PROCEDURES FOR THE ISSUE OF A FIRE CLEARANCE

1. **Documents to be produced:-**
   A. Application form (FP2) duly filled and signed.
   B. One copy of site plan.
      i. Three copies of line drawing (A₄) size clearly mentioning the following details by appropriate legends:
      ii. Location of staircases and width of exits.
      iii. Location, type and capacity of Fire Extinguishers.
      iv. Location of Fire Hose Reel system.
      v. Location of call points and audible & visible warning devices for any Fire alarm system.
   C. Material Safety Data Sheets for any Chemicals & Inflammable substances used or stored.
   D. Original Commissioning Certificates for any Fire alarm system.
   E. Original Commissioning Certificate for electrical installations in accordance to MS 063.
   F. Original Maintenance Certificate for all available Fire fighting facilities.

2. Upon receipt of the above mentioned documents an inspection shall be carried out by officer of the Fire Prevention Section of the Government Fire Services.

3. **If the building / premises satisfy Fire Safety norms.**
   Fire Clearance shall be issued within 15 days.

   **If the building / premises do not satisfy Fire Safety norms.**

   The Fire Services will recommend Fire Safety measures which shall be implemented within a reasonable prescribed delay.

4. **Upon completion of all Fire Safety measures imposed.**
   The Fire Services Department shall be informed in writing so that further action can be initiated.

5. When the Fire Services Department has been informed about the implementation of all Fire Safety measures imposed, a re-inspection shall be carried out by officer of the Fire Prevention Section.