part A: General

1. Name of the Hospital _____
2. Address _____
3. Name & Designation of Authorized Person _____
4. Contact Details [Mob.]_____[Mail]_____
5. Date (s) of Inspection _____
6. Name & ID of Inspecting Officer _____
7. Audit Request No. _____ Dated_____
8. Date of Last Inspection, if any. _____
9. Details of NOC/FSC from Local Fire Authority: Date of Issue_____ Valid Until _____
   [Please enclose photocopy]

Part B: Building Details

Sr. No.	Subject	Detail(s)
1	Year of Construction	
2	Height (m)	
3	Building Location: At Grade Level/On Podium	
4	Number of Building Blocks	
5	Class of Occupancy	
6	Plot Area (m^2)	
7	Number of Floor(s)	
8	Type of Construction: Type1/Type 2/Type 3/Type 4 as acclaimed	
9	Number of Basement(s)	
10	Area of Basement(s)	
11	Total Covered Area (m^2)	
12	Area of Typical Floor:	
13	Audit Reference Statutes: A. Building Controls Parameters B. Fire & Life Safety Measures	_____ _____
14	Special risk area(s):	

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Annexure – IV

VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
Inspection Check list
Part C: Checklists

The detailed fire and life safety requirements on issues as applicable to the hospital building should be collected from the statutes [DCR/Building Bye-laws] and Code & Code of Practice [National Building Code of India & Indian Standards] and tabulated in the "Required" column in the table C.1 through C.19 and whereas the field observations shall be recorded in the column "Provided".

Table C.1: Means of Access

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Width of Access Road to plot/building(m)			C/NC
2	Width of Joining Road (m)			C/NC
3	Curl-de-sac, if any, Distance			C/NC
4	Width of main entrance to plot (m)			C/NC
5	Height of Arch, if any			
6	Width of Gate (m)			C/NC
7	Building at Grade Level a. Width of road all around building(m) b. Turning Radius (m) c. Load Bearing Capacity (tons)			 C/NC C/NC C/NC
8	Building on Podium, if applicable • Fire Tender Access Width (m) • Building Perimeter Covered (m) • Width of Ramp (m) • Gradient			 C/NC C/NC C/NC C/NC

Table C.2: Requirements for Glass Façade

Sr. No.	Subject	Type of Building Protection		Required	Provided	Remarks
		Fully Sprinklered	Non Sprinklered			
1	Type of Glass	Tempered	Tempered			
2	Fire Resistance Rating	No Rating Required provided:- 1. Sprinklers are provided within 600 mm from the glass and so installed that full coverage is provided to glass. 2. Building has fire separation of 9 m or more				
3	Type of Glass Assembly	Non Combustible	Non Combustible			

4	Sealing of gaps	All gaps between floor-slabs and facade assembly shall be sealed at all levels by approved fire resistant sealant material of equal fire rating as that of floor slab to prevent fire and smoke propagation from one floor to another.			
5	Operable Panels	a) Operable panels shall be provided on each floor and shall be spaced not more than 10 m apart measured along the external wall from centre-to-centre of the access openings. b) Such openings shall be operable at a height between 1.2 m and 1.5 m from the floor, and shall be in the form of open able panels (fire access panels) of size not less than 1 000 mm × 1 000 mm opening outwards. c) The wordings, 'FIRE OPENABLE PANEL — OPEN IN CASE OF FIRE, DO NOT OBSTRUCT' of at least 25 mm letter height shall be marked on the internal side. d) Such panels shall be suitably distributed on each floor based on occupant concentration. These shall not be limited to cubicle areas and shall also be located in common areas/corridors to facilitate access by the building occupants and fire personnel for smoke exhaust in times of distress.			
6	Selection, design, fabrication, installation, testing and maintenance of glazing system and its materials.	For detailed requirements please see clause 8, Part 6, Structural Design-Section 8, Glass and Glazing, NBC 2016			

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VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
Inspection Check list

Table C.3: Surface Materials and Their Applications

Sr. No.	Class of Finish	Use Locations	Required	Provided	Remarks
1	Class 1	May be used in any situation			
2	Class 2	May be used in any situation, except on walls, facade of the building, staircase and corridors			
3	Class 3	May be used only in living rooms and bed rooms (but not in rooms on the roof) and only as a lining to solid walls and partitions; not on staircases or corridors or facade of the building.			
4	Class 4	These which include untreated wood fiberboards which may be used with due fire retardant treatment as ceiling lining, provided the ceiling is at least, 2.4 m from the top surface of the floor below, and the wall surfaces conform to requirements of class [see Note]			

Table C.4: Means of Egress

Sr. No.	Subject	Required/ Permitted	Provided	Remarks, if any
2	Travel Distance			C/NC
3	Length of Dead-End Corridor, if any			C/NC
4	Common Path of Travel (m)			
5	Number of Exits • Basements • Upper Floors			C/NC
6	Staircases • Location • Ventilation • No Services except fire installations • Non-slippery surfaces • Riser (mm) • Tread (mm) • Nosing			C/NC
7	Continuity of Means of Egress			C/NC
8	Exit Doorways • Clear Width (mm) • Height • Hardware • Direction of opening			C/NC
9	Capacity of Exits			C/NC
10	Corridor/Passageways • Width (m)			

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VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
Inspection Check list

	• Direction of Door Opening			
11	Fire Doors • Entrance of Stairway • Lift Lobby • Horizontal Exit			C/NC
12	Staircase Handrails • One Side • Two Sides • Height • Distance from Wall • Diameter • Balusters			C/NC
13	Provision for Firefighting Shaft (Fire Tower): • Number of Firefighting Shaft (Fire Tower) • Fire Resistance Rating of enclosure • Entry door to Tower • Connectivity • Protection of Lobby & Staircase • Facilities in Tower ✓ Talk Back ✓ Hose Reel ✓ Internal Hydrant			C/NC
14	Ramp • Width (m) • Slope • Size of landing at top &bottom • Handrails on both sides • Handrail Projection			
15	Means of Egress Lighting 1.Escape lighting luminaries to be sited: a. Within 2 m of each intersection of corridors, b. At exits and at each exit door, c. Within 2 m of each change of direction in the escape route, d. Within 2 m of each staircase so that each flight of stairs receives direct light, e. Within 2 m of any other change of floor level, f. Outside each final exit and close to it, g. Within 2 m of each fire alarm call point, h. Within 2 m of firefighting equipment, and i. To illuminate exit and safety signs as required by the enforcing authority. 2. Luminance at Floor Level 3. Double Throw Switch			

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(An IFE-AHPI initiative)
Inspection Check list

16	Exit Signage 1. Location 2. Directional Sign 3. Size 4. Colour 5. Illumination & Power Supply 6. Floor Indication Board			
17	Aisle 1. Accessible Route 2. Longitudinal Aisle Width (m) 3. Cross Aisle Width (m) 4. Number of Seats from Aisle 5. Railing Height (m)			
18	Refuge Area 1. Approach 2. Segregation 3. Capacity 4. Location 5. Connectivity 6. Marking 7. Facilities • First Aid Box • Fire Extinguishers • Public Address Speaker • Fireman's Talk Back • Emergency Lighting • Drinking Water • Drainage Facility • Automatic Sprinkler 8. Level Difference 9. Restriction on uses			

Table C.5: Fire Door Checklist

Sr. No.	Fire Door Check Points	Yes	No	Remarks, if any
1	Is Door Frame is securely fastened to wall?			
2	Is the glazing intact and fire rated?			
3	Are gazing beads securely fastened and in place?			
4	Is the door closer functioning properly?			
5	Is there any sign of leakage of oil from door closer?			
6	Whether the door leaf is attached to door frame with three hinges?			

7	Is door leaf closing proper?			
8	Pull the door by 75 mm and then leave to check if gets latched properly?			
9	Are intumescent seals continuous, intact and properly attached within the groove?			
10	Is Hold open device if any, working properly?			
11	Is door label in place?			

Table C.6: Smoke Control & Exhaust

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Type of Smoke Control & Exhaust System for Areas Above Ground: • Natural • Cross • Mechanical • Pressurization			C/NC
2	Type of System for Areas Below Ground: • Natural • Cross • Mechanical • Pressurization			C/NC
3	Components of Means of Egress Provided with Smoke Control & Exhaust System: • Exit Access Corridor • Exit Passageways • Exit Stairways • Fire Tower			C/NC
4	Pressurization • Stairway • Lift Shaft • Corridor/Passage ways • Pressurization Level (outside to protected area) • Between Protected and Unprotected Area • Activation of system			C/NC
5	Separation of Means of Egress: • Exit Access • Exit Passageways • Fire Doors			C/NC

6	**Smoke Control and Exhaust System from Sub-Surface Parts of Building:** **1. Type of System** • **Non-Ducted** • **Ducted** **2. Ducted System** • **Fire Rating of ducts** • **Separate ducts for different levels** • **Exhaust Outlets Location** **3. Supply Air** • **Non-Ducted** • **Ducted** **4. Supply Air Duct** • **Height of Supply Air Outlets** • **FR Rating** • **Supply Air Inlets** • **Location** • **Fan Capacity (cfm)** **5. No. of Air Changes** **6. Activation Mechanism** **7. Rating of Exhaust Fans**			**C/NC**
7	**Smoke Exhaust from Upper Floors Parts of Building:** **1. Type of System** • **Non-Ducted** • **Ducted** **2. Ducted System** • **Fire Rating of ducts** • **Exhaust Outlets Location** **3. Supply Air** • **Non-Ducted** • **Ducted** **4. Supply Air Duct** • **Height of Supply Air Outlets** • **Supply Air Inlets Location** • **Fan Capacity (cfm)** **5. No. of Air Changes** **6. Activation Mechanism** **7. Rating of Exhaust Fans**			**C/NC**
8	**Smoke Exhaust from Atrium** • **Air Changes** • **Fan Capacity** • **Fan Rating** • **Activation**			**C/NC**

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9	**Performance Testing:** • Check Working with activation of automatic detector/MCP/Flow Switches • Manual Override Operation	Satisfactory/ Not Satisfactory

Table C.8: Comparmentation

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Number of Compartment(s) • Basements (s) • Upper Floor(s)			C/NC
2	Area of Compartment(s)			C/NC
3	FR Rating			C/NC
4	Protection of Openings in FR Walls/Fire Barriers			C/NC
5	Use of "Fire Stop" at the entry & exit of various services to and from the compartment: • Ventilation Ducts • Electrical Cables/Conduits • Water Pipes • Gas Pipes • Communication Cables			 C/NC C/NC C/NC C/NC C/NC
6	Sealing of Service Ducts/Shafts • Electrical • Plumbing • Refuge Chute openings on floors • Communication • AC Ducts			 C/NC C/NC C/NC C/NC C/NC
7	Entry/Exit to Compartment through Fire Door			C/NC
8	Segregation of Lift Lobby using Fire Door			C/NC
9	Use of Fire/Smoke Damper in Ducts at entry/Exit to /from Compartment			C/NC
10	Protection of Escalator Opening/or any other similar opening: • Depth of Smoke Barrier • Provision of Sprinklers			C/NC
11	General Comments on compliance & Maintenance			Satisfactory/ Not Satisfactory

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Table C.9: Fire Extinguishers

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Number of Fire Extinguisher on various floors: • Basement • Ground • First • Second • . • Special Risk Area			C/NC
2	Suitability of Extinguishers to Risk	Comply with standard/ Not Complied		C/NC
3	Installation ✓ Distance ✓ Siting ✓ Height			C/NC
4	Hydraulic Test			C/NC
5	Discharge Performance			Satisfactory/ Not Satisfactory
6	Life of Extinguishers not more than 10 years			
7	General Maintenance			Satisfactory/ Not Satisfactory

Table C.10: Hose Reel

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Number of Hose Reels/Floor			C/NC
2	Length of Hose Reel Hose			C/NC
3	Shut-Off Nozzle			C/NC
4	Height			C/NC
5	Discharge Performance			Satisfactory/ Not Satisfactory
6	General Maintenance			

Table C.11: Wet Riser/Down Comer

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Type of System ✓ Wet Riser ✓ Down Comer ✓ Yard Hydrants			C/NC
2	Size of Pipe (mm)			C/NC
3	Number of Wet Riser/Down Comer			C/NC

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4	Location			C/NC
5	Accessories ✓ Hose and/or Hydrant Box ✓ Delivery Hoses • Length • Dia. • Couplings ✓ Diffuser Branch ✓ Landing Valve			C/NC
5	Discharge Performance ✓ Most favorable area ✓ Unfavorable Area			Satisfactory/ Not Satisfactory
6	General Maintenance			C/NC
7	Fire Service Inlet • Location • Pipe Diameter • Number of Inlets • Marking			C/NC

Table C.12: Yard Hydrant

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Number of Yard Hydrants			C/NC
2	Size of Pipe (mm)			C/NC
3	Distance from Building			C/NC
4	Siting near to openings			C/NC
5	Accessories ✓ Hose and/or Hydrant Box ✓ Delivery Hoses ✓ Diffuser Branch ✓ Landing Valve			C/NC
5	Discharge Performance ✓ Most favorable area ✓ Unfavorable Area			Satisfactory/ Not Satisfactory
6	General Maintenance			Satisfactory/ Not Satisfactory

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Table C.13: Water Supply

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Water Tank for Fire fighting • Underground Tank Capacity • Overhead Tank Capacity • Whether filled with water			C/NC
2	Access to tank • Underground Tank • Overhead Tank			C/NC
3	Depth of UG Tank			C/NC
4	Draw Out Connection			C/NC
5	Access to Draw Out Connection			C/NC
6	Fire Brigade Collecting Head • Location • Number of Inlets with NRV • Pipe Diameter • Marking			
7	Provision of Manholes			
8	Load Bearing Capacity of Slab if tank is within pathway			
9	Material of Construction			
10	Number of Compartments in tank			
11	General Maintenance			Satisfactory/ Not Satisfactory

Table C.14: Automatic Sprinkler System

Sr. No.	Subject	Required	Provided	Remarks, if any
1.	Sprinkler Head Temperature Rating			C/NC
2.	Stiting of Sprinkler Head • Distance of deflector from ceiling • Distance of sprinkler from wall • Distance between sprinklers on branch lines • Distance between branch lines			C/NC
3.	Sprinkler above False Ceiling/Voids, If any			C/NC
4.	Discharge Density (lpm/m^2)			C/NC
5	Provision of Test Valve on each floor			C/NC
6	Installation Control Valve • Number			C/NC

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	• Location			
7	No Welding on Pipes less than 50 mm diameter			C/NC
8	Size of Sprinkler Riser			C/NC
9	Flow Switches • Provision • Audio/Visual Indication on Control Panel			C/NC
10	Sectional Isolation Valve			C/NC
11	Random Test • Test Valve at ICV • Gong Bell Operation • Floor Test Valve • Starting of Jockey • Starting of Main Pump • Starting of Diesel Pump			Performance Satisfactory/ Not Satisfactory

Table C.15: Automatic Detection & Alarm System

Sr. No.	Subject	Required	Provided	Remarks, if any
1.	Zone(s)/Size of Analog			C/NC
2.	Type of detector(s)			C/NC
3.	Siting Requirement			C/NC
4.	Spacing Requirement			C/NC
5.	Detectors in Ducts (if applicable),			C/NC
6.	Alarming Devices*			C/NC
7.	Alarming Device Sound level			C/NC
8	Control Panel			C/NC
9	Record of maintenance			C/NC
10	Random Test • Detector Operation • MCP Operation • Hooter Operation • Operation of Integrated Devices ✓ Smoke Venting ✓ Recorded messages ✓ Fire Damper Operation			Performance Satisfactory/ Not Satisfactory

Table C.16: MOEFA/Talk Back/Public Address System

Sr. No.	Subject	Required	Provided	Marks Allotted	Marks Awarded	Remarks, if any

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1	Manual Call Points ✓ Required/Not Required ✓ Siting ✓ Distance ✓ Indication on Control Panel ✓ Alarming Device					C/NC
2	Talk Back System ✓ Each Floor of Building ✓ Lift, if any					C/NC
3	Public Address System					C/NC
4	Performance Test: ✓ Manual Call Point ✓ Talk Back System ✓ Public Address System					Performance Satisfactory/ Not Satisfactory

Table C.17: Fire Pump(s) & Fire Pump House

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Total number of Hydrants* • Yard Hydrants • Internal Hydrants			C/NC
2	Total Number of Pump Set(s)			C/NC
3	Provision of Pumps A. Hose Reel B. Sprinkler in Basement C. Wet Riser/Down Comer • Jockey • Main • Standby D. Automatic Sprinkler System • Jockey • Main • Standby			C/NC
4	Power Supply to pumps			C/NC
5	Pump for Firefighting (main) • At ground/below ground • Discharge • Head • Shut-off Head • Start Pressure Setting • At Terrace • Discharge • Head			C/NC

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	• Shut-off Head • Starting Pressure			
6	Pump for Firefighting (Standby) • At ground/below ground • Discharge • Head • Shut-off Head • Starting Pressure			C/NC
7	Pump for Firefighting (Jockey) • At ground/below ground • Discharge • Head • Shut-off Head • Starting Pressure			C/NC
8	Feed to Pumps • Positive • Negative			C/NC
9	Pressure at remotest hydrant			C/NC
10	Performance testing			Satisfactory/ Not Satisfactory
11	General Maintenance			Satisfactory/ Not Satisfactory
	PUMP HOUSE			
Sr. No.	**Subject**	**Required**	**Provided**	**Remarks, if any**
1	Location			
2	Direct Access			
3	Entry/Exit			
4	Separation from Rest of Area			
5	Ventilation			
6	Spacing of Pumps • From the Walls • Between the Pumps • Pump Panel Protection			
7	Pump Markings			
8	Air Release Valve			
9	Pressure Gauges on each pump			
10	General Maintenance			

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Table C.18: Details of other Requirements

Sr. No.	Subject	Required	Provided	Remarks, if any
1	Fire Safety Plan			C/NC
2	Periodic Drills			C/NC
3	Training of Personnel			C/NC
4	Fire Safety Officer			C/NC

Table C.19: Maintenance of Fire & Life Safety Systems

Sr. No.	Subject	Remarks, if any
1	Unobstructed means of access to and around the building	C/NC
2	Availability of unobstructed, properly marked, well illuminated and protected means of egress.	C/NC
3	Compartmentation: Fire Door-condition, door closer, gaps, seal etc, sealing of shafts, dampers, etc.	C/NC
4	Smoke Control and Exhaust System including activation mechanism	C/NC
5	Automatic detection and alarm including talk back, MCP, Public address system.	C/NC
6	Condition of fire extinguishers	C/NC
7	Working of hose reel	C/NC
8	Automatic sprinkler system: condition of sprinkler heads, valves, ICV, test valves, flow switches, out of sight sprinklers, draw out, fire service inlet etc.	C/NC
9	Water supply: availability, tank cleanliness, quality of water, hydrants: condition of lugs, washer, approach, control valves, hose box: condition of hose & box, availability of branch etc.	C/NC
10	Pump & Pump house: general maintenance of pumps, prime movers, valves, pressure gauges, leakage, access to pump house, illumination, markings etc.	C/NC
11	Up to date fire safety plan, training of personnel, general awareness, conduct of mock drills, and general house- keeping etc.	C/NC

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Annexure – V

VOLUNTARY FIRE SAFETY INSPECTION SCHEME
(An IFE-AHPI initiative)
Governing Structure

1. Objective

The objective of this document is to provide guidance to the Scheme Owner: Institution of Fire Engineers (India) (herein after referred as **IFE (I))**, and its partner organizations like Association of Healthcare Providers (India) (herein after referred as **AHPI**), on the establishment of the governing structure required for setting up and operating the **Voluntary Fire Safety Inspection Scheme** (herein after referred to as **the Scheme), initially for healthcare sector but eventually to cover all buildings.**

2. Scope

2.1 This document describes the governing structure for the Scheme which is owned by IFE (I) with its partners and sets out the roles and responsibilities of various bodies and committees involved in operating the Scheme.

3. Governing structure

3.1. The governing structure of Scheme shall have a Multi Stakeholder Steering Committee (**MSSC**) at the apex level supported by a Core Group of Experts (CGE).

3.2. As deemed appropriate, the MSSC may constitute any other Committee(s) and the Committee(s) may constitute sub-committees (SCs) or task forces (TFs) to deal with different or sector specific issues.

3.3. In order to ensure coordination among partner organizations, there shall be a Joint Coordination Committee (**JCC**) with members from IFE (I) and the partner organization(s).

3.4. The Core Group shall be represented by experts in the related technical areas and those having knowledge of conformity assessment respectively.

4. Appointment of committees – General Rules

In the appointment of various committee(s), the following general principles shall be kept in mind:-

a) Representation of a balance of interests such that no single interest predominates.

b) Key interests to include: representatives of Regulatory Bodies/Government Agencies having interest in Fire Safety, Academic/Research Bodies, \Training Bodies, Inspection Bodies, Accreditation Bodies, various of types Industry Bodies, representatives of Non-Governmental and Civil Society Organisations.

c) Offer of membership to individual experts to be made with great caution and only when a suitable person is not forthcoming as a representative of an organization.

d) When a person vacates membership on leaving his organization, a fresh nomination to be sought from the member organization, except when a member is appointed in personal capacity.

e) The member organizations to nominate a Principal and an Alternate representative on the committee(s).

f) All committees to be reconstituted every 3 years to provide representation to the above mentioned category of organizations by rotation, where necessary.

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5. Multi Stakeholder Steering Committee (MSSC)

5.1 The MSSC shall endeavour to operate the Scheme on a non-profit but self-sustaining basis.

5.1.1 Membership

The MSSC shall comprise of the following:

i) **Chairperson** – An eminent person having understanding of the Scheme requirement.
ii) **Chief Executive Officer** for operation of the Scheme nominated by IFE
iii) Nominees of Partner Organizations – IFE(I) and AHPI initially
iv) **Ministries relevant to fire safety**
   a) Ministry of Home Affairs, Government of India through the Director General Fire Service, Civil Defence and Home Guards.
   b) Ministry of Health, Government of India.
v) **State Fire Service Departments** (Two at a time by rotation)
vi) **Academic/Research Body-Two**–National Fire Service College, Nagpur, Centre for Fire, Explosives & Environment Safety, Delhi, Central Building Research Institute, Roorkee.
vii) **Industry body representing specific sectors** – CAHO (initially)
viii) **Accreditation Body - 1**
   National Accreditation Board for Certification Bodies
ix) **Inspection Body representatives – 2** (preferably associations – TIC Council is one)
x) **Healthcare Accreditation Bodies** – **2**
   a) National Accreditation Board for Hospitals & Healthcare (NABH)
   b) QAI
xi) **Training & Consulting Bodies – 2**
xii) **Civil Society Organisation– 1**-Consumer Coordination Council
xiii) **Ex-Officio Members- Chairs of all Sub-Committees/Core Group**
xiv) Any other expert as invitees for specific meetings as identified by the Secretariat.
xv) Secretariat IFE (I)

5.1.2 MSSC may co-opt more members.

5.2 Terms of reference

The MSSC Shall is responsible for:

a) Overall development, modification and supervision of the Scheme.
b) Receiving recommendations from various Sub-Committee(s) and deciding on them.
c) Constituting any other sub-committee(s), as may be required for the operation of the Scheme.
d) Promotion of the Scheme.
e) Any measures as may be required for enhancing acceptability of the Scheme.
f) Designing the Scheme logo.

Note; Since MSSC is multistakeholder, for reasons of confidentiality and conflict of interest, no individual matters are to be brought to MSSC.

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5.3 Meetings
The MSSC shall meet as and when needed but at least once every year.

5.3.1 Quorum
The presence of 30% nominated members shall form the quorum of the meeting.

6. Core Group of Experts (CGE)

The Core Group for experts shall be responsible for drafting and revising various Scheme documents and for approval of MSSC or relevant committees as the case may be. It shall provide day to day guidance to IFE (I) secretariat for the operation of the Scheme.

6.1 Membership
The CGE shall comprise of the following:

- **i)** CEO – Eminent person in the field of Fire Safety or accreditation/conformity assessment
- **ii)** Nominees of IFE (I) – 2
- **iii)** Nominees of AHPI – 2
- **iv)** Conformity assessment experts as nominated by IFE (I) - 2
- **v)** Any other expert as invitees for specific meetings as identified by the Secretariat.
- **vi)** Secretariat – IFE (I)

6.1.1 CGE may co-opt more members.

6.2 Terms of reference
The CGE is responsible for:

- **a)** Identifying various sectors which need to be brought under the Scheme.
- **b)** Defining, developing and maintaining the Inspection criteria for those identified in Para (a) above.
- **c)** Developing Inspection procedure(s).
- **d)** Developing any other technical documents needed.
- **e)** Providing day to day guidance as needed to IFE (I) Secretariat in operating the Scheme
- **f)** Resolving any issues arising in the operation of Scheme.

6.3 Meetings
6.3.1 The CGE shall meet at least once every six months.
6.3.2 Quorum
The presence of 40% of the nominated members shall constitute quorum for the meeting.
7. Joint Coordination Committee (JCC)

There shall be constituted a JCC for smooth operation and supervision of the Scheme.

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7.1 Membership

The JCC shall comprise of the following initially:

- **a)** Chairperson – President IFE (I)
- **b)** Co-chairperson – AHPI
- **c)** Member from IFE (I) – 1
- **d)** Members from AHPI –1
- **e)** Any other expert as invitees for specific meetings as identified by the Secretariat
- **f)** Secretariat – IFE (I)

7.2 Terms of reference

The JCC is responsible for:

- **a)** Administrative decisions regarding the Scheme
- **b)** Finance related matters

7.3 Quorum

The presence of 40% of the nominated members and at least one from each organization shall constitute quorum for the meeting.

7.4 Meetings

The JCC shall meet at least once every year.

8. Roles of Various Organizations

- **i)** IFE (I) shall be the lead owner of the Scheme.
- **ii)** It may invite and have MoUs with partner organizations as co-owners
- **iii)** IFE (I) shall own the logo(s) for the Scheme.
- **iv)** IFE (I) shall host the secretariat for all the committees of the Scheme
- **v)** NABCB, or any other accreditation body accepted under the Scheme, shall provide accreditation to inspection agencies as per Scheme requirements as per ISO 17020.

9. Complaints

9.1 The entire system has provisions for entertaining complaints from any stakeholder against any component of the Scheme –the Inspection agencies approved under the Scheme, and the accreditation bodies accepted under the Scheme are all required to have a complaint system in place as per International Standards applicable to them. Anyone having a complaint is encouraged to utilize the available mechanisms.

9.2 Any complaint received by Scheme Owner shall be similarly handled. Any complaint received shall be duly investigated or referred to the relevant body to which it may pertain. Each organization shall document its procedure for handling complaints and make it publicly available.

9.3 A statement on complaint(s) as received above with their status shall be reported to the MSSC in each meeting.
9.4 The CGE shall monitor the complaints received in IFE.

10. Appeals

10.1 There are provisions for entertaining appeals from the clients undergoing fire safety inspections and the Inspection Agencies approved under the Scheme, which shall invariably be utilized.
10.2 In case anyone is aggrieved by the decisions of the appeal mechanism already in place, he/she may escalate his/her appeal to CGE in IFE (I) whose decision shall be final.
10.3 In handling appeals, the broad principle that the appeal is handled independently of the personnel involved in the decision appealed against shall be maintained.
10.4 A statement of appeals received shall be placed before the MSSC in each meeting.