



Founded 1973



## 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/ Issue01/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. The applicant shall carefully select the type of Inspection Body based on his need.



Founded 1973

## Annexure II



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

## **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.

## 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.



Founded 1973

## Annexure II



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

## **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 <sup>2</sup> )	No. of Man Days* per block
1	Hospital Unit per Building Block	Less than 15 m	Not more than 500 m <sup>2</sup> on each floor	2
2	Hospital Unit per Building Block	Less than 15 m	More than 500 m <sup>2</sup> on each floor	6
3	Hospital Unit per Building Block	More than 15 m	Not more than 500 m <sup>2</sup> on each floor	4
4	Hospital Unit per Building Block	More than 15 m	More than 500 m <sup>2</sup> 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.

Sl. No.	Type of Unit	Height	Floor Area (m <sup>2</sup> )	Composition of Inspection Team
1	Hospital Unit per Building Block	Less than 15 m	Not more than 500 m <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> 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 nonoperational.

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 cooperate 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 FSIA.

### 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.





Founded 1973

## Annexure II



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

**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.



Founded 1973

## Annexure II



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

## **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 FSIA's fee structure shall be publicly accessible and also to be provided on request.

**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.