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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.