

## **PROCEDURES FOR THE ISSUE OF A FIRE CERTIFICATE**

### **1. Documents to be produced:-**

- A. Application form duly filled.
- B. One copy of site plan.
- C. Four copies of layout plan drawn to scale in m (A<sub>3</sub> or A<sub>4</sub>) size clearly mentioning the following details by appropriate legends:-
  - i. Location of staircases and width of exits.
  - ii. Location, type and capacity of Fire Extinguishers.
  - iii. Location of Fire Hose Reel system.
  - iv. Location of call points and audible & visible warning devices for any Fire alarm system.
- D. List of tenants / trade activity occupying the building.
- E. Material Safety Data Sheets for any Chemicals & Inflammable substances used or stored.
- F. Original Commissioning Certificates for Fire alarm system.
- G. Original Commissioning Certificate for electrical installations in accordance to MS 063.
- H. Original Maintenance Certificate for all Fire fighting facilities.
- I. Original Certificate of leak proof test for Liquefied Petroleum Gas from supplier.
- J. Original & duplicate receipt of payment from finance office.

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

### **3. If the building / premises satisfy Fire Safety norms.**

Fire Certificate shall be issued within 15 days subject to the payment of the appropriate fee as per Government Notice No. 63 of 2011 for the issue of a Fire Certificate. (Original and Duplicate receipt from the Finance section shall be produced).

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

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

### **5. Upon completion of all Fire Safety measures imposed.**

The Fire Services Department shall be informed in writing so that further action can be initiated.

6. 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.

