

FIRE & SAFETY AUDIT REPORT OF ALL THE BUILDINGS AT NABA DIGANTA

II



Fire and Safety Audit Report of all the Buildings at Naba Diganta

Volume II



Naba Diganta Industrial Township Authority

Firhad Hakim



MINISTER-IN-CHARGE
MUNICIPAL AFFAIRS DEPARTMENT
AND
URBAN DEVELOPMENT DEPARTMENT

GOVERNMENT OF WEST BENGAL
WRITERS' BUILDINGS
KOLKATA 700 001
Ph. No. : 2214 - 5497

Kolkata, the 12/02/2014
No. 24/MIC/2014(M)

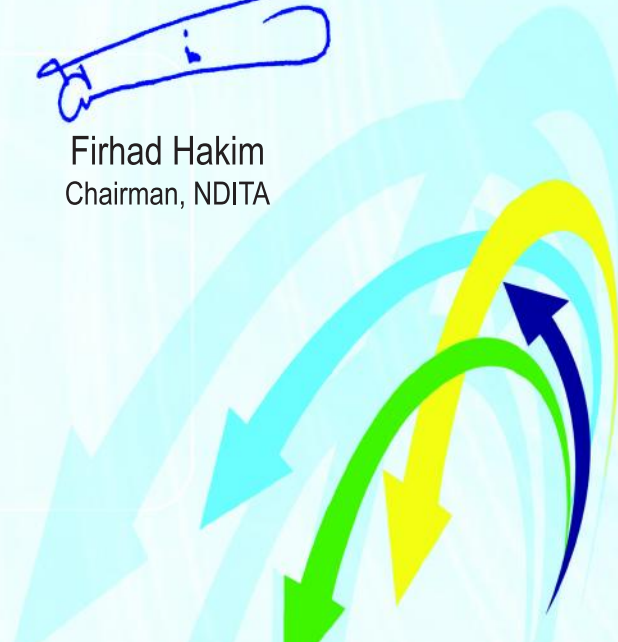


M E S S A G E

Fire in all kinds of buildings, residential or otherwise, has of late become a cause of serious concern in cities particularly because of increase in the number of high-rise buildings making attempts to contain it difficult. The alarming consequences have aroused considerable public interest about auditing fire-fighting arrangements in public and private buildings. Our Government under the able and dynamic leadership of the Hon'ble Chief Minister Mamata Banerjee is seized of the problem and NDITA has been the torchbearer in this regard by getting prepared with the help of professional agencies, useful fire-audit reports on all the buildings under the administrative jurisdiction of the Authority. It is a very commendable exercise of paramount importance in view of the character and activities of the Township. I understand it is the first of its kind in the country and, therefore, a matter of great pride for all of us. The painstaking efforts of the NDITA deserve deep appreciation.

I hope and trust that this innovative exercise will be a trend-setter in respect of tackling fire hazards in the country and would go a long way in motivating urban public agencies, including the constitutionalised local self-governing institutions in urban areas to emulate this model in their respective areas. I am sure that the NDITA will do its best to keep on updating the reports not only in terms of assessing the existing situation but also in terms of ensuring that the remedial actions suggested are being taken by the owners of the building so that the occurrence of fire can be prevented.

Firhad Hakim
Chairman, NDITA





Foreword

Some recent fire disasters led us in the Nabadiganta Industrial Township Authority to think radically. We realised that, sitting in this highly congested industrial township that Nabadiganta admittedly is, we must think afresh, and at once. The fire audit report that we present now is a result of the re-engineering of thought that we have triggered in our township.

It is a trend-setting study. Probably for the first time in history, an entire township, howsoever small, has organised its community will en bloc in order to survive better. Probably for the first time ever, 100% buildings of a town have subjected themselves to such a rigorous fire audit in order to evolve effective solutions.

We thank all the owners of the diverse buildings for co-operating with us in this elaborate fire audit which was spread over several weeks in each case. I thank Shri B N Kar, WBCS (Exe), Executive Officer, NDITA for effectively leading the team and the exercises.

Alapan Bandyopadhyay, *IAS*
(Vice-Chairman, Nabadiganta
Industrial Township Authority)



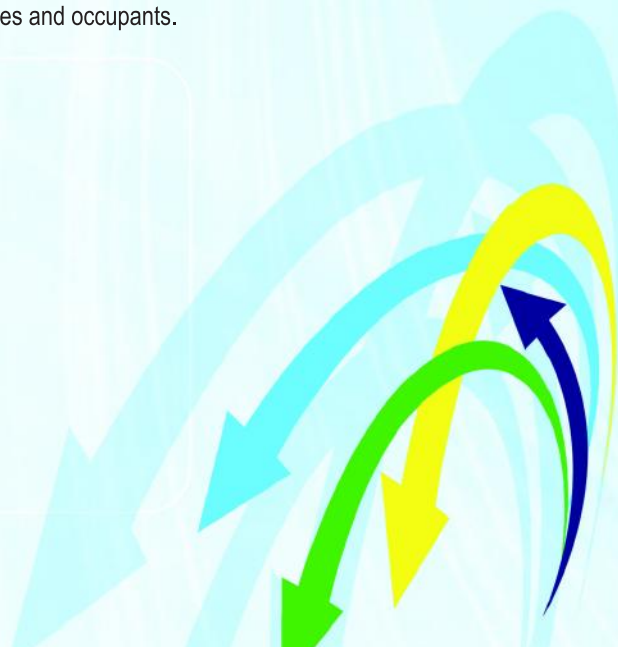


Introduction

Fire causes tremendous damage to human lives and property including flora and fauna. The victims of fire can either be individuals or organisations. It can take place at any point of time or at any space where people reside or offices are housed unless and until necessary and adequate preventive arrangements are taken in time. The damage it causes is more often enormous and irreparable. The magnitude of the problem can be reduced only when the structures are designed, constructed, equipped, maintained and operated with a view to saving the life and property of its occupants. In India, the 2005 version of the National Building Code (NBC) is regarded as the basic document on various aspects of building construction, which is followed by almost all parts of the country. NBC recommends for periodical fire safety inspection by the key personnel of the occupants of the building to ensure fire safety standards. In case of industrial buildings the statutory authorities insist for fire safety audits by external agencies depending on the type of activity and nature of materials handled in the buildings. The NBC as a whole is the basic model code for all other codes in the country and by and large most of the states and local bodies in India have adopted many of the code provisions in their own building regulations.

Fire Safety Audit which has received considerable attention in recent times, is an examination of the buildings/ structures and relevant documents to ascertain whether the building has been constructed in keeping with the NBC code, Indian standards and or in conformity with the rules, regulations, laws and bye-laws framed by the Central, State or Local governments . Broadly speaking Fire Safety Audit is done to :

- Identify all significant fire hazards.
- Identify the people who are at risk from each hazard.
- Evaluate the existing control measures.
- Determine the additional control measures required.
- Examine the availability of suitable emergency plan detailing responsibility and action of key personnel.
- Review the availability of suitable fire alarm and detection system.
- Review the availability of suitable fire fighting facilities, such as hydrants, sprinklers, extinguishers, etc.
- Evaluate passive fire protection systems provided.
- Evaluate the general awareness of occupants and security personnel on matters relating to fire safety and rescue operations.
- Evaluate the training and instructions on fire safety imparted to the employees and occupants.
- Testing of all fire safety equipments and systems.



Fire Safety Audit is widely regarded as an effective tool for assessing fire safety standards of an organization or occupancy. It helps the people to identify the areas for improvement and prepare a road map for necessary action. The audit findings are generally published in a report which also provides recommendations for remedial action to deal with non-compliance. Thus the fire safety audits enable us to identify any non-compliance(s) and/or provide recommendations to the client allowing them to attend to these matters and therefore seek to achieve compliance with relevant legislation. Evidently, the fire safety audits are not limited to a desk top review of available documentations or a visual inspection.

Initially Sector-V of the Salt Lake City covering an area of 432 acres earmarked for Small and Medium Enterprises was placed under the charge of Bidhannagar Municipality. The infrastructural arrangements were made to meet this requirement. Later on, the State Govt. decided to develop Information Technology Industry in this area and in this process Nabadiganta Industrial Township Authority (NDITA) was born for providing civic services and necessary infrastructures. In course of time many high rise buildings were constructed to house the offices of 600 companies & provide operational spaces to about 1 lakh employees.

Against this backdrop NDITA decided to conduct the Fire Safety Audit of all the buildings under its jurisdiction. The Authority engaged two professional agencies namely Cease Fire Extinguishers & Systems India Pvt. Ltd. and MS Certification Services Pvt. Ltd. to conduct the Fire Safety Survey. The survey involves a thorough checking of the structural aspects of the buildings and examination of the level of compliance with all legal requirements including installation, functioning and maintenance of fire safety devices.

The Fire Audit Report has been prepared on the basis of the fire risk analysis and the findings of the survey. Generally speaking, each of the reports contains the following :

1. Assessment and identification of potential risks arising out of Fire Hazards in the occupancy
2. Taking stock of existing fire & life safety measures implemented in the building, if any.
3. Ascertaining whether implemented safety measures are adequate vis-à-vis identified potential risk
4. Evaluation and recommendation of safety measures that need to be augmented and/or undertaken by the occupancy

Specifically, the report prepared for each building starts with an Executive Summary and is divided into six parts: Part I provides general information, security set up details, vehicles' volume, general maintenance, telephone towers etc. Part II presents a picture of occupancy load and part III details out provisions of means of escape. Part IV constitutes the core of the report as it deals with provisions of fire safety. Part V focuses on electrical arrangements and ventilation and part VI gives a lot of other information including remarks. The report ends with a summary sheet which is of special importance in the sense that it carries observations vis-a-vis recommendations.

The reports on each of the buildings are being communicated to the respective owners of the buildings for necessary actions at their end. The NDITA will keep on making its periodical inspection for updating its report about the buildings.

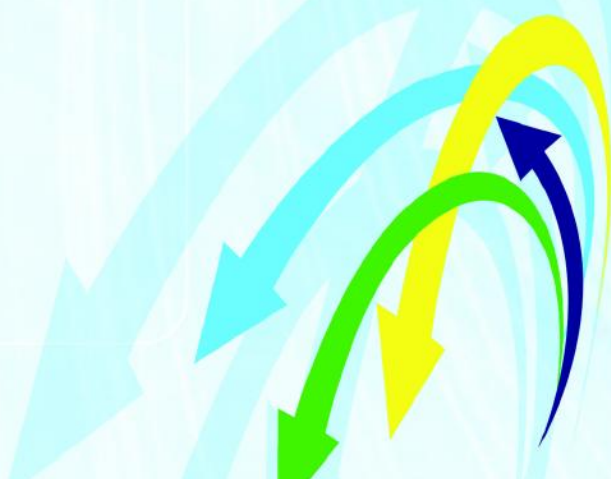
I acknowledge the supervision and guidance exercised by Shri Alapan Bandyopadhyay, IAS, Vice Chairman, NDITA in conceiving and formulating this work.

Badri Narayan Kar
Executive Officer, NDITA



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Scope of The Fire Survey



The scope of Fire risk analysis and survey would include the following

1. Assess & identify potential risks arising out of Fire Hazards in the occupancy
2. Checking of existing fire & life safety measures implemented in the building if any.
3. Ascertain whether implemented safety measures are adequate vis-a-vis identified potential risks
4. Suggest safety measures that needs to be augmented & undertaken by the occupancy
5. Verification of the measures that adopted by the building owners as per recommendation & submission of report thereafter.

The Consideration of assessment and evaluation of safety measures for the fire safety audit are existing code and standards of the following-

- ⦿ National Building code, part 4
- ⦿ National Fire Protection Association (NFPA), 101 Life Safety Code
- ⦿ NFPA13, Automatic water sprinkler system
- ⦿ NFPA72, National Fire Alarm & Signaling Code
- ⦿ NFPA25, water, Based fire protection
- ⦿ NFPA20, Stationary Fire Pumps
- ⦿ NFPA 58, Code for liquefied petroleum Gas (LPG)
- ⦿ Fire Protection Association, UK (FPA)
- ⦿ Recommendation of west Bengal Fire and emergency Services
- ⦿ Parameters that would be evaluated during the safety audit-
- ⦿ Existing Fire lode of building
- ⦿ Occupation fire lode of the building
- ⦿ Water requirement for fire fighting
- ⦿ Water base system requirement for the Occupancy
- ⦿ Mechanism requirement for early detection of fire hazard
- ⦿ Means of Egress required for evacuation in reference to calculate fire lode of the premises or unit
- ⦿ Means of Egress required for evacuation in reference to calculate fire lode of premises or unit
- ⦿ Mechanism present for Rescue operation in High rise occupancies including approach for fire vehicles
- ⦿ Status of electrical wiring including nature of Isolations present in the premises or individual occupants

STATE BANK OF INDIA



EXECUTIVE SUMMARY

Part I & II

General Information

State Bank of India is situated at EP X1- 8/1, Sector V Salt Lake City, Pin: 700091. The structure is only Ground floor + 1st floor in total land of 12 Kottahs of land.

Ground floor is for general Customer & the 1st floor is for Commercial Customer.

NOC of Fire is Not available

OC (Occupation Certificate) is not available

Occupancy Load was found as

	Existing	-- 40
Floating	--	150

Part III

PROVISION OF MEANS OF ESCAPE

There are 1 Nos main stairs at the building. **There is no lift available**

No Evacuation Drill has been conducted so far.

There is Signage available in the EXIT Route in the ground floor. 1st floor signage is insufficient

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers only.

MCPs & Smoke detector along with intelligent panel is available. But the smoke detector at the ground floor is found not working

Alternate source of water is the Water body approx 800 mtr away from the building.

13 Nos Portable fire extinguishers are found deployed at the Building.

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation.

The building has no DG-set as alternate source of power. But the building has two sets of UPS

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	EP X1- 8/1	
2.	Premises Name (if any):	SBI	
3.	Name of the owner /occupier/lessee	SBI	
4.	Permanent Address	EP X1- 8/11,Sector-V salt lake city, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Lease Hold	
6.	Name of the Contact Person	MsUrmimalaBhattacharjee	
7.	Phone No of Contact Person	96747 13694	
8.	E-mail	Sbi.09985@sbi.co.in	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile✓
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	12 Kottahapprox	
11.	Build up area(as informed to the Auditor)	Not Available.	
12.	No of Floors	G+1	
13.	Date of Sanction of Building Plan	Not available	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	SBI	
16.	No of Security Personnel engaged	Four	
17.	Whether Records of Vehicles (No & type entering into the building are kept	NO	
18.	Whether records of Visitors entering into the building are kept	NO	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	YES	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	One	
22.	No of Vehicles for which parking space is available in the premises	4Nos	
23.	Whether parking space available for visitors within the premises	NO	
24.	Place where excess vehicles (if any) are parked	Outside Road	

GENERAL MAINTENANCE		
25	Garbage Clearing	NDITA Garbage clearing system
26	Drainage System	Connected to NDITA Drainage system
27	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
28	No of Towers	NIL
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load	(Based on estimates)		
	Existing	G	1	Total
	a)Regular	25	15	40
	b) Floating			150
32	Basement	NIL		

Part- III

Provisions of means of escape

32	Number of staircases --→ Six Nos in both the buildings		
	Stairs Number		#1
	a)	Width of flight	1320 mm
	b)	Tread width	250 mm
	c)	Riser Height	150 mm
	d)	Finish	Kota stone
	e)	Width of stair door (FCD)	NIL
	f)	Height of stair head room	12Ft
	g)	Height of stair handrail	890mm
	h)	Area & location & profile of Fire Refuge Area	NIL
	i)	Width and type of door leading to Fire refugee area	NIL
	J)	Pressurization of staircase	NIL
	k)	Segregation of staircase	Not applicable
33	Number of Lifts installed→NIL		
	Lift-Numbers		
	a)	Type of door	Not applicable
	b)	Fire resistance rating	Not applicable
	c)	Area of lift car	Not applicable
	d)	Capacity (no of persons)	Not applicable
	e)	Capacity(in kg)	Not applicable
	f)	Company	Not applicable
	g)	Is communication system, installed in the lift car?	Not applicable
	h)	Is a fireman’s switch being installed in the car?	Not applicable
	i)	Pressurization of lift	Not applicable
	j)	Whether validity of “Form-C” from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not applicable
34	Presence of proper signage in all the exit route		NO

35	Is it posted with illuminated signage ?	NO
36	Whether it is landing to fire assembly point?	Fire assembling point is not identified
37	Any form of Public address system available?	NO
38	Width form of internal road within the Premises ?	5000 mm
39	Width of the Entry / exit of Gate	2800 mm
40	Height of the Entry / exit of Gate	Open to sky

PART IV

Provision of Fire Safety Arrangement

41	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes	U/G No Fire Tank O/HNA
	a) If yes, specify the distance from the building	NA	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	None	
	c) Specify the condition of the reservoir	Not available	
42	Is any public or other water storage facility available nearby ?	■ Yes	■ specify the distance from the building ----800 Mtr
	a) Is it readily accessible ?	■ Yes	■ condition and type of the reservoir—Water body
43	Are internal hydrants being provided ?	NO	
	If so, please indicate no of hydrants in each floor	Not applicable	
44	Are first aid hose reels being provided ? If so please indicate	NO	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	NO	
	b) Size (bore) and type of nozzle fitted to each hose reel	Not applicable	
45	Are fire hoses being provided near each hydrant? If so, please indicate	No	
	a) Total no of hoses provided near each hydrant	Not applicable	
46	Have wet risers/dry risers been provided?	NO	
47	If yes, please indicate the number of risers and internal diameter of each	Not applicable	
48	Has any down comer been provided? If so, please give details	No	
49	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	NO	
	a) Number of pumps	Not applicable	
	b) Size of suction and delivery connection to each pump/Output/Head	Not applicable	
	e) Is the pump automatic in action?	Not applicable	
	f) Is the water pressure sufficient at max distance from the pump?	Not applicable	

50.	Sprinkler system		NO		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		YES		
	a)	Type of detectors used	Smoke detectors		
51	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		`Yes. Only one available below the stair case		
	a)	Alarm receiving system	Yes		
52	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes Yes YES	Number of FE Type/ Capacity Co2(50 Kg)----- - BC(5Kg)-----	13Nos 2nos. 11Nos.
	Location		At offices & UPS room & Canteen		
53	Are Emergency Fire Alarm being provided in each floor?		Yes 	■No. of Fire Alarm2nos ■Location of Fire Alarm in the lobby in each floor	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		NO		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		No		
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES		Not available		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Not available		
58	Status of NOC from WBF&ES		Not available		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air -conditioned, please indicate,	No Central AC		
	a) Material used for construction of ducts and its fittings	Not applicable		
	b) Type of tinning used for ducts	Not applicable		
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d) How the lagging is secured?	Not applicable		
	e) If false ceiling is there?	Not applicable		
	f) Material used for false ceiling	Not applicable		
	g) Is a separate AHU being provided in each floor	Not applicable		
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j) Will fire dampers be provided in AC duct?	Not applicable		

60	Is there any standby source of electric supply being provided?	NO
	Is the back supply automatic?	Not applicable
61	Location of switch- gears and transformers	NO Transformer

62	a)	Transformer capacity	Not applicable
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	Not applicable
63.	What precautions is taken to prevent a possible fire in the transformers from spreading?		Not applicable
64.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Not applicable
65.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		NO
66.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable
67.	Whether natural ventilation is relied upon? If so, give details.		Yes
68.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		NO
69.	Whether mechanical ventilation is being coupled with automatic detection system?		Not applicable
70.	Whether the refuge area is being provided?		■No
71.	Storage of combustibles materials near electrical equipment/fuse units.		NO
72.	RCCBs available??		No
73.	Master switch in warehouses		NO
74.	Proper cable joint procedures as per manufacturer		YES
75.	Earthing Pit Tested??		Records are not available
76.	Use of MCB??		yes
77.	Bypassing of protection devices		NO
78.	Deteriorated insulation		NO
79.	Selection, deployment of PFFs (Portable Fire Extinguishers)		YES
80.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)		Not applicable
81.	Tracking possibility		Yes
82.	Unused opening in the panels, etc.		No
83.	Possibility of ground fault/short circuit		NO
84.	Mechanical protection to cables		YES
85.	Loose terminations due to improper supports, crimping		None found
86.	Improper gland installation, wrong lug size		None Found

87.	Over-rated uses, wrongly set protection relays, etc.	None Found
88.	Earthing layout & it's effectiveness	Not available
89.	Switch yard and sub station	No
90.	DG operation and maintenance	YES
91.	Reliability of the fire hydrant system	NO
92.	Emergency preparedness and response	NO
93.	Availibility of Evacuation plan	NO
94.	Mock drill conducted??	NO
95.	Awareness of the people??	Very Poor
96.	Sample basis validation of smoke detection system??	Not applicable
97.	Storage if hazardous material, chemicals??	NO
98.	Use of signage??	NO
99.	Hydrants clear, access to public thorough fare open	Not applicable
100.	Flame & work permits (as applicable)	Not applicable
101.	Effective internal communication and public address system	No public address system
102.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
103.	Management structure, role of safety officer, fire department etc.	NO
104.	Procedure for incident investigation and control	NO

PART- VI

Other Information

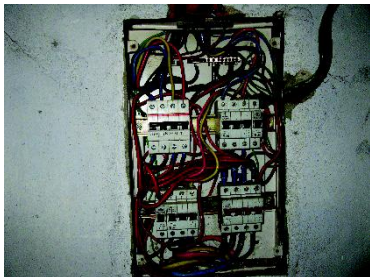
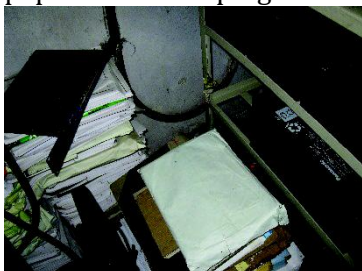
105.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No
106	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
107	Is Trade License available??	No
108	Name of the Insurance Company	NO
109	Remarks (if any) 1. In the Ground floor UPS room Electrical box found without cover 2. Both the UPS room were found full of papers. Hose keeping is extremely poor 3. Hammer is missing in the MCP Box. It appears that it is not functioning 4. There is no proper signage available in the exit route 5. Ground floor Smoke detectors are not working. On investigation 4 nos Zones were found off at the intelligent panel 6. No mock fire drill and Evacuation drill has been conducted 7. No trained firefighting persons are available	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summery Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	In the Ground floor UPS room Electrical box found without cover 	Box Cover to be put back
2	Both the UPS room were found full of papers. Hose keeping is extremely poor 	Papers are to be removed. Proper Housekeeping is to be done
3	Hammer is missing in the MCP Box. It appears that it is not functioning 	Hammer is to be provided
4	There is no proper signage available in the exit route	Proper illuminated signage is to be provided
5	Ground floor Smoke detectors are not working. On investigation 4 nos Zones were found off at the intelligent panel	Smoke detectors are to be put in order
6	No mock fire drill and Evacuation drill has been conducted	Mock drill & Evacuation drill is to be carried on at an regular interval. Records are to be maintained
7	No trained firefighting persons are available	Trained fire fighter is to be deployed

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

INTERNATIONAL TOWER



EXECUTIVE SUMMARY

Part I & II

General Information

International tower premises has two buildings named Indismart Hotel (B+G+7) & anannex building (B+G+2) situated at EP X1-8/3, at sector V , Salt lake, Kolkata 700091. The 3rd floor of the annex building is being used as kitchen for the staff with Tinned roof at the top.

These buildings are in 2882.43 sqMtr of land. Build up area 7895.711 SqMtr

There are no central AC system in the both the buildings.

Sanction date of building plan is not available for both buildings

OC(Occupational Certificate)for both the buildings is 12.12.2007

NOC from WBF & ES has been obtained & valid upto 6.5.13 .Ref WBFES/DG/FP/1194/12/Bidhan-IT/313/04(365/10)

Estimated Occupancy Load was found as

	Existing -- 135+130
Floating -- 6	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

In the Indismart Hotel there are two stair cases & 3 Lifts are available. In the annexe building only one stair is available

Last Evacuation Drill has been conducted on 23.01.2013

There is no Signage available in the both the building except one at the hotel lobby

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

In the Indismart Hotel Provision for Fire safety arrangement includes are Wet riser, Smoke detector, Sprinkler, MCPs, In the annex building only Fire extinguishers are available

There are 50 Nos fire extinguishers are available in the common areas & in Electrical installations. & in the Hotels

In the Indismart Hotel there is an underground 86000ltr capacity. There is a wet riser & Sprinkler system in the building. Each hotel room has been provided with a sprinkler facility & a smoke detector

Alternate source of water is the Water body approx. 500 mtr away

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board

Earth pits were not found marked and tested.

Generally no combustible material is stored in the premises, near the Electrical installation

There is a DG supply as an alternate source of power supply

PART VI

OTHER INFORMATION

The building is under insurance with New India Insurance company

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	EP X1 -8/3	
2.	Premises Name (if any):	International Tower	
3.	Name of the owner /occupier/lessee	DrSuborno Bose	
4.	Permanent Address	EP X1 -8/3 ,Sector- V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrMichael. C.M YU MrSantanuBhatterjee	
7.	Phone No of Contact Person	98318 59424 99039 68818	
8.	E-mail	gmkol@indismart.in	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business ✓ (Hotel)
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	2882.43 sqmtr	
11.	Build up area(as informed to the Auditor)	7895.711 sqmtr	
12.	No of Floors	B+G+7	B+G+2
14.	Date of Sanction of Building Plan	Not available	
15.	Whether P.O.C/OC received from local body?	12.12.2007	
SECURITY SETUP DETAILS			
16.	Name of the SECURITY AGENCY engaged	GORKHA	
17.	No of Security Personnel engaged	30	
18.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
19.	Whether records of Visitors entering into the building are kept	YES	
20.	Whether Metal detectors are used at the entry point	YES	
21.	Whether Monitoring System through Close circuit TV available	YES	
VEHICLES VOLUME			
22.	No of Vehicles Engaged by the Organisation	7	
23.	No of Vehicles for which parking space is available in the premises	20Nos	
24.	Whether parking space available for visitors within the premises	YES	
25.	Place where excess vehicles (if any) are parked	Outside the building	

GENERAL MAINTENANCE		
26	Garbage Clearing	Through NDITA garbage clearing System
27	Drainage System	Connected to NDITA drainage connection
28	Maintenance of Road	Internal road is being maintained by the occupier. Condition is satisfactory
TELEPHONE TOWER		
29	No of Towers	NIL
30	Statutory Clearance from AAI	Not applicable
31	Any Other Clearance	Not applicable

PART - II

V= Vacant

32	Occupancy load	(Based on Estimates)									
	Existing	B	G	1	2	3	4	5	6	7	Total
	a)Regular										
	Indismart Hotel	25	25	12	12	12	12	12	12	12	135
	Annex Building	3	10	40	70	7	X	X	X	X	130
	b)Floating										6
33	Basement	YES									
	a) If basement extends beyond building profile	NO									
	b) Use of the basement	Kitchen, Store, Pump room, admin room									
	c) Is it being sprinklered?	Yes									
	d) Whether any cubicles present in the basement?	YES									
	If yes, their use to be specified	Kitchen, Store, Pump room, admin room									
	f) Whether fire zones are defined?	NO									
	If yes, please provide details	Not Applicable									

Part- III

Provisions of means of escape

34	Number of staircases --→ Three Nos + One no		INDISMART HOTEL			ANNEX
	Stairs Number		#1 Gr floor to roof top	#2 Gr floor to roof top	#3 Circular stair from 3 rd floor to ground floor	#4 Gr floor to roof top
	a)	Width of flight in mm	1400	1400	Circular 1.5 mtrdia	1280
	b)	Tread width in mm	300	300		300
	c)	Riser Height in mm	150	150		140
	d)	Finish	Kota Stone	Kota Stone	Cast steel	Kota Stone
	e)	Width of stair door (FCD)- in mm	1060	1060	NIL	
	f)	Height of stair head room in ft	10	10	10	10
	g)	Height of stair handrail in mm	930	930	950	900
	h)	Area & location & profile of Fire Refuge Area	3 rd floor 1900 mm X			NIL
	i)	Width and type of door leading to Fire refugee area	FCD- 1090 mmX 21000 mm			NIL
	J)	Pressurization of staircase	No			
	k)	Segregation of staircase	YES			
35	Number of Lifts installed→Three		INDISMART HOTEL			
	Lift-Numbers		#1	#2	#3	
	a)	Type of door	Metallic	Metallic	Metallic	
	b)	Fire resistance rating	2 Hrs	2 Hrs	2 Hrs	
	c)	Area of lift car	1100 mm X 1300 mm	1020 mm X 920 mm	O/C	
	d)	Capacity (no of persons)	8	5	5	
	e)	Capacity(in kg)	544	340	340	
	f)	Company	KONE	KONE	LES	
	g)	Is communication system, installed in the lift car?	Yes	YES	No	
	h)	Is a fireman's switch being installed in the car?	Yes	YES	NO	
	i)	Pressurization of lift	NO			
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not available	Not available	Available	
36	Presence of proper signage in all the exit route		NO In both buildings			
37	Is it posted with illuminated signage ?		NO			
38	Whether it is landing to fire assembly point?		YES			

39	Any form of Public address system available ?	Yes at the reception
40	Width form of internal road within the Premises ?	mm
41	Width of the Entry / exit of Gate	mm
42	Height of the Entry / exit of Gate	Open to sky

PART IV

Provision of Fire Safety Arrangement

43	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes/No	U/G86000 ltr
	a) If yes, specify the distance from the building		Adjacent to the building
	b) If yes, specify the capacity (in litres)as approved by WBF & ES.		None found
	c) Specify the condition of the reservoir		Satisfactory
44	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building 500mtr
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir water body
45	Are internal hydrants being provided ?		Yes in Indismart Hotel
	If so, please indicate no of hydrants in each floor		one
46	Are first aid hose reels being provided ? If so please indicate		Yes
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?		Directly to the riser
	b) Size (bore) and type of nozzle fitted to each hose reel		5 mm, Jet type
47	Are fire hoses being provided near each hydrant? If so, please indicate		NO
	a) Total no of hoses provided near each hydrant		Most of the places NIL
48	Have wet risers/dry risers been provided?		Yes Wet riser in Indismart hotel
	If yes, please indicate the number of risers and internal diameter of each		one
49	Has any down comer been provided? If so, please give details		No
50	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes	Main pump- 60 HP Sprinkler - 60 HP DG sand by- 60 HP Jockey -15 HP
	a) Number of pumps		Four
	b) Size of suction and delivery connection to each pump/Output/Head		Suction -200 mm , Delivery – 150 mm Output of main pump 143M ³ /Hr Head height is 75Mtr
	e) Is the pump automatic in action?		Yes,
	f) Is the water pressure sufficient at max distance from the pump?		Could not be checked as there is no pressure gauge at the top

51.	Sprinkler system	YES		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes. Smoke detectors		
	a) Type of detectors used	Addressable type smoke detector		
52	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes. But no hammer for breaking the glass is found		
53	Alarm receiving system	Yes,		
54	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes	Number of FE Type/ Capacity BC (5 Kg) ABC (5 Kg) Water (9 Ltr)	50 20 19 11
		Yes		
		2013 to 2014		
55	Location and population of the FEs adequate	In the office, in electrical installation , Stair case&Hotel lobbies		
56	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm:two Location of Fire Alarm:in each floor	
57	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No. But a team of twelve persons have been trained		
58	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes. Last done on 23.1.13. Schedule is Twice a year		
59	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not Available		
60	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available		
61	Status of NOC from WBF&ES	NOC from WBF & ES has been obtained & valid up to 6.5.13 .Ref WBFES/DG/FP/1194/12/Bidhan- IT/313/04(365/10)		

Part-V

Electrical, Cables and Ventilation

62	If the building is Centrally air -conditioned, please indicate,	NO
	a) Material used for construction of ducts and its fittings	Not available
	b) Type of tinning used for ducts	Not available
	c) Type of lagging used, if any for insulating any portion of the duct	Not available
	d) How the lagging is secured?	Not available
	e) If false ceiling is there?	Not available
	f) Material used for false ceiling	Not available

	g)	Is a separate AHU being provided in each floor	Not applicable	
	H J	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
63		Is there any standby source of electric supply being provided?	Yes	DG of 125 KVA & 250 KVA
		Is the back supply automatic?	YES	
64		Location of switch- gears and transformers	Outside the building	
65	a)	Transformer capacity	600 KVA	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c)	If outside, how far is it from the building?	5 Mtr	
66		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers	
67		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Electrical shaft not sealed	
68		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	None found	
69.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NO	
70.		Whether natural ventilation is relied upon? If so, give details.	Yes	
71.		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
72.		Whether mechanical ventilation is being coupled with automatic detection system?	NO	
73.		Whether the refuge area is being provided?	Yes at 3 rd floor	
74.		Storage of combustibles materials near electrical equipment/fuse units.	NO	
75.		RCCBs available??	None found	
76.		Master switch in warehouses	None found	
77.		Proper cable joint procedures as per manufacturer	Yes	
78.		Earthing Pit Tested??	No record found	
79.		Use of MCB??	Yes	
80.		Bypassing of protection devices	Not evidenced	
81.		Deteriorated insulation	Not evidenced	
82.		Selection, deployment of PFFs (Portable Fire Extinguishers)	YES	

83.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO
84.	Tracking possibility	Yes
85.	Unused opening in the panels, etc.	No
86.	Possibility of ground fault/short circuit	Not found
87.	Mechanical protection to cables	Yes
88.	Loose terminations due to improper supports, crimping	Not found
89.	Improper gland installation, wrong lug size	Not found
90.	Over-rated uses, wrongly set protection relays, etc.	Not found
91.	Switch yard and sub station	Yes
92.	DG operation and maintenance	Yes with AMC
93.	Reliability of the fire hydrant system	NO. Fire hoses are missing. Access is blocked
94.	Emergency preparedness and response	available
95.	Availability of Evacuation plan	Not available
96.	Mock drill conducted??	YES
97.	Awareness of the people??	Poor
98.	Sample basis validation of smoke detection system??	Yes but no record is available
99.	Condition of Lightning Arrestor	Earth pit test has not been conducted
100.	Periodic test of UPS system (as applicable)	Not applicable
101.	Handling of electrical work by competent electrician	Yes
102.	Approval of receiving station, substation and DG	Not available
103.	Storage of hazardous material, chemicals?	None
104.	Use of signage?	NO
105.	Hydrants clear, access to public thorough fare open	NO
106.	Flame & work permits (as applicable)	Not applicable
107.	Effective internal communication and public address system	YES
108.	Colour coding system of hazardous chemical gas lines etc.	Ground floor kitchen LPG line has been found with RED paint
109.	Management structure, role of safety officer, fire department etc.	No
110.	Procedure for incident investigation and control	YES

PART- VI

Other Information

111.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes from WBF&ES recommendation
112	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
	Is Trade License available??	No
113	Name of the Insurance Company	New India assurance company Ltd
114	Remarks (if any) 1. There is no evacuation plan is available 2. There is no signage. In the emergency exit route in both the buildings 3. Fire hoses are found missing atleast 95% places 4. No hammer found in one of the MCPs 5. There is a big gap at the top of FCDs 6. One of the Emergency Exit stair is full with Materials all along 7. Housekeeping in the LT switch gear is extremely bad. Lots of unwanted materials are lying around including oil on floor. 8. One full LPG cylinder is found near Electrical Maintenance room 9. They have an LPG gas bank license for 20 cylinders. Hotel has a Gas bank in the Indismart Hotel premises .In the Annex building at the roof top a kitchen is running with 8 nos LPG cylinders 10. In the ground floor alley food preparation is on with 8 nos LPG cylinders for a marriage party without any fire extinguishers nearby. There is broken switch nearby. 11. At places lots of loose wire hanging, some are found live 12. No earth pit test has been conducted 13. On 7th floor one of the FCD is not closing properly 14. Hose reel access is blocked 15. Round Emergency stair from 3rd floor to ground floor is completely jammed with unwanted materials 16. House keeping all around is Extremely poor 17. There is no ELCB or RCCB found in any DB	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl. No	OBSERVATIONS	RECOMMENDATIONS
1	There is no evacuation plan is available	In each Evacuation Plan is to deployed
2	There is no signage. In the emergency exit route in both the buildings	Illuminated Signage are to be provided
3	Fire hoses are found missing at least 95% places   	Immediately Hose pipes with Nozzle are to be kept in all the FHCs
4	No hammer found in one of the MCPs 	Hammers are to be provided in each MCP

5	There is a big gap at the top of FCDs in every floor 	Purpose of Fire Check Door(FCD) is lost with gaps at the top of the door
6	One of the Emergency Exit stair is full with Materials all along 	Emergency exit access is to be kept clear always
7	House keeping in the LT switch gear is extremely bad. Lots of unwanted materials are lying around including oil on floor. There is a sign of smoking in the room 	This should be a no smoking area. Signs to be displayed. Through house keeping is to be done

8	One full LPG cylinder is found near Electrical Maintenance room 	This is a sign of misuse of Gas cylinder & Fire Hazard. LPG cylinder to be kept in the manifold
9	They have an LPG gas bank license for 20 cylinders. Hotel has a Gas bank in the Indismart Hotel premises .In the Annex building at the roof top a kitchen is running with 8 nos LPG cylinders	Total review is to be done vis a vis the license capacity & the place
	In the ground floor alley food preparation is on with 8 nos LPG cylinders for a marriage party without any fire extinguishers near by. There is broken switch near by.  	Proper Fire protection is to be taken for a temporary arrangement of food preparation. Broken switch should be replaced immediately
	At places lots of loose wire hanging, some are found live 	All the loose wires should be dressed properly

		
	No earth pit test has been conducted	Earth pit test to be conducted periodically. Record is to be maintained
	On 7 th floor one of the FCD is not closing properly	This door must be repaired immediately
	NO Hose reel in FHC & access is blocked   	Access to the Fire hose/ Hose reel must be kept clear always
	Round Emergency stair from 3 rd floor to ground floor is completely jammed with unwanted materials	Entire Stair should be cleaned thoroughly. Emergency Exit sign must be displayed
	There is no ELCB or RCCB found in any DB	ELCB/RCCB must be provided

	LPG GAS PIPEs are found painted RED at the Ground floor Kitchen 	Correct code to be applied in the painting, Otherwise it may be mistaken as sprinkler pipe

  		House keeping all around is Extremely poor House keeping to be done throughly

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

CIC BUILDING



EXECUTIVE SUMMARY

Part I & II

General Information

CIC BUILDING is situated at Block-EP Y 1, Sector V Salt Lake City Pin-700091.IT is G + 4 structure. The buildup area is approx.2700Sq.Ft. in total land area of 0.2514Acre.

All the floors of the building is rented to CTS. As such total Fire safety is controlled by CTS Fire safety system.

Building plan was sanctioned on 6.6.05

Clearance Certificate obtained on 23.8.2007

Last NOC from WBF & ES valid upto 14.11.12. Application for renewal made on 12.11.12

Estimated Occupancy Load was found as

	Existing -- 225
Floating -- 3	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are Two nos Staircases available in the building. There is one no Lifts available in the building.

Evacuation drill/mock drill is being conducted by CTS

Signage found in the paper print at the Emergency stair. This has to be proper illuminated signage with direction

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers & wet risers, Sprinklers & smoke detectors & MCPs in the main building.

Wet Riser

There is a fire water tank of 100000ltr capacity. There are three nos pumps. Main pump capacity is 45kw & that of Jockey pump is of 11kw..

Alternate source of water is the Water body approx 800 mtr away from the building.

PAS is available in main building

Close circuit TV monitoring is being done by CTS in their rented areas.

15 Nos Portable fire extinguishers are found deployed at the staircase, Sub-station, common areas. Apart from this CTS is having their own fleet of Fire Extinguishers

PART V

ELECTRICAL FIRE HAZARDS

ELCB or RCCB could not be traced at the distribution board for want of Electrician.

Generally no combustible material is stored in the premises, near the Electrical installation

There is one D-G set of 125 KVA capacities available. Transformer (1350 KVA) & switch gear are inside the building.

No Auto Co2 fire extinguisher found in the Transformer & switches gear room.

PART VI

OTHER INFORMATION

The building is having insurance with New India Assurance company.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	EP Y 1	
2.	Premises Name (if any):	CIC BUILDING	
3.	Name of the owner /occupier/lessee	S.J.Bhattacharjee	
4.	Permanent Address	EP Y 1,SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr.S.J.Bhattacharjee	
7.	Phone No of Contact Person	99030 39891	
8.	E-mail	calincast@gmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use✓	Educational✓
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.2514 Acre	
11.	Build up area(as informed to the Auditor)	2700Sq.Ft.	
12.	No of Floors	G+4	
13.	Date of Sanction of Building Plan	6.6.2005	
14.	Whether P.O.C/OC received from local body?	23.8.2007 from Bidhan Nagar Municipality	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Own + Group 4(CTS)	
16.	No of Security Personnel engaged	2 + 2	
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	NO but CTS is having in their Areas	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	One	
22.	No of Vehicles for which parking space is available in the premises	10	
23.	Whether parking space available for visitors within the premises	NO	

24.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA Garbage clearing system
26.	Drainage System	Connected to NDITA Drainage system
27.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	Not applicable
30.	Any Other Clearance	Not applicable

PART - II

31.	Occupancy load	(Based on Estimates on max no in a day)					
	Existing	G	1	2	3	4	Total
	a)Regular	45	45	45	45	45	225
	b)Floating						3
32.	Basement	NIL					

Part- III

Provisions of means of escape

33.	Number of staircases --→TWO Nos		
34.	Stairs Number		
		#1	#2
	a)	Width of flight (mm)	1360
	b)	Tread width (mm)	250
	c)	Riser Height (mm)	160
	d)	Finish	Granite
	e)	Width of stair door (FCD) (mm)	NIL
	f)	Height of stair head room (Ft)	10
	g)	Height of stair handrail (mm)	910
	h)	Area & location & profile of Fire Refuge Area	NIL
	i)	Width and type of door leading to Fire refugee area	NIL
	J)	Pressurization of staircase	No
	k)	Segregation of staircase	Yes
35.	Number of Lifts installed→1 no		
	Lift-Numbers		#1
	a)	Type of door	Metallic
	b)	Fire resistance rating	2 Hrs
	c)	Area of lift car	930 mm X 1800 mm
	d)	Capacity (no of persons)	6
	e)	Capacity(in kg)	608
	f)	Company	OTIS

	g)	Is communication system, installed in the lift car?	NO
	h)	Is a fireman's switch being installed in the car?	YES
	i)	Pressurization of lift	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?	YES
36.	Presence of proper signage in all the exit route		In the main building Signage direction is given only in the stair.
37.	Is it posted with illuminated signage ?		No
38.	Whether it is landing to fire assembly point?		YES
39.	Any form of Public address system available ?		YES in CTS rented portion
40.	Width form of internal road within the Premises ?		4000mm
41.	Width of the Entry / exit of Gate		3200 mm
42.	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)		Yes	U/G100,000 ltr open tank O/H35000 ltr
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	None Found	
	c)	Specify the condition of the reservoir	Satisfactory	
44.	Is any public or other water storage facility available nearby ?		Yes	■specify the distance from the building ----800 Mtr
	a)	Is it readily accessible ?	Yes	■condition and type of the reservoir—Water body
45.	Are internal hydrants being provided ?		Yes	■single outlets
	If so, please indicate no of hydrants in each floor		One	
46.	Are first aid hose reels being provided ? If so please indicate		■Yes	■No of hose reels on each floor-----One in each floor
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes To the riser	■Bore and length of hose reel tubing on each reel--- -- 25mm 30Mtr
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, Jet type	

47.	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	■Type of hose--Canvas ■Size of hose—mm ■Length of hose—15 mtr		
	a)	Total no of hoses provided near each hydrant	One in hydrant point			
48.	Have wet risers/dry risers been provided?		Yes_/ wet riser			
	If yes, please indicate the number of risers and internal diameter of each		One, 150 mm			
49.	Has any down comer been provided? If so, please give details		No			
50.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes			
	a)	Number of pumps	Three, one main (60 HP), One stand by Main (60 HP) &one jockey-15 HP			
	b)	Size of suction and delivery connection to each pump/Output/Head	■Suction:150mm■Delivery150mm ■Output of each pump: 97.2ltrM ³ /Hr ■Max head against which the pump can operate at the output mentioned in60M			
	e)	Is the pump automatic in action?	Yes			
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked no pressure gauge found at the top			
51.	Sprinkler system		YES			
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes			
	a)	Type of detectors used	Smoke detector			
52.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes			
	a)	Alarm receiving system	Yes			
53.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate whether the Fire extinguishers bear the ISI certification mark?		■Yes	Number of FE Type/ Capacity	15nos	
	Date of Validity		Dec 2013	DCP(5kg)	6	
				CO2(4.5 Kg)	2	
				Water (9 Ltr)	5	
				Foam (9 Ltr)	2	
	Location		Stair case & in the offices			

54.	Are Emergency Fire Alarm being provided in each floor ?	■Yes _____	■No. of Fire Alarm – Four in each floor ■Location of Fire Alarm—near stair case
55.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	■yes_ / Security, Housekeeping staff, maintenance staff are trained .	
56.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Qtrly by CTS	
57.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available	
58.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available.	
59.	Status of NOC from WBF&ES	NOC valid upto 14.11.12. Applied for renewal on 12.11.12	

Part-V

Electrical, Cables and Ventilation

60.	If the building is Centrally air - conditioned, please indicate,		NIL
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable

61.	Is there any standby source of electric supply being provided?		YES, 1350 KVA
	Is the back supply automatic? Emergency light at stair case available.	No Manual	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump✓ ■ Emergency Light✓ ■ Lift✓ ■ Partly to the office ■ UPS✓
62.	Location of switch- gears and transformers		In side the BLD.
63.	a)	Transformer capacity	1350 KVA dry type
64.	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	YES
65.	c)	If outside, how far is it from the building?	Not applicable
66.	What precautions is taken to prevent a possible fire in the transformers from spreading?		Fire Extinguishers
67.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Could not be checked.
68.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Could not be checked
69.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable
70.	Whether natural ventilation is relied upon? If so, give details.		Yes
71.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		NO
72.	Whether mechanical ventilation is being coupled with automatic detection system?		Not applicable
73.	Whether the refuge area is being provided?		NO
74.	Storage of combustibles materials near electrical equipment/fuse units.		No
75.	RCCBs available??		Could not be checked

76.	Master switch in warehouses	Not applicable
77.	Proper cable joint procedures as per manufacturer	Yes
78.	Earthing Pit Tested??	NO
79.	Use of MCB??	Yes
80.	Bypassing of protection devices	None found
81.	Deteriorated insulation	None found
82.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
83.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Could not be checked
84.	Tracking possibility	Yes
85.	Unused opening in the panels, etc.	None found
86.	Possibility of ground fault/short circuit	None found
87.	Mechanical protection to cables	Yes
88.	Loose terminations due to improper supports, crimping	None found
89.	Improper gland installation, wrong lug size	None found
90.	Over-rated uses, wrongly set protection relays, etc.	None found
91.	Earthing layout & it's effectiveness	Yes
92.	Switch yard and sub station	Yes
93.	DG operation and maintenance	Yes
94.	Reliability of the fire hydrant system	yes
95.	Emergency preparedness and response	None Found
96.	Availability of Evacuation plan	None Found
97.	Mock drill conducted??	YES by CTS
98.	Awareness of the people??	Average
99.	Sample basis validation of smoke detection system??	Yes
100.	Storage if hazardous material, chemicals??	NO
101.	Use of signage??	Insufficient signage
102.	Hydrants clear, access to public thorough fare open	Yes
103.	Flame & work permits (as applicable)	Not applicable
104.	Effective internal communication and public address system	No except in the CTS Occupied Floors
105.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
106.	Management structure, role of safety officer, fire department etc.	None Found
107.	Procedure for incident investigation and control	None Found

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from WBF&ES NOC
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
110.	Is Trade License available??	No	
111.	Name of the Insurance Company	New India assurance Company	
112.	Remarks (if any) 1. Proper illuminated signage at all exit route was not found in Exit Route 2. No FCD found in the Emergency stair 3. No auto Fire Extinguishers found in the Electrical Installation 4. Lot of Junk material is lying beside DG set tank kept by CTS for disposal		

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	Illuminated signage at exit route not found in both buildings	Proper illuminated signage to be used in both buildings
2	No FCD found in the main building	FCD is to be provided
3	No auto Fire Extinguishers found in the Electrical Installation	Auto Fire Extinguishers are to be provided in Electrical installation
4.	Lot of Junk material is lying beside DG set tank kept by CTS for disposal	These combustible materials are to be removed immediately

Auditor

Reviewer

Signature &date Inspecting and Reporting Authority With seal

PRICE WATER HOUSE COOPERS



EXECUTIVE SUMMARY

Part I & II

General Information

Price water House Coopers is situated at EP Y 2, Sector V, Salt Lake, Kolkata 700091, The structure is G + 6 & built up area is 4373.966 sq meters (jointly with plot no EP Y 14), in total 0.2514 acres of land.

The whole building is being for their own IT & ITES purpose

Building Plan was sanctioned in 24.7.96.

The building is G + 6 storied is constructed in such a way that it is linked with their own building at plot no EP Y 14 with connected corridor in each floor.

There is no central AC system in the building.

Provisional NOC (Ref WBFS /944/Cal- B/3 /3002 obtained from WBF&Es on 14.11.2007there after follow up has been made on 19.12.2011 for renewal.

Estimated Occupancy Load was found as

Existing -- 179 persons
Floating -- 10 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is one stair cases & Two nos lifts are available in the building

Evacuation Drill & Mock Drill have been conducted on 21.9.2012

There are Signage available in the Offices & in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There are Wet riser , smoke detectors , MCPs , Fire Extinguishers are available.

There is no Sprinkler system is available. There is no PAS available but Fire alarm is available. Wet Riser is taken in such a way in the linked corridor that it can serve both the buildings. There is no spare pump available in the wet riser pump room.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation.

There is one oil cooled Transformer is situated inside the building of EP Y 2.

There is a DG as an alternate source of supply is available for both the plots of EP Y 2 & EP Y 14.

PART VI

OTHER INFORMATION

The building has Fire Insurance with Bajaj Allianz.

Trade License is available.

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	EP Y 2	
2.	Premises Name (if any):	None	
3.	Name of the owner /occupier/lessee	Price Water House Coopers	
4.	Permanent Address	EP Y 2, Block EP, Sector V, Salt Lake, Kolkata - 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	DipankarChakravarty	
7.	Phone No of Contact Person	98311 74970	
8.	E-mail	Dipankar.charavarty@in.pwc.com	
9.	Purpose of the Land Use	Principal Use_ /	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.2514 Acres	
11.	Build up area(as informed to the Auditor)	183.06sq meters	
12.	No of Floors	G + 6	
13.	Date of Sanction of Building Plan	5.3.2002	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Gorkha Security	
16.	No of Security Personnel engaged	2 Nos	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	No	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organization	Four	
22.	No of Vehicles for which parking space is available in the premises	30 nos (Joint Parking)	
23.	Whether parking space available for visitors within the premises	NO	

24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Disposed to NDITA clearing system
26	Drainage System	Connected with NDITA drainage system
27	Maintenance of Road	Own, cemented road found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load	(Based on Estimates)							
	Existing	G	1	2	3	4	5	6	Total
	a)Regular	1	3	40	20	45	45	25	179
	b)Floating								10
32	Basement	Nil							
	a) If basement extends beyond building profile	Not applicable							
	b) Use of the basement	Not applicable							
	c) Is it being sprinkle red?	Not applicable							
	d) Whether any cubicles present in the basement?	Not applicable							
	If yes, their use to be specified	Not applicable							
	f) Whether fire zones are defined?	Not applicable							
	If yes, please provide details	Not applicable							

Part- III

Provisions of means of escape

33	Number of staircases --> one	
	Stairs Number	#1
	a) Width of flight	1750 mm
	b) Tread width	250 mm
	c) Riser Height	160 mm
	d) Finish	Marble
	e) Width of stair door (FCD)—Glass Door	1470 mm
	f) Height of stair head room	8ft
	g) Height of stair handrail	830 mm
	h) Area & location & profile of Fire Refuge Area	Nil
	i) Width and type of door leading to Fire refuge area	Not applicable
	J) Pressurization of staircase	NO
	k) Segregation of staircase	Not applicable

34	Number of Lifts installed→ Two		
	Lift-Numbers		
		#1	#2
	a)	Type of door	Metallic
	b)	Fire resistance rating	2 Hrs
	c)	Area of lift car	810 mm X 1180 mm
	d)	Capacity (no of persons)	1500 mm X 1460 mm
	e)	Capacity(in kg)	6
	f)	Company	13
	g)	Is communication system, installed in the lift car?	OTIS
	h)	Is a fireman's switch being installed in the car?	OTIS
	i)	Pressurization of lift	NO. Only Alarm
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	NO. Only Alarm
			YES . No 7421 valid 7.7.2013
			YES . No 70055 valid 4.8.13
35	Presence of proper signage in all the exit route		YES
36	Is it posted with illuminated signage?		YES
37	Whether it is landing to fire assembly point?		YES
38	Any form of Public address system available?		No
39	Width form of internal road within the Premises?		3200mm
40	Width of the Entry / exit of Gate		3050 mm
41	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		No	U/G50000 ltr O/HNot available
	a)	If yes, specify the distance from the building	Adjacent to the building	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	No recommendation found	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 800 meters
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Waterbody
44	Are internal hydrants being provided ?		YES	Not applicable
	If so, please indicate no of hydrants in each floor		One	
45	Are first aid hose reels being provided? If so please indicate		Yes	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, spray type	
45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	
	a)	Total no of hoses provided near each hydrant	Two Nos	
46	Have wet risers/dry risers been provided?		Yes –Wet Riser	
	If yes, please indicate the number of risers and internal diameter of each		One, in the common corridor to both the buildings	

47	Has any down comer been provided? If so, please give details		No
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes One Main pump → 60 HP One Jockey pump of 12 HP There is no stand by pump
	a)	Number of pumps	Only Two
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction --.150 mm Delivery—150 mm Discharge --. 40 lit/sec Head → 70 mtr
	e)	Is the pump automatic in action?	Yes
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as there is no pressure gauge at the top
48.	Sprinkler system		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes
	a)	Type of detectors used	Addressable smoke detectors
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes. One in each floor near stair case
50	Alarm receiving system		Yes
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		DCP(5 KG) →12 DCP(2 KG) →1 CO2 (4.5 KG)→2 DCP(10 KG)→2 Total →17 Nos 17.2.13
52	Location and population of the FEs adequate		Near Electrical Installation & Offices
53	Are Emergency Fire Alarm being provided in each floor ?		Yes
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		NO. Trained Fire Fighting Persons like Security, House keeping are available
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (mintwice a year)?		Yes
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES		Not available
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Available - Checked
58	Status of NOC from WBF&ES		Provisional NOC (Ref WBFS /944/Cal- B/3 /3002 obtained from WBF&Es on 14.11.2007 there after follow up has been made on 19.12.2011 for renewal.

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air -conditioned, please indicate,		No
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	h)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable
60	Is there any standby source of electric supply being provided?		YES DG of 200 KVA & 4 nos UPS of 20 KVA each
	Is the back supply automatic?		Yes
61	Location of switch- gears and transformers		Inside the building
62	a)	Transformer capacity	400 KVA
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	YES
	c)	If outside, how far is it from the building?	Not applicable
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Only Fire Extinguishers near by
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Fire Hydrant line riser is out side the building Electrical passes are found not sealed
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable
67	Whether natural ventilation is relied upon? If so, give details.		YES
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No
69	Whether mechanical ventilation is being coupled with automatic detection system?		Not applicable

70	Whether the refuge area is being provided?	NO But there are open balconies in each floor from 1 st to 5 th floor which can be used as refuse area(1740 mm x 1140 mm) each
71	Storage of combustibles materials near electrical equipment/fuse units.	No
72	RCCBs available??	No
73	Master switch in warehouses	Not applicable
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthing Pit Tested??	No record found
76	Use of MCB??	NO
77	Bypassing of protection devices	Yes
78	Deteriorated insulation	Yes
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Electrical passes are not sealed
81	Tracking possibility	Yes
82	Unused opening in the panels, etc.	None found
83	Possibility of ground fault/short circuit	None found
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	None found
86	Improper gland installation, wrong lug size	None found
87	Over-rated uses, wrongly set protection relays, etc.	None found
88	Switch yard and sub station	Yes
89	DG operation and maintenance	Yes
90	Reliability of the fire hydrant system	No-- as there is no stand by pump
91	Emergency preparedness and response	None found
92	Availability of Evacuation plan	None found
93	Mock drill conducted??	Yes Last done on 21.9.12
94	Awareness of the people??	Poor
95	Sample basis validation of smoke detection system??	Being done at an interval
96	Condition of Lightning Arrestor	Appears to be ok
97	Periodic test of UPS system (as applicable)	Yes
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Not available
100	Storage if hazardous material, chemicals?	Not found
101	Use of signage?	Yes
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	Not applicable

104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Not found
107	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation From Provisional NOC
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
	Is Trade License available??	Yes available	
110	Name of the Insurance Company	Bajaj Allianz	
111	Remarks (if any) 1. No evacuation plan made and displayed 2. No ELCBs or RCCBs are connected with the electrical circuits 3. No public address system is found 4. Earth pit is not tested 5. NOC from WBF&ES is not available 6. Transformer room is full of unwanted combustible materials 7. Sand buckets are found dirty & half filled 8. LT Room is being used as residential room		

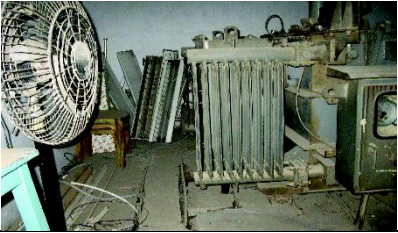
Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No evacuation plan made and displayed	Evacuation plan is to be displayed in each floor
2	No ELCBs or RCCBs are found	To be connected in the distribution board of suitable ratings
3	Earth pit is not tested	To be tested periodically and test reports to be kept
4	Valid NOC from WBF&ES is not available	NOC is to be obtained from WBF&ES
5	No public address system is found	PAS to be installed
6	Transformer room is full of unwanted combustible materials 	Transformer room should be kept absolutely cleaned
7	Sand buckets are found dirty & half filled 	Free flowing sand to be kept full in all the sand buckets
8	LT Room is being used as residential room  	LT room should be kept absolutely clear of any unwanted materials

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

**DYNAMIC DIGITAL TECHNOLOGY
PVT. LTD.**



EXECUTIVE SUMMARY

Part I & II

General Information

Dynamic Digital Technology Pvt. Ltd. is an IT Business Organization situated in the plot No. EP-Y/3, Sector-V, Salt Lake Electronics Complex, Kolkata – 700091 since 2001. The data for land area and built up area are not available for the building having G + 2 structure. The facilities are distributed as follows:-

Ground Floor – Reception, Conference Room, Canteen

First Floor – Office, Work Station.

Second Floor – Office.

WBF&ES Final N.O.C. is available.

WBSEB approval for bulk supply of HT power is available.

Occupancy Clearance is available.

WBDOE approval for installation of Transformer and DG Set is not available.

Trade License for current year is not available.

Building Plan approval is not available.

Occupancy Load (Existing and Floating) was estimated at 70 and 5 respectively.

Centralized HVAC system is not installed in the building.

Part III

PROVISION OF MEANS OF ESCAPE

This building has two stairs with FCD on exit stair side. The illuminated Exit signage is available at one position of each floor without any floor identification. The drive way up to the gate is clearly available. Altogether two gates are available for entry and exit.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Fire safety arrangement includes Hydrant system and portable fire extinguisher at strategic points. Quantity of portable fire extinguisher is not found adequate and also not properly distributed. The refilling period of FE is found valid. The building is equipped with Fire detection system.

Dedicated Underground water reservoir for firefighting is available having no data about capacity. Alternative source is water body about 500mtr away. The Fire Pumps are installed outside of the building about 12 feet underground location in a room adjacent to underground reservoir. The entry point of room is having manhole with cover under open yard. Therefore ingress of rain water inside pump room cannot be ruled out. The means of access and escape is one narrow metal ladder. There is no illumination inside pump room. Further, pr. gauge is not available at the top most point of hydrant system to ensure healthiness of hydrant system.

PART V

ELECTRICAL FIRE HAZARDS

Transformer of 1 x 250 KVA and DG of 1 x 160 KVA capacity are installed outside of the building. Management could not produce any approved document of " Director of Electricity " for installation of these HT equipments which are not equipped with Fire Extinguisher. External Condition of cable is found satisfactory.

There is no ELCB or RCCB found in the distribution board and no identification in the Earth Pit. The record for measuring earth pit resistance or servicing of the same is not maintained.

PART VI

OTHER INFORMATION

Explosive materials and Chemicals are not stored in the building.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART - I

General Information

1.	Plot No/Premises No:	Block -EP, Plot No. Y-3	
2.	Premises Name (if any):	Dynamic Digital Technology Pvt. Ltd.	
3.	Name of the owner /occupier/lessee	Dynamic Digital Technology Pvt. Ltd.	
4.	Permanent Address	EP /Y-3, Salt Lake Electronics complex,Sector-V, Kolkata-700091.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease /Any other	Leasehold	
6.	Name of the Contact Person	No representative attended the Audit.	
7.	Phone No of Contact Person	No number was confirmed by Management.	
8.	E-mail	No number was confirmed by Management.	
9.	Purpose of the Land Use	Principal Use	IT/ITES
10.	Plot Area(as informed to the Auditor)	No data available	
11.	Build up area(as informed to the Auditor)	No data available	
12.	No of Floors	G+2	
13.	Date of Sanction of Building Plan	No data available	
14.	Whether P.O.C/OC received from local body?	Yes. Copy is attached.	OC Issuing Authority Bidhan Nagar municipality Dated :20.07.2001.
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	SMART GUARD ,Kolkata.	
16.	No of Security Personnel engaged	3 (1+ 2) / 24 Hours	
17.	Whether Records of Vehicles (No & type) entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	No data available	
22.	No of Vehicles for which parking space is available in the premises	6	
23.	Whether parking space available for visitors within the premises	Not allowed	

24.	Place where excess vehicles (if any) are parked	Outside
GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA
26.	Drainage System	NDITA
27.	Maintenance of Road	Own
TELEPHONE TOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

PART - II

31.	Occupancy load	(Biased on Estimate)			
	Existing	G	1	2	Total
	a)Regular	10	30	30	70
	b)Floating	5	0	0	5
32.	Basement	No			

PART - III

Provisions of means of escape

33.	Number of staircases		2 Nos.	
	Stairs Number		Stair # 1	Stair # 2
	a)	Width of flight (mm)	1400	1400
	b)	Tread width(mm)	280	280
	c)	Riser Height(mm)	152	152
	d)	Finish	Marble	Kota cement
	e)	Width of stair door (FCD)-mm	838	No
	f)	Height of stair handrail(mm)	788	813
	g)	Height of stair head room(ft)	3124	3658
	h)	Area & location & profile of Fire Refuge Area	No	
	i)	Width and type of door leading to Fire refugee area	No	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34.	Number of Lifts installed		No	
35.	Presence of proper signage in all the exit route		Yes,On one side.	
36.	Is it posted with illuminated signage ?		Yes	
37.	Whether it is landing to fire assembly point?		No	
38.	Any form of Public address system available ?		No	
39.	Width form of internal road within the Premises (mm)?		2794	
40.	Width of the Entry / exit of Gate (mm)		3607 (2 Nos.)	
41.	Height of the Entry / exit of Gate		Open to sky.	

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available ? (at ground level / over head)	Yes	U/G –No data is available.
	a) If yes, specify the distance from the building	2 Mtr away.	
	b) If yes, specify the capacity (in litres)as approved by WBF& ES.	No data available	
	c) Specify the condition of the reservoir	Clear	
43.	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building→500Mtr.
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir→Water Body
44.	Are internal hydrants being provided ?	Yes	
	If so, please indicate no of hydrants in each floor	Single	
45.	Are first aid hose reels being provided ? If so please indicate	Yes, 1 No. of 15 Mtr length per floor	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Hydrant Outlet	
	b) Size (bore) and type of nozzle fitted to each hose reel	15 mm, Jet Type	
46.	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	Type of hose : Canvas Size of hose : 63 mm Length of hose : 15 Mtr
	a) Total no of hoses provided near each hydrant	2 Nos.	
47.	Have wet risers/dry risers been provided?	Yes/ Dry Riser	
	If yes, please indicate the number of risers and internal diameter of each	1 No. / 100 mm.	
48.	Has any down comer been provided? If so, please give details	No	
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes, Main- 1 No. & Jockey – 1 No.	
	a) Number of Pumps	Main - (1 X 22KW , 56 Mtr Head) Jockey - (1 X 5.5 KW ,56 Mtr Head)	

	b)	Size of suction and delivery connection to each pump / Output / Head	→Suction size , →Discharge size, →Name plate data could not be checked since U/G Fire Pump Room is in dark condition having no illumination. → <u>Status is highly alarming.</u>	
	c)	Is the pump automatic in action	No	
	d)	Is the water pressure sufficient at max distance from the pump	Data could not be checked since no Pr. gauge is available at top most point.	
50.	Sprinkler system		No	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No	
	a)	Type of detectors used	Smoke Detector 14 Nos. / floor with alarm. Panel is installed at Reception. Total 42 Nos SD.	
51.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes , 1 No. in each floor	
52.	Alarm receiving system		Yes, at Reception	
53.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes Yes Refilling due on 11.02.2013	<u>Number of FE -5</u> Gr. Fl.- 3 [Office, Pump Room, Elec. Room – 1 No. Each.] 1 ST Floor Office -1 2 ND Floor Office - 1 Type/ Capacity . DCP – BC (5 KG)
54.	Location and population of the FEs adequate		No	
55.	Are Emergency Fire Alarm being provided in each floor ?		Yes , 1 No Hooter in each floor	
56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		Not done	
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.2 /Yr.)		Not done	

58.	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Data not available.
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Data not available.
60.	Status of NOC from WBF&ES	Final N.O.C. is available vide Memo No. WBFS / 5751 / Cal _ B / 59 / 99 dated 28.06.2001 read with letter dated 28.02.2001 . Copy is attached. Current document is not available.

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air – conditioned, please indicate,	No		
62.	Is there any standby source of electric supply being provided?	Yes	DG Capacity 1 X 160KVA	UPS Capacity 2 x 30 KVA
	Is the back supply automatic?	Yes	Specify the functions that can be maintained simultaneously by such backups. ▪ Fire Pump ▪ Emergency Light ▪ Entire office	
63.	Location of switch- gears and transformers		Outside	
64.	a	Transformer capacity	1 x250KVA	
	b	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c	If outside, how far is it from the building?	3 Mtr	
65.	What precautions is taken to prevent a possible fire in the transformers from spreading?		No	
66.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		No Pass	

67.	Is Earth Leakage Circuit Breaker (ELCB) in every distribution board?	Yes
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
69.	Whether natural ventilation is relied upon? If so, give details.	Yes
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
71.	Whether mechanical ventilation is being coupled with automatic detection system?	No
72.	Whether the refuge area is being provided?	No
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available??	Yes
75.	Master switch in warehouses	No
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested??	Yes, 6Nos. Record is not available
78.	Use of MCB??	Yes
79.	Bypassing of protection devices	No
80.	Deteriorated insulation	No
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Own arrangement. Quantity is not found adequate.
82.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No pass since outside
83.	Tracking possibility	No
84.	Unused opening in the panels, etc.	No
85.	Possibility of ground fault/short circuit	No
86.	Mechanical protection to cables	Yes
87.	Loose terminations due to improper supports, crimping	No
88.	Improper gland installation, wrong lug size	No
89.	Over-rated uses, wrongly set protection relays, etc.	No
90.	Switch yard and sub station	No
91.	DG operation and maintenance	By Electrical Contractor , CMMS, Mr. S. K. Jabbar , HT Licence Holder
92.	Reliability of the fire hydrant system	Reliability could not be checked since no Pr. Gauge is installed at top most point of Hydrant system.

93.	Emergency preparedness and response	Not Done
94.	Availability of Evacuation plan	Not Done
95.	Mock drill conducted??	Not Done
96.	Awareness of the people??	Not Done
97.	Sample basis validation of smoke detection system??	Not done
98.	Condition of Lightning Arrestor	Yes, 2 Nos installed. Checking record not available
99.	Periodic test of UPS system (as applicable)	AMC
100.	Handling of electrical work by competent electrician	CMMS, Mr. S. K. Jabbar , HT Licence Holder
101.	Approval of receiving station, substation and DG	Data not available
102.	Storage if hazardous material, chemicals?	N.A.
103.	Use of signage?	One in each floor.
104.	Hydrants clear, access to public thoroughfare open	Yes
105.	Flame & work permits (as applicable)	No
106.	Effective internal communication and public address system	No
107.	Colour coding system of hazardous chemical , gas lines etc.	N.A.
108.	Management structure, role of safety officer, fire department etc.	No structure is available.
109.	Procedure for incident investigation and control	Not done.

PART- VI

Other Information

110.	Is there any deviation from the existing recommendation, if any , already been Provided by Fire & Emergency Services	Yes	Deviation.
111.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112.	Is Trade License available?	No. Fees submitted on 31.01.2013. Document copy is attached.	
113.	Name of the Insurance Company	No data available	

114.	Remarks (if any) :- a. Response of Management is found to be extremely poor regarding fire safety audit in spite of confirmed time and date on prior appointment basis. b. They even could not confirm any name of contact person, number & E-Mail identification number. Management did not deploy anyone to attend the audit except their Electrical contractor. CMMS attended fire safety audit conducted on 05.02.2013. The name of contact person of CMMS is Mr. S. A. Jabbar having contact number 9038528006. CMMS could not produce relevant documents during audit since those were not known to them. c. Final N.O.C. Letter No. WBFS / 5751 / Cal -B / 59 / 99 dated 28.06.2001 read with Letter No. WBFS / 1407 dated 28.02.2001 are available but general recommendation issued under Letter No. WBFS / 6137 dated 29.11.1999 is not available. Further, any current document on WBFS is not available. d. Approval of Director of Electricity for installation of Transformer & DG is not available. e. Approved Building Plan, Plot area , Built up Area, Name of Insurance Company, Trade License , are not available.

Auditor

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No.	OBSERVATIONS	RECOMMENDATIONS
1.	During Audit, Management could not produce General Recommendations of WBFES issued vide Memo No. WBFS / 6137 Dated 29.11.1999 w. r. t. Final N.O.C. Dated 28.06.2001. This is gross negligence on the part of Management.	The recommendations vide letter dated 29.11.1999 must be followed strictly.
2.	Response of Management is found to be extremely poor regarding fire safety matter. There is no representative found available from Management side.	Management should deploy their representative about fire safety matter.
3.	Trained Fire Fighting Person is found to be not available.	Management must appoint Trained Fire Fighting Person for round the clock duty.
4.	Current document of WBFES is not available.	Management should take necessary steps to obtain current document from WBFES.
5.	Population of Fire Extinguisher is not found adequate.	Immediate action must be taken to deploy more number of FE in each floor.
6.	There is no illumination inside U/G Pump Room.	Immediate action must be taken to ensure proper illumination arrangement.
7.	Evacuation Plan is not available.	Evacuation Plan must be displayed.
8.	Mock Drill is not conducted .	Periodic Mock Drill must be conducted and record of same must be kept.
9.	Emergency preparedness and response is not available	Management should prepare proper plan to cater emergency requirement.
10.	FE is not installed in Transformer area.	Proper FE must be deployed.
11.	FE is not installed in DG area.	Proper FE must be deployed.
12.	Fire Prevention Maintenance Register is not available.	FPM Register must be maintained.

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

ECE TECHNOLOGIES (I) LTD



EXECUTIVE SUMMARY

Part I & II

General Information

ECE Technologies (I) ltd is situated at EP,Y-4,Sector V Salt Lake City,Pin:700091.The structure is only Ground floor & built up area of 2108.96 Sq.Ft. in total land of 1017.5Sq.mtrANDERSON PRINTING HOUSE .

This property is taken as Sub-lease from WEBEL in the year 2006. The name of the owner is Mr. B.K. Sarda. This is a manufacturing unit of Transformer of Control panel/Voltage regulator of smaller capacity. The contact person is Mr. Vishal Sarda whose contact number is 9830492400.Only one security person is engaged permanen.

NOC of Fire: Not available

OC(Occupation Certificate) obtained directly from WEBEL on 16.11

Occupancy Load was found as

	Existing -- 03
Floating -- 00	

Part III

PROVISION OF MEANS OF ESCAPE

Only one Exit gate.

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers only.

There is an underground tank of 70000 ltr capacity For Fire only. There are two nos pumps housed under the stair case. One pump capacity is 60 HP & that of Jockey pump is of 15 HP. There is no spare pump available. The pumps are found fully covered with cob webs & jerry cans. It is obvious that pump do not run. There is sprinkler system available, but sprinkler do not have any water.

Alternate source of water is the Water body approx. 150 mtr away from the building.

6Nos Portable fire extinguishers are found deploy at the Building.

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation.

Electrical wirings in the production floor are very old & needs replacement. The building has no DG-set.

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information PART – I

1.	Plot No/Premises No:	EP,Y-4	
2.	Premises Name (if any):	ECE Tecnologies(I)Ltd	
3.	Name of the owner /occupier/lessee	Mr.B K Sarda	
4.	Permanent Address	EP,Y-4 ,Sector-V salt lake city, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Sub Lease Hold from WEBEL	
6.	Name of the Contact Person	Mr.VishalSarda	
7.	Phone No of Contact Person	9830492400	
8.	E-mail	visal@magnetindia.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
		Manufacturing of Transformer/Voltage regulator	Institutional
			Assembly
			Business
			Mercantile
			Industrial✓ (Printing House)
			Storage
		IT/ITES	
10.	Plot Area(as informed to the Auditor)	1017.5 Sq.mtr	
11.	Build up area(as informed to the Auditor)	2108.96Sq.Ft	
12.	No of Floors	G	
14.	Date of Sanction of Building Plan	☒ Yes ☒ Available with WEBEL ☒ NoNDITA	
15.	Whether P.O.C/OC received from local body?	Available	OC Issuing Authority WEBEL Dated:16/11/06 memo no.EC:07:SPL:LAND:ENTP:2 006
16.	Incidence of assessment done	☒ Yes ☒ No	Doc .Not found
SECURITY SETUP DETAILS			
17.	Name of the SECURITY AGENCY engaged	Engaged one person permanently	
18.	No of Security Personnel engaged	1	
19.	Whether Records of Vehicles (No & type entering into the building are kept	NO	
20.	Whether records of Visitors entering into the building are kept	No	
21.	Whether Metal detectors are used at the entry point	NO	
22.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
23	No of Vehicles Engaged by the Organization	Nil
24	No of Own Vehicles engaged by Employees	
25	No of Vehicles for which parking space is available in the premises	10cars.
26	Whether parking space available for visitors within the premises	Yes
27	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
28	Garbage Clearing	NDITA Garbage clearing system
29	Drainage System	Connected to NDITA Drainage system
30	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
31	No of Towers	NIL
32	Statutory Clearance from AAI	Not applicable
33	Any Other Clearance	Not applicable

PART - II

34	Occupancy load	(Based on Estimates)
	Existing	
	a)Regular	3
	b)Floating	NIL
36	Basement	NIL

Part- III

Provisions of means of escape

37	Number of staircases --→NIL		
	Stairs Number		
	a)	Width of flight	NOT APPLICABLE
	b)	Tread width	NOT APPLICABLE
	c)	Riser Height	NOT APPLICABLE
	d)	Finish	NOT APPLICABLE
	e)	Width of stair door (FCD)	NOT APPLICABLE
	f)	Height of stair head room	NOT APPLICABLE
	g)	Height of stair handrail	NOT APPLICABLE
	h)	Area & location & profile of Fire Refuge Area	NO t applicable
	i)	Width and type of door leading to Fire refugee area	Not applicable
	J)	Pressurization of staircase	NA
	k)	Segregation of staircase	NA

38	Number of Lifts installed→2nos		
	Lift-Numbers NIL		
	a)	NOT APPLICABLE	NOT APPLICABLE
	b)	NOT APPLICABLE	NOT APPLICABLE
	c)	NOT APPLICABLE	NOT APPLICABLE
	d)	NOT APPLICABLE	NOT APPLICABLE
	e)	NOT APPLICABLE	NOT APPLICABLE
	f)	Company	NOT APPLICABLE
	g)	Is communication system, installed in the lift car?	NA
	h)	Is a fireman's switch being installed in the car?	NA
	i)	Pressurization of lift	Na
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	NA
39	Presence of proper signage in all the exit route		No
40	Is it posted with illuminated signage ?		No
41	Whether it is landing to fire assembly point?		Fire assembling point is not identified
42	Any form of Public address system available ?		NO
43	Width form of internal road within the Premises ?		9mtr.
44	Width of the Entry / exit of Gate		5mtr.
45	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

46	Is any water reservoir for firefighting available ? (at ground level / overhead)		■Yes	U/G NIL O/H4000 ltr
	a)	If yes, specify the distance from the building	NA	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	None	
	c)	Specify the condition of the reservoir	NA	
47	Is any public or other water storage facility available nearby ?		Yes	■ specify the distance from the building ---- 150 Mtr
	a)	Is it readily accessible ?	Yes	■ condition and type of the reservoir—Water body
48	Are internal hydrants being provided ?		NO	
	If so, please indicate no of hydrants in each floor		■ single	
49	Are first aid hose reels being provided ? If so please indicate		NO	■ No of hose reels on each floor
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	■ Bore and length of hose reel tubing on each reel
	b)	Size (bore) and type of nozzle fitted to each hose reel		

50	Are fire hoses being provided near each hydrant? If so, please indicate		No	☐ Type of hose ☐ Size of hose ☐ Length of hose		
	a)	Total no of hoses provided near each hydrant	ZERO			
51	Have wet risers/dry risers been provided?		NO			
52	If yes, please indicate the number of risers and internal diameter of each		ZERO			
53	Has any down comer been provided? If so, please give details		No			
54	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		NO			
	a)	Number of pumps	ZER			
	b)	Size of suction and delivery connection to each pump/Output/Head	☐ Suction ☐ Delivery: ☐ Output of each pump: ☐ Max head against which the pump can operate at the output mentioned in			
	c)	Is the pump automatic in action?	NA			
	d)	Is the water pressure sufficient at max distance from the pump?	NA			
55.	Sprinkler system		NO			
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		NO			
	a)	Type of detectors used	No Fire detector			
56	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		NO			
	a)	Alarm receiving system	NO			
57	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		☐ Yes ☐ Yes 8.3.13 _____	Number of FE Type/ Capacity DCP(10 Kg)---- ----- DCP(5Kg)----- ----- Mechanical Foam(9Ltrs)--- ---1nos.	2nos. 1Nos.	
	Location		At office & production floor			
59	Are Emergency Fire Alarm being provided in each floor ?		☐ No _____	☐ No. of Fire Alarm ☐ Location of Fire Alarm		
60	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		☐ Yes, Two persons are available round the clock			
61	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		☐ No			

62	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available
63	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
64	Status of NOC from WBF&ES	Not available

Part-V

Electrical, Cables and Ventilation

67	If the building is Centrally air –conditioned, please indicate,		■No Central AC		
	a)	Material used for construction of ducts and its fittings	Not applicable		
	b)	Type of tinning used for ducts	Not applicable		
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d)	How the lagging is secured?	Not applicable		
	e)	If false ceiling is there?	Not applicable		
	f)	Material used for false ceiling	Not applicable		
	g)	Is a separate AHU being provided in each floor	Not applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
68	Is there any standby source of electric supply being provided?		No	DGCapacity	UPS
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓	
70	Location of switch- gears and transformers		Supply of 415volt,3-ph taken		
71	a)	Transformer capacity	NO Transformer		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	NA		
	c)	If outside, how far is it from the building?	NA		
72	What precautions are taken to prevent a possible fire in the transformers from spreading?		NA		
73	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		NA		
74	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		NO		

75	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
76	Whether natural ventilation is relied upon? If so, give details.	Yes
77	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
78	Whether mechanical ventilation is being coupled with automatic detection system?	NA
79	Whether the refuge area is being provided?	NA
81	Storage of combustibles materials near electrical equipment/fuse units.	
82	RCCBs available??	No
83	Master switch in warehouses	NO
84	Proper cable joint procedures as per manufacturer	Not at all
85	Earthing Pit Tested??	Records are not available
86	Use of MCB??	NO
87	Bypassing of protection devices	NO
88	Deteriorated insulation	NO
89	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
90	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO Cable shaft
91	Tracking possibility	Yes
92	Unused opening in the panels, etc.	No
93	Possibility of ground fault/short circuit	Every possibility
94	Mechanical protection to cables	YesCables are shaddled.
95	Loose terminations due to improper supports, crimping	Lot of loose wirings
96	Improper gland installation, wrong lug size	Most of the cables do not have gland.
97	Over-rated uses, wrongly set protection relays, etc.	NO Protection relay
100	Earthing layout & it's effectiveness	Not available
101	Switch yard and sub station	No
103	DG operation and maintenance	NA
104	Reliability of the fire hydrant system	NO
105	Emergency preparedness and response	NO
106	Availibilty of Evacuation plan	NO
107	Mock drill conducted??	NO
108	Awareness of the people??	WEAK
109	Sample basis validation of smoke detection system??	NA
110	Storage if hazardous material, chemicals??	NO
111	Use of signage??	NO
112	Hydrants clear, access to public thorough fare open	yes
113	Flame & work permits (as applicable)	NO
114	Effective internal communication and public address system	No public address system

115	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
116	Management structure, role of safety officer, fire department etc.	NO
117	Procedure for incident investigation and control	NO

PART- VI

Other Information

118.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from WBF&ES NOC
119	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
	Is Trade License available??	YES. Enlistment for 2012-2013 no 001839 dt 22.5.12	
120	Name of the Insurance Company	NO	
121	Remarks (if any) 5. No Fire mock drill has been conducted 6. No Evacuation drill has been conducted 7. No smoke detector. 8. There is no rubbermat in LT supply point(Main) 9. Housekeeping is extremely poor at production floor 10. Lot of loose wiring at production floor. 11. Wirings are very old 12. No exit signage.		

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire mock drill has been conducted	Fire Mock drill is to be conducted periodically. Record is to be maintained
2	No Evacuation drill has been conducted	Evacuation drill is to be conducted periodically with all employee
3	No smoke detector at production floor	Smoke detector to be provided
4	Housekeeping is extremely poor.	Housekeeping to be up-graded
5	Lot of loose wiring at production floor	To be dressed properly.
6	Wirings are very old	Replace old wiring by new wiring.

Auditor

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

DATA ELECTRONICS



EXECUTIVE SUMMARY

Part I & II

General Information

Data Electronics is situated at Block-EP Y 5, Sector V Salt Lake City Pin-700091. IT is G + 4 structure. The buildup area is approx. 1400 Sq.Ft. in total land area of 0.2285 Acre.

1st floor of the building is rented to WizerTech, 2nd floor to Delta Plus & 3rd floor to Sankalp Services.

Building plan was sanctioned on 7.2.99

Clearance Certificate obtained on 1.8.2000

Last NOC from WBF & ES valid upto 11.10.13.

Estimated Occupancy Load was found as

	Existing -- 105
Floating -- 10	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are Two nos Staircases available in the building. There is no Lifts available in the building.

Evacuation drill/mock drill has not been conducted

Signage found in the paper print at the Emergency stair. This has to be proper illuminated signage with direction

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers & wet risers, Sprinklers on stairs only & smoke detectors & MCPs in the building.

Wet Riser

There is a fire water tank of 80000ltr capacity. There are three nos pumps. Main pump capacity is 45kw & that of Jockey pump is of 11kw..

Alternate source of water is the Water body approx 800 mtr away from the building.

No PAS is available in the building

Close circuit TV monitoring is not being done .

13Nos Portable fire extinguishers are found deployed at the staircase ,Sub-station, common areas. Apart from this Tenants are having their own fleet of Fire Extinguishers

PART V

ELECTRICAL FIRE HAZARDS

ELCB or RCCB could not be traced at the distribution board for want of Electrician.

Generally no combustible material is stored in the premises ,near the Electrical installation

There is one D-G set of 100 KVA capacity available. Transformer(110 KVA)& switch gear are inside the building.

No Auto Co2 fire extinguisher found in the Transformer& switch gear room.

PART VI

OTHER INFORMATION

The building is having insurance with New India Assurance company.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	EP Y 5	
2.	Premises Name (if any):	Data Electronics	
3.	Name of the owner /occupier/lessee	S.J.Bhattacharjee	
4.	Permanent Address	EP Y 5,SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr.S.J.Bhattacharjee	
7.	Phone No of Contact Person	99030 39891	
8.	E-mail	dataelectronics@ yahoo.co.in	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use✓	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		IT/ITES✓	
10.	Plot Area(as informed to the Auditor)	0.2285 Acre	
11.	Build up area(as informed to the Auditor)	1400Sq.Ft.approx	
12.	No of Floors	G+4	
13.	Date of Sanction of Building Plan	7.12.99	
14.	Whether P.O.C/OC received from local body?	1.8.200 from Bidhan Nagar Municipality	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Own + Rihno Service(Tenant)	
16.	No of Security Personnel engaged	2 + 2	
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	NO	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	One	
22.	No of Vehicles for which parking space is available in the premises	10	
23.	Whether parking space available for visitors within the premises	NO	
24.	Place where excess vehicles (if any) are parked	Outside Road	

GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA Garbage clearing system
26.	Drainage System	Connected to NDITA Drainage system
27.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	Not applicable
30.	Any Other Clearance	Not applicable

PART - II

31.	Occupancy load	(Based on Estimates on max no in a day)					
	Existing	G	1	2	3	4	Total
	a)Regular	15	30	30	30	V	105
	b)Floating						10
32.	Basement	NIL					

Part- III

Provisions of means of escape

33.	Number of staircases --→ TWO Nos			
	Stairs Number		#1	#2
	a)	Width of flight (mm)	760	1140
	b)	Tread width (mm)	260	260
	c)	Riser Height (mm)	130	140
	d)	Finish	Cemented	Cemented
	e)	Width of stair door (FCD) (mm)	NIL	NIL
	f)	Height of stair head room (Ft)	10	10
	g)	Height of stair handrail (mm)	790	890
	h)	Area & location & profile of Fire Refuge Area	NIL	
	i)	Width and type of door leading to Fire refugee area	NIL	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34.	Number of Lifts installed→ 1 no			
	Lift-Numbers		NIL	
	a)	Type of door	Not Applicable	
	b)	Fire resistance rating	Not Applicable	
	c)	Area of lift car	Not Applicable	
	d)	Capacity (no of persons)	Not Applicable	
	e)	Capacity(in kg)	Not Applicable	
	f)	Company	Not Applicable	
	g)	Is communication system, installed in the lift car?	Not Applicable	
	h)	Is a fireman's switch being installed in the car?	Not Applicable	
	i)	Pressurization of lift	Not Applicable	
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Not Applicable	

35.	Presence of proper signage in all the exit route	Inadequate signage
36.	Is it posted with illuminated signage ?	No
37.	Whether it is landing to fire assembly point?	YES
38.	Any form of Public address system available ?	NO
39.	Width form of internal road within the Premises	4000mm
40.	Width of the Entry / exit of Gate	3200 mm
41.	Height of the Entry / exit of Gate	Open to sky

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes	U/G80,000 ltr open tank O/H20000 ltr
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	None Found	
	c) Specify the condition of the reservoir	Satisfactory	
43.	Is any public or other water storage facility available nearby ?	Yes	■ specify the distance from the building ---- 800 Mtr
	a) Is it readily accessible ?	Yes	■ condition and type of the reservoir—Water body
44.	Are internal hydrants being provided ?	Yes	■ single outlets
	If so, please indicate no of hydrants in each floor	One	
45.	Are first aid hose reels being provided ? If so please indicate	Yes	■ No of hose reels on each floor-----One in each floor
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes , To the riser	■ Bore and length of hose reel tubing on each reel----- 25mm 30Mtr
	b) Size (bore) and type of nozzle fitted to each hose reel	5 mm, Jet type	
46.	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	■ Type of hose--Canvas ■ Size of hose—mm ■ Length of hose—15 mtr
	a) Total no of hoses provided near each hydrant	One in hydrant point	
47.	Have wet risers/dry risers been provided?	Yes, wet riser	
48.	If yes, please indicate the number of risers and internal diameter of each	One, 150 mm	
49.	Has any down comer been provided? If so, please give details	No	
50.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes	

	a)	Number of pumps	Three, one main (60 HP), One stand by Main (60 HP) &one jockey-15 HP		
	b)	Size of suction and delivery connection to each pump/Out put/Head	■ Suction:150mm■ Delivery150m ■ Output of each pump: 80ltrM ³ /Hr ■ Max head against which the pump can operate at the output mentioned in60M		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked no pressure gauge found at the top		
51.	Sprinkler system		YES		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Smoke detector		
52.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes_/		
	a)	Alarm receiving system	Yes_/		
53.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		■Yes ■Yes Dec 2013	Number of FE Type/ Capacity DCP(5kg) CO2(4.5 Kg) Water (9 Ltr) Foam (9 Ltr)	1 3 n os 6 2 4 1
	Location		Stair case & in the offices		
54.	Are Emergency Fire Alarm being provided in each floor ?		■Yes _____	■ No. of Fire Alarm – Four in each floor ■ Location of Fire Alarm—near stair case	
55.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		■yes_/ Security, House keeping staff, maintenance staff are trained .		
56.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Qtrly by CTS		
57.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES		Not available		
58.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Not available.		
59.	Status of NOC from WBF&ES		NOC valid upto14.11.12. Applied for renewal on 12.11.12		

Part-V

Electrical, Cables and Ventilation

60.	If the building is Centrally air -conditioned, please indicate,		NIL	
	a)	Material used for construction of ducts and its fittings	Not applicable	
	b)	Type of tinning used for ducts	Not applicable	
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable	
	d)	How the lagging is secured?	Not applicable	
	e)	If false ceiling is there?	Not applicable	
	f)	Material used for false ceiling	Not applicable	
	g)	Is a separate AHU being provided in each floor	Not applicable	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
61.	Is there any standby source of electric supply being provided?		YES, 1350 KVA	
	Is the back supply automatic? Emergency light at stair case available.		No Manual	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump✓ ■ Emergency Light✓ ■ Lift✓ ■ Partly to the office ■ UPS✓
62.	Location of switch- gears and transformers		out side the BLD.	
63.	a)	Transformer capacity	110 KVA dry type -oil type	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c)	If outside, how far is it from the building?	3 mtr	
64.	What precautions is taken to prevent a possible fire in the transformers from spreading?		Fire Extinguishers	
65.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Could not be checked.	
66.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Could not be checked	
67.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable	
68.	Whether natural ventilation is relied upon? If so, give details.		Yes	

69.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
70.	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
71.	Whether the refuge area is being provided?	NO
72.	Storage of combustibles materials near electrical equipment/fuse units.	No
73.	RCCBs available??	Could not be checked
74.	Master switch in warehouses	Not applicable
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing Pit Tested??	NO
77.	Use of MCB??	Yes
78.	Bypassing of protection devices	None found
79.	Deteriorated insulation	None found
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Could not be checked
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	None found
84.	Possibility of ground fault/short circuit	None found
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	None found
87.	Improper gland installation, wrong lug size	None found
88.	Over-rated uses, wrongly set protection relays, etc.	None found
89.	Earthing layout & it's effectiveness	Yes
90.	Switch yard and sub station	Yes
91.	DG operation and maintenance	Yes
92.	Reliability of the fire hydrant system	yes
93.	Emergency preparedness and response	None Found
94.	Availability of Evacuation plan	None Found
95.	Mock drill conducted??	YES. last done 24.1.13
96.	Awareness of the people??	Average
97.	Sample basis validation of smoke detection system??	Yes
98.	Storage if hazardous material, chemicals??	NO
99.	Use of signage??	Insufficient signage
100.	Hydrants clear, access to public thorough fare open	Yes
101.	Flame & work permits (as applicable)	Not applicable
102.	Effective internal communication and public address system	None
103.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
104.	Management structure, role of safety officer, fire department etc.	None Found
105.	Procedure for incident investigation and control	None Found

PART- VI

Other Information

106.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	■Yes_/	■Deviation from WBF&ES NOC
107.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
108.	Is Trade License available??	YES. No 001903 dt 19.6.2012 for 2012-2013	
109.	Name of the Insurance Company	New India Assurance Company	
110.	Remarks (if any) 13. Proper illuminated signage at all exit route was not found in Exit Route 14. No FCD found in the Emergency stair 15. No auto Fire Extinguishers found in the Electrical Installation		

NDITA

Observation tracking report(Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	Illuminated signage at exit route not found in both buildings	Proper illuminated signage to be used in both buildings
2	No FCD found in the main building	FCD is to be provided
3	No auto Fire Extinguishers found in the Electrical Installation	Auto Fire Extinguishers are to be provided in Electrical installation

Auditor

Reviewer

Signature & date Inspecting and Reporting Authority With seal

ASOK ELECTRONICS



EXECUTIVE SUMMARY

Part I & II

General Information

Asok Electronics is situated at Y-6, Block EP, Sector V, Salt Lake, Kolkata 700091 ,The structure is G + 3 in total 0.1816 acres of land.

This property is fully rented to 1. Bank of India in the Ground Floor , 2. Dadheech Infrastructures Pvt. Ltd, in the 1st.floor, 3, Albatross Technologies Pvt. Ltd In the 2nd floor, 4.SchwingStetter (India) Pvt. Ltd.in the 3rd floor

There is no central AC system in the building

The possession of the land was taken in 1996 vide **possession certificate no Saltlec/Land/019 dated 18.4.1996** and the **CC of the land is not available**

Last NOCfrom WBF & ES was provisional (Ref No.WEBFS/2458/Cal-B/23/96 dated 26.3.96 and was valid upto 25.3.97.There after No Valid NOC is available and renewal was also not applied for.

Occupancy Load was found as

Existing -- 37 persons

Floating -- 30 (for ground floor only) + 3 = 33 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two Staircases available. There are one nos Lifts available. There is no refuse area and the building height is less than 25 mtr

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement included in the premises is portable fire extinguishers, smoke detectors in the ground and 1st floor, CC TV also in ground and 1st floor (smoke detectors and CC TV only in the offices), .

Wet Riser

There is an underground tank of 1,00,000ltr capacity for Fire only, and an overhead tank capacity of 10,000 ltrs., but no risers or downcomers are provided.

Alternate source of water is the Water body approx 800 mtr away

PAS is also not available.

Close circuit TV monitoring is available only in the offices of ground floor and 1st floor.

16 Nos Portable fire extinguishers are found deployed near the staircase & in the working area.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is one 25 KVA DG supply is as alternate source of power. This is operated manually

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	Y - 6, Block EP	
2.	Premises Name (if any):	Asok Electronics	
3.	Name of the owner /occupier/lessee	Asok Electronics	
4.	Permanent Address	Y - 6, Block EP ,Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrAsokChakrobortyMrSK.Hasan Ali	
7.	Phone No of Contact Person	93308 30016	93392 24972
8.	E-mail	marutilink@gmail.com	
9.	Purpose of the Land Use The entire building is rented to: Ground Floor: Bank of India 1 st Floor : Dadeech Infrastructures Pvt. Ltd., 2 nd Floor : Albatross Technologies Pvt Ltd 3 rd Floor: SchwingStetter(India)Pvt. Ltd.,	Principal Use√	Residential
		Mixed Use	Educational
			Institutional√
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES√
10.	Plot Area(as informed to the Auditor)	0.1816 acre	
11.	Build up area(as informed to the Auditor)	Not available	
12.	No of Floors	G + 3	
13.	Date of Sanction of Building Plan	Yes ■Date Not available Bidhan Nagar Municipality	
14.	Whether P.O.C/OC received from local body?	Yes NotAvailable	OC Issuing Authority Bidhan Nagar Municipality/ NDITA
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Own security	
16.	No of Security Personnel engaged	Two persons round the clock	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	No, CC TV is provided in offices of the ground and 1 st floor monitoring the offices only	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organisation	Nil
22	No of Vehicles for which parking space is available in the premises	3
23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
25	Garbage Clearing	NDITA Garbage clearing system
26	Drainage System	Connected to NDITA Drainage system
27	Maintenance of Road	Internal road maintained by owner, and the condition was found satisfactory
TELEPHONE TOWER		Nil
28	No of Towers	No
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

31	Occupancy load	(Attach floor wise details separately if required)				
	Existing	G	1	2	3	Total
	a)Regular	7	17	10	3	37
	b)Floating	(Ground floor – 30)				33
32	Basement	NIL				

Part- III

Provisions of means of escape

33	Number of staircases --→Two Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1390 mm	1060 mm
	b)	Tread width	300 mm	250 mm
	c)	Riser Height	150 mm	150 mm
	d)	Finish	Kota stone	Kota stone
	e)	Width of stair door (FCD)(doors are not FCD, only 2 nd floor fire exit door is FCD)	990 mm (glass)	1050 mm
	f)	Height of stair head room	3657.6 mm	3657.6 mm
	g)	Height of stair handrail	840 mm	870 mm
	h)	Area & location & profile of Fire Refuge Area	NO Refuge Area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	j)	Pressurization of staircase	Yes	No
	k)	Segregation of staircase	Yes	No
34	Number of Lifts installed→One nos			
	Lift-Numbers		#1	
	a)	Type of door	Collapsible	
	b)	Fire resistance rating	Nil	
	c)	Area of lift car	870 x 1170 sq mm	
	d)	Capacity (no of persons)	6	
	e)	Capacity(in kg)	408 kg	
	f)	Company	Lift Engg. Services Pvt Ltd.,	
	g)	Is communication system, installed in the lift car?	No	
	h)	Is a fireman's switch being installed in the car?	No	
	i)	Pressurization of lift	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not available	
35	Presence of proper signage in all the exit route		No	
36	Is it posted with illuminated signage ?		No	
37	Whether it is landing to fire assembly point?		No	
39	Width form of internal road within the Premises ?		5000 mm	
40	Width of the Entry / exit of Gate		3500 mm	
41	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G 1,00,000 ltr(approx as measured from outside) O/H 10,000 ltrs
	a)	If yes, specify the distance from the building	Approx. 3 metresmetres	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	50,000 litres	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	■specify the distance from the building ----800 Mtr
	a)	Is it readily accessible?	■Yes	■condition and type of the reservoir—Water body
44	Are internal hydrants being provided ?		No	■single or twin outlets.----- Not applicable
	If so, please indicate no of hydrants in each floor		Not applicable	
45	Are first aid hose reels being provided ? If so please indicate		Not applicable	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	■Not applicable	■Bore and length of hose reel tubing on each reel---- - 2
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable	
46	Are fire hoses being provided near each hydrant? If so, please indicate		Not applicable	■Type of hose—Not applicable ■Size of hose— “ ■Length of hose— “
	a)	Total no of hoses provided near each hydrant	Not applicable	
47	Have wet risers/dry risers been provided?		No	
48	If yes, please indicate the number of risers and internal diameter of each		Not applicable	
49	Has any down comer been provided? If so, please give details		No	
50	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No	
	a)	Number of pumps	Not applicable	
	b)	Size of suction and delivery connection to each pump/Output/Head	■Suction: Not applicable ■Delivery: Not applicable ■Output of each pump: Not applicable ■Max head against which the pump can operate at the output mentioned in—Not applicable	
	e)	Is the pump automatic in action?	Not applicable	
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable	

51.	Sprinkler system	No		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No, only the ground floor and 1 st floor offices are equipped with smoke detectors		
	a) Type of detectors used	Not applicable		
52	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	No✓, MCPs are fitted in the ground floor office only		
	a) Alarm receiving system	No_/only in ground floor		
53	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	■ Yes✓ ■ Yes✓ 20.12.13 28.12.14 12.7.13 & 1.8.13 . 20.12.13 14.2.13	Number of FE Type/ Capacity ABC 5 kgs – 3 nos DCP 5 kgs – 3 nos DCP 5kg 1 no,CO2 2kg 2 nos,Water 9 ltr 1 no Nil, order is being placed ABC 5 kgs 4 nos ABC 5 kgs 2 nos	16 nos total Back stair Back stair Gr floor BOI 1 st floor 2 nd floor 3rd floor
	Location	Back stair case and all offices except 1 st floor		
54	Are Emergency Fire Alarm being provided in each floor ?	■ Yes ■ No✓	■ No. of Fire Alarm –Not applicable ■ Location of Fire Alarm—Not applicable	
55	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	■ No✓		
56	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	■ No✓		
57	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available		
58	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available		
59	Status of NOC from WBF&ES	Provisional NOC issued on 26.3.96 vide memo no.WBFS/2458/Cal-B/23/96, renewal has not been applied for		

Part-V

Electrical, Cables and Ventilation

60	If the building is Centrally air -conditioned, please indicate,		No		
	a)	Material used for construction of ducts and its fittings	Not applicable		
	b)	Type of tinning used for ducts	Not applicable		
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d)	How the lagging is secured?	Not applicable		
	e)	If false ceiling is there?	Not applicable		
	f)	Material used for false ceiling	Not applicable		
	g)	Is a separate AHU being provided in each floor	Not applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
61	Is there any standby source of electric supply being provided?		Yes	DG 25 KVA Capacity	UPS
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump✓ ■ Emergency Light ■ Lift✓ ■ Partly to Office✓ ■ Others	
62	Location of switch- gears and transformers		No transformer or switch gears installed		
63	a)	Transformer capacity	Not applicable		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable		
	c)	If outside, how far is it from the building?	Not applicable		
64	What precautions is taken to prevent a possible fire in the transformers from spreading?		Not applicable		
65	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		No electrical shafts found, concealed wiring found		
66	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		NO		
67	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		

68	Whether natural ventilation is relied upon? If so, give details.	Yes
69	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
70	Whether mechanical ventilation is being coupled with automatic detection system?	NO
71	Whether the refuge area is being provided?	No refuge area found ,building height is below 25 mtr
72	Storage of combustibles materials near electrical equipment/fuse units.	No
73	RCCBs available??	No
74	Master switch in warehouses	Not applicable
75	Proper cable joint procedures as per manufacturer	Yes
76	Earthing Pit Tested??	No
77	Use of MCB??	Yes
78	Bypassing of protection devices	NO
79	Deteriorated insulation	NO
80	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES, but the quantity is not adequate
81	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No electrical shafts present
82	Tracking possibility	No
83	Unused opening in the panels, etc.	Yes in the lift room
84	Possibility of ground fault/short circuit	No
85	Mechanical protection to cables	Yes
86	Loose terminations due to improper supports, crimping	NO
87	Improper gland installation, wrong lug size	NO
88	Over-rated uses, wrongly set protection relays, etc.	NO
89	Condition of lightning arrestor	No lightning arrestor found
90	Periodic testing of UPS System (as applicable)	Not applicable
91	Earthing layout & it's effectiveness	No
92	Switch yard and sub station	No
93	DG operation and maintenance	Yes
94	Reliability of the fire hydrant system	Not applicable
95	Emergency preparedness and response	NO
96	Availibility of Evacuation plan	NO
97	Mock drill conducted??	NO
98	Awareness of the people??	NIL
99	Sample basis validation of smoke detection system??	NO
100	Storage if hazardous material, chemicals??	No
101	Use of signage??	NO
102	Handling of electrical work by competent electrician	NO

103	Approval of receiving station substation and DG	NO
104	Hydrants clear, access to public thorough fare open	Not applicable
105	Flame & work permits (as applicable)	NO
106	Effective internal communication and public address system	No
107	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
108	Management structure, role of safety officer, fire department etc.	NO
109	Procedure for incident investigation and control	NO

PART- VI

Other Information

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from WBF&ES NOC
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
	Is Trade License available??	There is no Trade License for Asok Electronics, but the tenants' license is available and enclosed	
112	Name of the Insurance Company	Yes, National Insurance	
113	Remarks (if any) 1. No Fire mock drill has been conducted 2. No Evacuation drill has been conducted 3. No fireman's switch is available in the lifts 4. Collapsible gate found in the lifts of 6 person capacity 5. The provisional NOC was received in 1996 , no renewal for this NOC has been applied nor has the recommendations been executed. 6. No lightning arrestor is found 7. No signages are found in any common places of the building. 8. The built up area and date of sanction of building plan is not available. 9. The C form of lift is not available. 10. The passage of the building is used as parking space		

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire mock drill has been conducted	Fire Mock drill is to be conducted periodically. Record is to be maintained
2	No Evacuation drill has been conducted	Evacuation drill is to be conducted periodically with all occupants. Record is to be maintained
3	The lift is not provided with fireman's switch	Same is to be provided
4	C form for lift is not available	Same to be made available
5	The control panel of lift in lift room is found open	Same to be rectified
6	No MCPs or any other fire alarm found except in the ground floor office	Same to be provided on common places on all floors
7	Fire extinguishers are placed only in fire exit stairs and offices	More FEs are to be placed in DG room, meter room and front staircase
8	The passage is found to be used as parking space	Same to be kept clear
9	Dry riser or down comer along with hose reels are not found	Same to be provided

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

ARB SOFTWARE (INDIA) PVT. LTD.



EXECUTIVE SUMMARY

Part I & II

General Information

ARB Software (India) Pvt. Ltd. is situated at Y-7,Block EP,Sector V, Salt Lake, Kolkata 700091 ,The structure is G + 3 & built up area is 1367.928 sq mtr , in total 0.2514 acres of land.

The entire building is rented to Global System Technologies (I) Pvt. Ltd.,The ground floor has office and reception, 1st and 2nd floors also offices and 3rd floor has conference room which is usually vacant.

There is no central AC system in the building

OC(Occupation Certificate) obtained directly from Bidhan Nagar Municipality vide memo nos. 756(3)/BM(P) dated 26.2.99 (ground floor), 3418(3)BM(P) dated 8.8.2000(1st floor) and 3984(3)BM(P) dated 25.11.03 (2nd and 3rd floors) The date of Sanction of building plan was 22.10.02 vide sanctioned plan no BM/119/R3

Last NOC from WBF & ES (Ref No WBFS/7974/Cal-B/148/96(579) dated 14.11.03 is valid upto 13.11.04.There after No Valid NOC is available

Occupancy Load was found as

Existing -- 208 persons
Floating -- 10 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two Staircases available . There are one nos Lifts available. There is no refuse area and the building height is less than 25 mtr

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers & down comer, Smoke detectors, only two in numbers were found in the meter room (ground floor) and 1st floor pantry room .MCPs were also found in the front and back staircases No sprinklers were found .

Wet Riser

There is an underground tank of 40,000 ltr capacity for Fire only, and an overhead tank of 14000 ltrs capacity. There is a pumps of 2 HP capacity in the roof of the building to pressurize the down comer.

Alternate source of water is the Water body approx 500 mtr away

PAS is not available,.

Close circuit TV monitoring is also not available

5 Nos Portable fire extinguishers are found deployed near the staircase & in the working area.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is one 82 KVA DG supply is as alternate source of power. This is operated automatic.

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	Y-7, Block EP	
2.	Premises Name (if any):	ARB Building	
3.	Name of the owner /occupier/lessee	ARB Software (India) Pvt. Ltd.,	
4.	Permanent Address	Y-7, Block EP ,Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold_/	
6.	Name of the Contact Person	Mr D.K.Basu	
7.	Phone No of Contact Person	9674075358	
8.	E-mail	Dilipbasu_arbs@hotmail.com	
9.	Purpose of the Land Use (Rented to Global System Technologies (I) Pvt. Ltd.,)	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.2514 acre	
11.	Build up area(as informed to the Auditor)	1367.928 sq mtr	
12.	No of Floors	G + 3	
13.	Date of Sanction of Building Plan	Date 22.10.02 vide sanctioned drawing no BM/119/R3 Bidhan Nagar Municipality	
14.	Whether P.O.C/OC received from local body?	Yes Available	OC Issuing Authority Bidhan Nagar Municipality/ Dated:26.2.99 memo no.756(3)BM(P) Dated:8.8.2000 memo no.3418(3)BM(P) Dated:25.11.03 memo no. 3984(3)BM(P)
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	S & I P Services Pvt. Ltd.,	
16.	No of Security Personnel engaged	2 persons (day & night)	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organisation	3
22	No of Vehicles for which parking space is available in the premises	6
23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
25	Garbage Clearing	NDITA Garbage clearing system
26	Drainage System	Connected to NDITA Drainage system
27	Maintenance of Road	Internal road maintained by owner, and the condition was found satisfactory
TELEPHONE TOWER		
28	No of Towers	NIL
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load	(Based on estimate)				
	Existing	G	1	2	3	Total
	a)Regular	48	70	90	Vacant	208
	b)Floating					10
32	Basement	NIL				

Part- III

Provisions of means of escape

33	Number of staircases --→Two Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1350 mm	1100 mm
	b)	Tread width	260 mm	250 mm
	c)	Riser Height	160 mm	160 mm
	d)	Finish	Mossaic	Cemented
	e)	Width of stair door (FCD)(wooden door not FCD)	1330 mm	910 mm
	f)	Height of stair head room	3657.6 mm	3657.6mm
	g)	Height of stair handrail	650 mm	750 mm
	h)	Area & location & profile of Fire Refuge Area	NO Refuse Area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	

34	Number of Lifts installed→One nos		
	Lift-Numbers		#1
	a)	Type of door	Collapsible
	b)	Fire resistance rating	Not available
	c)	Area of lift car	1300 x 1100 sq mm
	d)	Capacity (no of persons)	8
	e)	Capacity(in kg)	544 kg
	f)	Company	IBIJI Lifts Pvt Ltd
	g)	Is communication system, installed in the lift car?	No
	h)	Is a fireman's switch being installed in the car?	No
	i)	Pressurization of lift	No
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Form C registered no 20060207691(12068) valid upto 13,3,12 and applied for renewal
35	Presence of proper signage in all the exit route		No
36	Is it posted with illuminated signage ?		No
37	Whether it is landing to fire assembly point?		No
38	Any form of Public address system available ?		No
39	Width form of internal road within the Premises ?		3400 mm
40	Width of the Entry / exit of Gate		3500 mm 3500 mm
41	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available ? (at ground level / overhead)		Yes	U/G 40,000 ltr O/H 14,000 ltrs approx as measured from outside
	a)	If yes, specify the distance from the building	About 3 metres	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Not available	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	■specify the distance from the building ----500 Mtr
	a)	Is it readily accessible ?	Yes	■condition and type of the reservoir—Water body
44	Are internal hydrants being provided ?		Yes	
	If so, please indicate no of hydrants in each floor		■single _/	

45	Are first aid hose reels being provided ? If so please indicate		■Yes_/	■No of hose reels on each floor----one	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	■Yes	■Bore and length of hose reel tubing on each reel—25 mm 30 mtr	
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, jet type		
46	Are fire hoses being provided near each hydrant? If so, please indicate		■Yes_/ ■No	■Type of hose— Canvas ■Size of hose— 63 mm ■Length of hose— 15 mtr	
	a)	Total no of hoses provided near each hydrant	Two		
47	Have wet risers/dry risers been provided?		No_/		
48	If yes, please indicate the number of risers and internal diameter of each		Not applicable		
49	Has any down comer been provided? If so, please give details		Yes_/pipe is 50 mm diameter, and a 2 HP pump is provided to pressurize the water		
50	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No_/		
	a)	Number of pumps	Not applicable		
	b)	Size of suction and delivery connection to each pump/Out put/Head	Not applicable		
	e)	Is the pump automatic in action?	No		
	f)	Is the water pressure sufficient at max distance from the pump?	No		
51.	Sprinkler system		No		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No, only two smoke detectors are present		
	a)	Type of detectors used	Only two smoke detectors		
52	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes		
	a)	Alarm receiving system	Yes		
53	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity Expired on 11.7.11		Yes No _____	Number of FE Type/ Capacity ABC 5 kgs – 2 nos CO2-2 kgs- 2 nos Water – 9 ltrs - 1 nos	5 nos total
	Location		Staircase, Hall and lobby		
54	Are Emergency Fire Alarm being provided in each floor ?		Yes _____	■No. of Fire Alarm –2 nos ■Location of Fire Alarm—Both the staircases	

55	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No
56	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No
57	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
58	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
59	Status of NOC from WBF&ES	Provisional NOC issued on 4.11.03 vide memo no.WBFS/7974/Cal-B/148/96(579) not applied for renewal

Part-V

Electrical, Cables and Ventilation

60	If the building is Centrally air -conditioned, please indicate,	■ No
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	h) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
61	Is there any standby source of electric supply being provided?	Yes DG 82 KVA Capacity
	Is the back supply automatic?	Yes Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump✓ ■ Emergency Light✓ ■ Lift✓ Partly to office✓
62	Location of switch- gears and transformers	No transformer or switch gear is installed

63	a)	Transformer capacity	Not applicable
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	Not applicable
64.		What precautions is taken to prevent a possible fire in the transformers from spreading?	Not applicable
65.		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No cable shafts present, concealed wiring found
66.		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO
67.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
68.		Whether natural ventilation is relied upon? If so, give details.	Yes
69.		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
70.		Whether mechanical ventilation is being coupled with automatic detection system?	NO
71.		Whether the refuge area is being provided?	No refuse area found ,
72.		Storage of combustibles materials near electrical equipment/fuse units.	No
73.		RCCBs available??	No
74.		Master switch in warehouses	Not applicable
75.		Proper cable joint procedures as per manufacturer	Yes
76.		Earthing Pit Tested??	No
77.		Use of MCB??	Yes
78.		Bypassing of protection devices	NO
79.		Deteriorated insulation	NO
80.		Selection, deployment of PFFs (Portable Fire Extinguishers)	Not at all sufficient, only 5 nos found
81.		Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No Cable shaft is found
82.		Tracking possibility	No
83.		Unused opening in the panels, etc.	Yes
84.		Possibility of ground fault/short circuit	No
85.		Mechanical protection to cables	Yes
86.		Loose terminations due to improper supports, crimping	Yes
87.		Improper gland installation, wrong lug size	NO
88.		Over-rated uses, wrongly set protection relays, etc.	NO
89.		Earthing layout & it's effectiveness	No
90.		Switch yard and sub station	No
91.		DG operation and maintenance	Yes, AMC with Micado Power

92.	Reliability of the fire hydrant system	NO
93.	Emergency preparedness and response	NO
94.	Availibility of Evacuation plan	NO
95.	Mock drill conducted??	NO
96.	Awareness of the people??	NIL
97.	Sample basis validation of smoke detection system??	NO
98.	Storage if hazardous material, chemicals??	No
99.	Use of signage??	NO
100.	Hydrants clear, access to public thorough fare open	NO
101.	Flame & work permits (as applicable)	NO
102.	Effective internal communication and public address system	No
103.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
104.	Management structure, role of safety officer, fire department etc.	NO
105.	Procedure for incident investigation and control	NO

PART- VI

Other Information

106	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from WBF&ES NOC
107	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
108	Is Trade License available??	YES. Enlistment for 2012-2013 no 001909 dt 19.6.12	
109	Name of the Insurance Company	Yes National Insurance	
110	Remarks (if any) 16. No Fire mock drill has been conducted 17. No Evacuation drill has been conducted 18. Fire pumps do not run 19. MCP glass breaker is missing 20. Only two Smoke detectors are found 21. No fireman's switch is available in the lifts 22. Collapsible gate found in the lifts of 8 person capacity 23. Fire escape route stairs are completely blocked by material from 3rd floor to ground floor 9. A number of loose wirings are found 10.Hose box and fire mans terminal is found locked due to theft		

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

NDITA
Nonconformity tracking report (Summery Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire mock drill has been conducted	Fire Mock drill is to be conducted periodically. Record is to be maintained
2	No Evacuation drill has been conducted	Evacuation drill is to be conducted periodically with all occupants. Record is to be maintained
3	MCP glass breaker is missing in a number of places 	Same to be replaced
4	Fire pumps do not run	Fire pump should run for 24 hrs in auto mode
5	Only two nos smoke detectors are found	All the offices and vulnerable places to be provided with smoke detectors
6	No fireman's switch is available in the lifts	Fireman's switch is to be provided
7	Collapsible gate found in one of the lifts of 10 person capacity	Collapsible gate to replace by Metallic gate
8	Fire escape route stairs are completely blocked by material from 3rd floor to ground floor	Escape route should be always be kept free from any obstacle
9	Hose box and firemen terminals found locked	Same to be kept open
10	Loose connections found in a number of places	Same to be rectified

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

BRAIN WARE HOUSE



EXECUTIVE SUMMARY

Part I & II

General Information

Brain ware House is situated at Block-EP, Plot no. Y-8 Sector V Salt Lake City Pin-700091. The Structure is G+7 & build up area is 28000 Sq.Ft. in total land area of 0.2514 acr..

The build is own property on lease hold land. The company is an educational Institution in the area of Software field.

Clearance Certificate Conformation is obtained from letter of NDITA vide: memo no.323/NDITA/W-52/08 dt.29/03/12

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Last NOC from WBF & ES (Ref No WBFES/1660/12/cal-B/73/2001(170) dated 19/07/2012 & valid up to 18.7.2013

Estimated Occupancy Load was found as

	Existing -- 355
Floating -- 25	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two Staircases available. There are two nos Lifts available. There is refuse area in between 6th & 7th floor with a dimension of 4ft.x30ft.

No evacuation drill/mock drill & evacuation plan records were found conducted.

Signage at exit routes is not fully covered.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers& wet risers, Sprinklers & smoke detectors.

Wet Riser

There is an underground tank of 100000 ltr capacity For Fire only. There are two nos pumps housed under the stair case. One pump capacity is 45kw & that of Jockey pump is of 11kw..

Alternate source of water is the Water body approx 500 mtr away from the building.

PAS is available,

Close circuit TV monitoring is not available

34 Nos Portable fire extinguishers are found deployed at the staircase & Sub-station.

PART V

ELECTRICAL FIRE HAZARDS

There is ELCB at the distribution board of each floor from Sub-Station.

Generally no combustible material is stored in the premises, near the Electrical installation

There is no D-G set in the Building. Transformer & switch gear are inside the building.No

Auto Co2 fire extinguisher found in the Transformer& switch gear room.No sealing at cable passes at each floor.

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	EP,Y-8	
2.	Premises Name (if any):	Brain Ware House	
3.	Name of the owner /occupier/lessee	Brain Ware Consulting Pvt Ltd.	
4.	Permanent Address	EP,Y-8,SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr.AniruddhaBhandari	
7.	Phone No of Contact Person	8420197207	
8.	E-mail	Aniruddha.bhandari@brainware-india.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational✓
			Institutional
			Assembly
			Business
			Mercantile
			Industrial✓ (Printing House)
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.2514Acr.	
11.	Build up area(as informed to the Auditor)	28000Sq.Ft.	
12.	No of Floors	G+7	
13.	Date of Sanction of Building Plan	13.04.2012	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	S &IB Services Pvt. Ltd	
16.	No of Security Personnel engaged	3	
19.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
17.	Whether records of Visitors entering into the building are kept	Visitor 'scar is not allowed inside the bld.	
18.	Whether Metal detectors are used at the entry point	NO	
19.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
20	No of Vehicles Engaged by the Organisation	3
21	No of Vehicles for which parking space is available in the premises	12
22	Whether parking space available for visitors within the premises	NO
23	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
24	Garbage Clearing	NDITA Garbage clearing system
25	Drainage System	Connected to NDITA Drainage system
26	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
27	No of Towers	NIL
28	Statutory Clearance from AAI	Not applicable
29	Any Other Clearance	Not applicable

PART - II

30	Occupancy load	Based on estimates									
	Existing	G	1	2	3	4	5	6	7		T
	a)Regular	30	65	25	45	20	2	120	25		
	b)Floating										25
31	Basement	NIL									

Part- III

Provisions of means of escape

32	Number of staircases --→ TWO Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1350 mm	1570 mm
	b)	Tread width	2270 mm	2260 mm
	c)	Riser Height	180 mm	150 mm
	d)	Finish	Marble	Marble
	e)	Width of stair door (FCD)	920mm	920mm
	f)	Height of stair head room	15Ft	12Ft
	g)	Height of stair handrail	1000mm	960 mm
	h)	Area & location & profile of Fire Refuge Area	inbetween6th &7thfloor, (4Ftx30Ft)	
	i)	Width and type of door leading to Fire refugee area	920mm	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	

33	Number of Lifts installed→2nos			
	Lift-Numbers		#1	#2
	a)	Type of door	Metallic	Metallic
	b)	Fire resistance rating	2 Hrs	2 Hrs
	c)	Area of lift car	1040mmx1600 mm	1040mmX1600 mm
	d)	Capacity (no of persons)	8	8
	e)	Capacity(in kg)	540 kg	540 kg
	f)	Company	KONE	KONE
	g)	Is communication system, installed in the lift car?	■Yes	
	h)	Is a fireman's switch being installed in the car?	Yes	
	i)	Pressurization of lift	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Yes	
34	Presence of proper signage in all the exit route		No	
35	Is it posted with illuminated signage ?		No	
36	Whether it is landing to fire assembly point?		No	
37	Any form of Public address system available ?		Yes	
38	Width form of internal road within the Premises ?		4.1M	
39	Width of the Entry / exit of Gate		3.5M	
40	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

41	Is any water reservoir for firefighting available? (at ground level / overhead)	Yes	U/G 100,000 ltr O/H 5000 ltr
	a) If yes, specify the distance from the building	1.5Meter from the BLD.	
	b) If yes, specify the capacity (in litres)as approved by WBF & ES.	100000Ltrs.	
	c) Specify the condition of the reservoir	Satisfactory	
42	Is any public or other water storage facility available nearby ?	Yes	■specify the distance from the building ----500 Mtr
	a) Is it readily accessible ?	Yes	■condition and type of the reservoir—Water body
43	Are internal hydrants being provided ?	Yes	■single✓ or twin outlets.----- Single
	If so, please indicate no of hydrants in each floor	■single	

44	Are first aid hose reels being provided ? If so please indicate	Yes	■No of hose reels on each floor-----One in each floor
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes, To the riser	■Bore and length of hose reel tubing on each reel-----25mm 33Mtr
	b) Size (bore) and type of nozzle fitted to each hose reel	5 mm, Jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	■Type of hose--Canvas ■Size of hose—mm ■Length of hose—15 mtr
	a) Total no of hoses provided near each hydrant	One in hydrant point	
46	Have wet risers/dry risers been provided?	Yes✓ wet riser	
47	If yes, please indicate the number of risers and internal diameter of each	One, 150 mm	
48	Has any down comer been provided? If so, please give details	No	
49	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes	
	a) Number of pumps	TWO, one main (60 HP), one jockey-15 HP	
	b) Size of suction and delivery connection to each pump/Output/Head	■Suction:150mm■Delivery150mm ■Output of each pump: 13.2m ³ /hr ■Max head against which the pump can operate at the output mentioned in 70M	
	e) Is the pump automatic in action?	Yes	
	f) Is the water pressure sufficient at max distance from the pump?	YES	
50.	Sprinkler system	YES	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes	
	a) Type of detectors used	Smoke detector	
51	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes	
	a) Alarm receiving system	Yes	

52	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes Yes May 2013	Number of FE Type/ Capacity A-Type BC-Type	34 13 21
	Location	Stair case & in the working area		
53	Are Emergency Fire Alarm being provided in each floor ?	Yes 	■ No. of Fire Alarm –one in each floor ■ Location of Fire Alarm—near stair case	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	yes		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No		
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available		
58	Status of NOC from WBF&ES	NOC valid upto 18.7.13. Ref WBFES/1660/12/cal-B/73/2001(170) dated 19.07.12		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air –conditioned, please indicate,		■ No Central AC
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable

	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable
60		Is there any standby source of electric supply being provided?	No
		Is the back supply automatic? Emergency light at stair case available.	■No Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump ■Emergency Light✓ ■Lift
61		Location of switch- gears and transformers	Inside the BLD.
62	a)	Transformer capacity	500 KVA dry type
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	YES
	c)	If outside, how far is it from the building?	Not applicable
63		What precautions is taken to prevent a possible fire in the transformers from spreading?	No such precaution is taken
64		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Electrical shafts are not sealed.
65		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes.
66.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67.		Whether natural ventilation is relied upon? If so, give details.	Yes
68.		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
69.		Whether mechanical ventilation is being coupled with automatic detection system?	NA
70.		Whether the refuge area is being provided?	■yes✓in between 6th& 7th floor
71.		Storage of combustibles materials near electrical equipment/fuse units.	No
72.		RCCBs available??	NO
73.		Master switch in warehouses	NA
74.		Proper cable joint procedures as per manufacturer	Yes

75.	Earthing Pit Tested??	Records are not available
76.	Use of MCB??	Yes
77.	Bypassing of protection devices	NO
78.	Deteriorated insulation	NO
79.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
80.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO- not done in Cable shaft
81.	Tracking possibility	Yes
82.	Unused opening in the panels, etc.	No
83.	Possibility of ground fault/short circuit	No
84.	Mechanical protection to cables	Yes
85.	Loose terminations due to improper supports, crimping	NO
86.	Improper gland installation, wrong lug size	NO
87.	Over-rated uses, wrongly set protection relays, etc.	NO
88.	Earthing layout & it's effectiveness	Yes but Earth pit test report not found
89.	Switch yard and sub station	Yes
90.	DG operation and maintenance	NA
91.	Reliability of the fire hydrant system	yes
92.	Emergency preparedness and response	NO
93.	Availability of Evacuation plan	NO
94.	Mock drill conducted??	NO
95.	Awareness of the people??	Weak
96.	Sample basis validation of smoke detection system??	NO
97.	Storage if hazardous material, chemicals??	NO
98.	Use of signage??	Insufficient signage
99.	Hydrants clear, access to public thorough fare open	Yes
100.	Flame & work permits (as applicable)	Not applicable
101.	Effective internal communication and public address system	YES
102.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
103.	Management structure, role of safety officer, fire department etc.	NO
104.	Procedure for incident investigation and control	NO

PART- VI

Other Information

105.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	■Yes	■Deviation from WBF&ES NOC
106	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
107	Is Trade License available??	YES for the year 2010-11 memo no.001103 dated 28/08/2010	
108	Name of the Insurance Company	New India assurance Co(i) Ltd.	
109	Remarks (if any) 24.No Fire mock drill has been conducted 25.No Evacuation drill has been conducted 26.No building safety tour conducted. 27.There is no DG power supply facility for fire pump. 28.There is no record of testing of smoke detectors/Sprinklers. 29.Proper illuminated signage at all exit routes was not found.		

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA

Observation tracking Report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire mock drill has been conducted	Fire Mock drill is to be conducted periodically. Record is to be maintained
2	No Evacuation drill has been conducted	Evacuation drill is to be conducted periodically with all occupants. Record is to be maintained
3	No DG power supply to fire pumps	One DG set is essential as per WBF&ES
4	Testing record of Smoke detector/sprinkle not found.	Records to be maintained with signature of designated person.
5	Illuminated signage at exit route not found	Proper signage to be used.

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

SREI BNP PARIBAS



EXECUTIVE SUMMARY

Part I & II

General Information

SREI BNP PARIBAS is situated at EP Y 10, at sector V , Salt lake, Kolkata 700091.

This building is in 0.2521 acres of land. Build up area is 70500sqft in B+G+10 construction. The whole building is being used for their own Use

There is no central **AC system** in the building

OC(Occupational Certificate) has been issued by Bidhan Nagar Municipality on 31.3.2008

NOC from WBF & ES is valid upto 16.03.2008(Ref WBFES/8509/08/Bidhan IT/129/05(138/05)

Estimated Occupancy Load was found as

	Existing -- 394
Floating -- 15	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two numbers Staircase available . There are two numbers Lift available. There are no refuse areas have been assigned though there are long balconies from 1st floor to 9th floor .

Evacuation Drill has been conducted last on 27.1.12

There is Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is Wet riser, portable fire extinguishers smoke detectors, MCPs. There are 80 Nos fire extinguishers are available in the common areas & in Electrical installations & in the offices. In each floor two marshals have been entrusted to coordinate the safety activities. \In case of emergencies they wear the reflected vest for easy identifications.

But capacity is not available. There is one riser in the building.

There is Sprinkler system available

Alternate source of water is the Water body approx. 500 mtr away

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB but RCCB found in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There are DG supply of 415 KVA X 2 nos are available as alternate source of power

PART VI

OTHER INFORMATION

The building has Fire insurance with SREI INSURANCE BROOKING COMPANY LTD

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	EP Y 10	
2.	Premises Name (if any):	SREI BNP PARIBAS	
3.	Name of the owner /occupier/lessee	MrRohitBajoria	
4.	Permanent Address	EP Y 10, Sector- V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	1. MrJoydeepBasu 2. MrSubhashis Roy	
7.	Phone No of Contact Person	1. 98300 60363 2. 98742 77660	
8.	E-mail	Subhasish.roy@srei.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business ✓
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.2521 Acres	
11.	Build up area(as informed to the Auditor)	70500 SqFt	
12.	No of Floors	B+G+10	
13.	Date of Sanction of Building Plan	Not available	
14.	Whether P.O.C/OC received from local body?	31.03.2008 from Bidhan Nagar Municipality	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	BCL Service Premises	
16.	No of Security Personnel engaged	11	
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	YES	
20.	Whether Monitoring System through Close circuit TV available	YES	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	NIL	
22.	No of Vehicles for which parking space is available in the premises	36Nos	

23.	Whether parking space available for visitors within the premises	NO
24.	Place where excess vehicles (if any) are parked	Outside the building
GENERAL MAINTENANCE		
25.	Garbage Clearing	Through NDITA garbage clearing System
26.	Drainage System	Connected to NDITA drainage connection
27.	Maintenance of Road	Internal road is being maintained by the occupier. Condition is satisfactory
TELEPHONE TOWER		
28.	No of Towers	Vodaphone→ one
29.	Statutory Clearance from AAI	Not available
30.	Any Other Clearance	Not available

PART – II

V= Vacant

31.	Occupancy load	(Based on Estimates)												
	Existing	B	G	1	2	3	4	5	6	7	8	9	10	TTL
	a)Regular	0	2	8	48	48	48	48	48	48	48	48	nil	394
	b)Floating													15
32.	Basement	YES												
	a) If basement extends beyond building profile	NO												
	b) Use of the basement	Car Park & Pump room												
	c) Is it being sprinklered?	YES												
	d) Whether any cubicles present in the basement?	NO												
	If yes, their use to be specified	Not Applicable												
	f) Whether fire zones are defined?	NO												
	If yes, please provide details	Not Applicable												

Part- III

Provisions of means of escape

33.	Number of staircases --→ TWO Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1350 mm	1350 mm
	b)	Tread width	310 mm	310 mm
	c)	Riser Height	170 mm	170 mm
	d)	Finish	Marble	Marble
	e)	Width of stair door (FCD)-	910 mm Wooden door	910 mm Wooden door
	f)	Height of stair head room	15 ft	15 ft
	g)	Height of stair handrail	1030mm	1030mm
	h)	Area & location & profile of Fire Refuge Area	No assigned refuse area is available. However they are balconies in each floor from 1 st floor to 9 th floor which are occupied with split ACs. They are planning to relocate the Acs from t2o floors & assigned two balconies as refuse area	
	i)	Width and type of door leading to Fire refugee area	Ordinary door of 1030 mm width	
	J)	Pressurization of staircase	Yes	
	k)	Segregation of staircase	Yes	
34.	Number of Lifts installed → Two Nos			
	Lift-Numbers		#1	#2
	a)	Type of door	Metallic	Metallic
	b)	Fire resistance rating	2 Hrs	2 Hrs
	c)	Area of lift car	2050 mm X1550 mm	2050 mm X1550 mm
	d)	Capacity (no of persons)	20	13
	e)	Capacity(in kg)	1350	844
	f)	Company	Mitshubishi	Mitshubishi
	g)	Is communication system, installed in the lift car?	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes
	i)	Pressurization of lift	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Yes	Yes
35.	Presence of proper signage in all the exit route		Yes	
36.	Is it posted with illuminated signage ?		No	
37.	Whether it is landing to fire assembly point?		No	
38.	Any form of Public address system available ?		Yes	
39.	Width form of internal road within the Premises ?		4700 mm	
40.	Width of the Entry / exit of Gate		4200 mm	
41.	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available ? (at ground level / overhead)	No	U/G Not available O/H Not available
	a) If yes, specify the distance from the building	Adjacent to the building	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	No recommendation found	
	c) Specify the condition of the reservoir	Satisfactory	
43.	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building 500mtr
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir water body
44.	Are internal hydrants being provided ?	Yes	
	If so, please indicate no of hydrants in each floor	one	
45.	Are first aid hose reels being provided ? If so please indicate	YES	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Connected directly to the riser	
	b) Size (bore) and type of nozzle fitted to each hose reel	20 mm, 30 mtr	
46.	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	
	a) Total no of hoses provided near each hydrant	one	
47.	Have wet risers/dry risers been provided?	Yes –Wet riser	
	If yes, please indicate the number of risers and internal diameter of each	one	
48.	Has any down comer been provided? If so, please give details	No	
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes Main pump- 100 HP Stand by - 100HP Jockey -15 HP	
	a) Number of pumps	Three	
	b) Size of suction and delivery connection to each pump/Output/Head	Suction -200 mm , Delivery – 150 mm Output of main pump 144 M ³ /Hr Head height is 70 Mtr	
	e) Is the pump automatic in action?	Yes	
	f) Is the water pressure sufficient at max distance from the pump?	Could not be checked as no pressure gauge found at the top	
50.	Sprinkler system	YES	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes. Smoke detector	
	a) Type of detectors used	Addressable type smoke detector	

51.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes.
52.	Alarm receiving system	Yes,

53.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations?	Yes	Number of FE	80
	If yes, indicate	Yes	Type/ Capacity	45
	Indicate whether the Fire extinguishers bear the ISI certification mark?		ABC type(5Kg)	2
	Date of Validity		Foam (9 Ltr)	29
		5.10.13	ABC(2 Kg)	4
			Auto F/Ext	
54.	Location and population of the FEs adequate	In all the stair cases & in electrical installation 7 offices		
55.	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm:one Location of Fire Alarm: stair case Near the Exit points	
56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No. But In-house trained team is available		
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes		
58.	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not Available		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available		
60.	Status of NOC from WBF&ES	No valid NOC is available NOC from WBF & ES is valid upto 16.03.2008 (Ref WBFES/8509/08/Bidhan IT/129/05(138/05)		

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air -conditioned, please indicate,		No
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable

	g)	Is a separate AHU being provided in each floor	Not applicable	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
62.		Is there any standby source of electric supply being provided?	Yes	DG 415 KVA X 2 nos UPS 200 KVA X 2 nos
		Is the back supply automatic?	Yes	
63.	Location of switch- gears and transformers		Outside the building	
64.	a)	Transformer capacity	1250 KVA	
65.	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
66.	c)	If outside, how far is it from the building?	3 mtrs	
67.		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Auto Fire Extinguishers	
68.		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No	
69.		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	YES	
70.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
71.		Whether natural ventilation is relied upon? If so, give details.	Yes	
72.		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
73.		Whether mechanical ventilation is being coupled with automatic detection system?	NO	
74.		Whether the refuge area is being provided?	No assigned refuse area is found	
75.		Storage of combustibles materials near electrical equipment/fuse units.	No	
76.		RCCBs available??	In the UPS DB line	
77.		Master switch in warehouses	Not applicable	
78.		Proper cable joint procedures as per manufacturer	Yes	
79.		Earthing Pit Tested??	Not done. Being planned to test on 23.2.13	
80.		Use of MCB??	Yes	
81.		Bypassing of protection devices	Not evidenced	
82.		Deteriorated insulation	Not evidenced	
83.		Selection, deployment of PFFs (Portable Fire Extinguishers)	YES	
84.		Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No sealing found in Electrical & Hydrant shaft	
85.		Tracking possibility	Yes	

86.	Unused opening in the panels, etc.	Yes
87.	Possibility of ground fault/short circuit	Not found
88.	Mechanical protection to cables	Yes
89.	Loose terminations due to improper supports, crimping	Not found
90.	Improper gland installation, wrong lug size	Not found
91.	Over-rated uses, wrongly set protection relays, etc.	Not found
92.	Switch yard and sub station	Not applicable
93.	DG operation and maintenance	Yes with AMC
94.	Reliability of the fire hydrant system	YES
95.	Emergency preparedness and response	Not available
96.	Availability of Evacuation plan	Not available
97.	Mock drill conducted??	YES
98.	Awareness of the people??	People are aware of safe escape & fire extinguishers
99.	Sample basis validation of smoke detection system??	No record found
100.	Condition of Lightning Arrestor	No Earth pit test has been conducted
101.	Periodic test of UPS system (as applicable)	It is being done
102.	Handling of electrical work by competent electrician	Yes
103.	Approval of receiving station, substation and DG	Not available
104.	Storage of hazardous material, chemicals?	None
105.	Use of signage?	Yes
106.	Hydrants clear, access to public thorough fare open	Yes
107.	Flame & work permits (as applicable)	Not available
108.	Effective internal communication and public address system	Yes in the BMS room
109.	Colour coding system of hazardous chemical gas lines etc.	Not applicable
110.	Management structure, role of safety officer, fire department etc.	No
111.	Procedure for incident investigation and control	No

PART- VI

Other Information

112.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes from WBF&ES recommendation
113.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
114.	Is Trade License available??	No
115.	Name of the Insurance Company	SREI INS BROAKING PVT LTD

116.	Remarks (if any) 18. No refuse area has been assigned 19. Electrical & Hydrant shaft is to be sealed in at least in alternate floor with noncombustible materials 20. No earth pit test report has been done 21. There is no Evacuation plan is available 22. There is no pressure gauge at the top floor in the Hydrant line

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No refuse area has been assigned	Refuse area is to be assigned since the building is above 25 mtr
2	There is no sealing in the Electrical & Hydrant shaft with noncombustible materials	Electrical & Hydrant shaft is to be sealed in at least in alternate floor with noncombustible materials
3	No earth pit test report has been done	Earth pit test to be conducted. Record to be maintained
4	There is no Evacuation plan is available	Evacuation plan is to be made and displayed
5	There is no pressure gauge at the top floor in the Hydrant line	One pressure gauge is to be installed at the top floor of the hydrant line for cross checking of pressure at the top

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

**INSTITUTE OF ENGINEERING
&
MANAGEMENT**



EXECUTIVE SUMMARY

Part I & II

General Information

INSTITUTE OF ENGINEERING & MANAGEMENT is situated at Block EP, Plot – Y-11, Y-12 & Y-24, Sector V, Salt Lake, Kolkata 700091. All the three Plots are amalgamated and build one building (G+4) named as GURUKUL. There is a proposal for extension of a G+IX storied building. The plot area and total build up area are:- 0.75 acre and 19,500 sq.ft. respectively. All the floors are used by IEM themselves, except a space about 1150 sq.ft. in the ground floor has been allotted to a bank on rent. There are no centralised AC plants in the premises.

Provisional NOC for existing and proposed extension of G+IX was obtained from WBF & ES in the year 2006, but thereafter no approval is available.

.Based on estimation the occupancy load was found as:-

Regular:- 1091 and Floating:- 135

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are total 4 nos Staircases are available in the building. There are no lift and refuge area(except first floor in front side) available. There is no signage available and no Evacuation Drill has been conducted.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Wet Riser, sprinklers ,hydrant, Auto-extinguisher, Smoke detector, Beam detector, heat detectors, MCPs, Fire alarm and Centralised Supervisory system available in the building. Total 29 nos. portable fire extinguishers are deployed near common areas. Various validity dates are found depending on re-filing date i.e. 02.02.2014 to 13.05.2014

PART V

ELECTRICAL FIRE HAZARDS

There is no RCCB in the distribution board. DG supply is available as an alternate source of power. Electrical installations are under maintenance contract. No record found on testing of electrical installation, Earth pit.

PART VI

OTHER INFORMATION

There is Insurance coverage with National Insurance.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	BLOCK-EP ,PLOT-Y 11,12 &24	
2.	Premises Name (if any):	GURUKUL	
3.	Name of the owner /occupier/lessee	Institute of Engineering & Management	
4.	Permanent Address	Regd. Office:- 120, SDF Building, Sector- v, Salt Lake, Kolkata:- 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Debashis Chakraborty, Acnts. officer Mr. Kartik Ghosh, Acnts. officer	
7.	Phone No of Contact Person	9836885951 9830954423	
8.	E-mail	lem.accounts@gmail.com mr_kartikghosh@yahoo.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional_
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	0.75 acre	
11.	Build up area(as informed to the Auditor)	19,500 sq.ft. (Floor Area)	
12.	No of Floors	G+4	
13.	Date of Sanction of Building Plan	Dtd. 14.03.2011	
14.	Whether P.O.C/OC received from local body?	Yes, Ref. no. 1409(3) BM(P) Dtd. 08.04.1999 by BNM.	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Tridant & Pyrenees	
16.	No of Security Personnel engaged	18 nos.	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	No	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	Available but in few places.	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	02 nos.	

22.	No of Vehicles for which parking space is available in the premises	Open Space:-15
23.	Whether parking space available for visitors within the premises	If space available
24.	Place where excess vehicles (if any) are parked	Out side the building
GENERAL MAINTENANCE		
25.	Garbage Clearing	Through NDITA Garbage clearing system
26.	Drainage System	Connected to the drainage system
27.	Maintenance of Road	Internal Road is maintained by the owner.
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	NA
30.	Any Other Clearance	NA

PART – II

V=vacant

Occupancy load		(Based on Estimates).					
Existing		G	1	2	3	4	Total
a)Regular		160	266	215	225	225	1091
b)Floating		115	05	05	05	05	135
31.	Basement	Nil					
a)	If basement extends beyond building profile	NA					
b)	Use of the basement	NA					
c)	Is it being sprinkled?	NO					
d)	Whether any cubicles present in the basement?	NA					
	If yes, their use to be specified	NA					
f)	Whether fire zones are defined?	NO					
	If yes, please provide details	NIL					

Part- III

Provisions of means of escape

32.	Number of staircases --→ 04 Nos.		Y-24 (south)/ Middle		Y-12	Y- 11
	Stairs Number		#1	#2	#3	#4
	a)	Width of flight (mm)	1250	1400	1400	1800
	b)	Tread width(mm)	300	260	260	300
	c)	Riser Height(mm)	140	150	150	140
	d)	Finish	Marble	Marble	Marble	Marble
	e)	Width of stair door (FCD)				
	f)	Height of stair handrail(mm)	680	850	850	810
	g)	Height of stair head room(ft)	12	12	12	12
	h)	Area & location & profile of Fire Refuge Area	Nil		Nil	Nil
	i)	Width and type of door leading to Fire refugee area	NA		NA	
J)	Pressurization of staircase	No				
k)	Segregation of staircase	Yes				
33.	Number of Lifts installed→ NIL		Passanger		Service	
	Lift-Numbers					
	a)	Type of door				
	b)	Fire resistance rating				
	c)	Area of lift car (mm ²)				
	d)	Capacity (no of persons)				
	e)	Capacity(in kg)				
	f)	Company				
	g)	Is communication system, installed in the lift car?				
	h)	Is a fireman's switch being installed in the car?				
	i)	Pressurization of lift				
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	NA			
34.	Presence of proper signage in all the exit route		NIL			
35.	Is it posted with illuminated signage ?		NIL			
36.	Whether it is landing to fire assembly point?					
37.	Any form of Public address system available ?		Yes			
38.	Width of internal road insidePremises ?					
39.	Width of the Entry / exit of Gate		1:- 15' 06", 2:- 16'06", 3:-11'06", 4:- 13'00"			
40.	Height of the Entry / exit of Gate		Open to sky			

PART IV

Provision of Fire Safety Arrangement

41.	Is any water reservoir for fire fighting available ? (at ground level / over head)		NO	
	a)	If yes, specify the distance from the building		
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.		
	c)	Specify the condition of the reservoir		
42.	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building→ 500 mtr
	a)	Is it readily accessible ?	No	Condition and type of the reservoir→ Water Body
43.	Are internal hydrants being provided ?		NO	
	If so, please indicate no of hydrants in each floor			
44.	Are first aid hose reels being provided ? If so please indicate		NO	No of hose reels on each floor : NIL
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	NIL	Bore and length of hose reel tubing on each reel:→ NA
	b)	Size (bore) and type of nozzle fitted to each hose reel	NIL	
45.	Are fire hoses being provided near each hydrant? If so, please indicate		NIL	Type of hose: canvas Size of hose:
	a)	Total no of hoses provided near each hydrant	NIL	
46.	Have wet risers/dry risers been provided?		NIL	
	If yes, please indicate the number of risers and internal diameter of each		NIL	
47.	Has any down comer been provided? If so, please give details		NO	
48.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		NO.	
	a)	Number of pumps	NIL	NIL
	b)	Size of suction and delivery connection to each pump/Output/Head	NIL	
	e)	Is the pump automatic in action?	NIL	
	f)	Is the water pressure sufficient at max distance from the pump?	NIL	
49.	Sprinkler system		NO	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		NIL	
	a)	Type of detectors used	NIL	
50.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		NO	
51.	Alarm receiving system		NIL	

52.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes Yes 02.02.2014 To 13.05.2014	No. of FE · ABC:- 12 Nos. DCP:- 17 Nos.	
53.	Location and population of the FEs adequate	NO		
54.	Are Emergency Fire Alarm being provided in each floor ?	NO		
55.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Under process		
56.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	NO		
57.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available		
58.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available		
59.	Status of NOC from WBF&ES	Provisional approval vide ref.no. WBFES/6769/Cal- B/31/2001(149/05) dtd. 15/06/06. No latest approval is available and even not applied for renewal.		

Part-V

Electrical, Cables and Ventilation

60.	If the building is Centrally air -conditioned, please indicate,		NO
	a)	Material used for construction of ducts and its fittings	Not Applicable
	b)	Type of tinning used for ducts	Not Applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not Applicable
	d)	How the lagging is secured?	Not Applicable
	e)	If false ceiling is there?	Not Applicable
	f)	Material used for false ceiling	Not Applicable
	g)	Is a separate AHU being provided in each floor	Not Applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not Applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not Applicable
	j)	Will fire dampers be provided in AC duct?	Not Applicable
61.	Is there any standby source of electric supply being provided?		Yes .DG 180 KVA X 1 NO. UPS:- 0.5 Kva with each computer.

62.	Is the back supply automatic?	Yes
63.	Location of switch- gears and transformers	There is no transformer. Switch gear is located at ground.
	a) Transformer capacity	nil
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	
	c) If outside, how far is it from the building?	Not Applicable
64.	What precautions is taken to prevent a possible fire in the transformers from spreading?	NA
65.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	NO.
66.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO
67.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
68.	Whether natural ventilation is relied upon? If so, give details.	Yes
69.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No such plan
70.	Whether mechanical ventilation is being coupled with automatic detection system?	NA
71.	Whether the refuge area is being provided?	NO
72.	Storage of combustibles materials near electrical equipment/fuse units.	Not found
73.	RCCBs available??	NO
74.	Master switch in warehouses	Not applicable
75.	Proper cable joint procedures as per manufacturer	NO
76.	Earthing Pit Tested??	No record found
77.	Use of MCB??	YES
78.	Bypassing of protection devices	No such incidence found
79.	Deteriorated insulation	No such incidence found
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	no.
82.	Tracking possibility	YES
83.	Unused opening in the panels, etc.	No unusual opening is found
84.	Possibility of ground fault/short circuit	No such possibility found at this moment
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No test report available.
87.	Improper gland installation, wrong lug size	Do
88.	Over-rated uses, wrongly set protection relays, etc.	Not found

89.	Switch yard and sub station	No Sub Station
90.	DG operation and maintenance	DG is being maintained & under AMC
91.	Reliability of the fire hydrant system	No Fire Hydrant System
92.	Emergency preparedness and response	Not available
93.	Availability of Evacuation plan	NotAvailable
94.	Mock drill conducted??	No Record found
95.	Awareness of the people??	Under developing stage
96.	Sample basis validation of smoke detection system??	No detection system
97.	Condition of Lightning Arrestor	No report available
98.	Periodic test of UPS system (as applicable)	No report available
99.	Handling of electrical work by competent electrician	Yes
100.	Approval of receiving station, substation and DG	Not available
101.	Storage if hazardous material, chemicals?	Not found
102.	Use of signage?	NO
103.	Hydrants clear, access to public thorough fare open	NA
104.	Flame & work permits (as applicable)	Not available
105.	Effective internal communication and public address system	No
106.	Colour coding system of hazardous chemical gas lines etc.	Not found any LPG pipeline.
107.	Management structure, role of safety officer, fire department etc.	Under development stage
108.	Procedure for incident investigation and control	No document found

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No latest approval available
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Yes
111.	Is Trade License available??	Available for Regd. office
112.	Name of the Insurance Company	National Insurance
113.	Remarks (if any) 1 Latest NOC is not available. Submission of application for renewal NOC is under process. 2. The records of Electrical maintenance and test report are not available. 3. Awareness programme on Fire Safety should be conducted . 4. Insufficient population of fire extinguishers. 5. There is a Bank + ATM in the ground floor on rent having area about 1150 sq.ft., emergency exit 2100x620 mm., smoke detector(5 nos.),B type extinguishers(3 nos.) ,auto extinguisher(1 no.). But no record found on testing of detector, validity of extinguishers, awareness programme conducted on fire safety.	

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA

OBSERVATIONS tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	Provisional N.O.C was obtained from WBF&FS vide dtd.15.06.2006. Thereafter, no renewal of N.O.C is available.	Application should be sent for renewal of N.O.C. at the earliest and comply the recommendation of WBF& ES accordingly.
2.	The records of Electrical maintenance, test report including earth pit testing are not available.	All the test report should be contained with Acceptance Criteria as well as Acceptance limit / range of parameter to be measured.
3.	Improvement needs in awareness of fire safety.	Periodical Awareness programme are to be conducted. Where participation of students is necessary.
4.	Insufficient population of fire extinguishers.	An integrated planning is required to equip the building with fire fighting equipment.

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

CIMSYS TOWER



EXECUTIVE SUMMARY

Part I & II

General Information

CIMSYS TOWER was constructed about 15 years ago at Plot No.EP-Y/13, Sector V, Salt Lake, Kolkata-700091. The building structure is G+4. The built up area is 7271 sq ft. The total land area is not available since approved building plan is readily not available. Altogether two gates are present for entry and exit. There are offices in each floor except in the third floor. The details are as follows :-

Ground Floor – Data is not available.

First Floor – NETAMBIT INFOSOURCE & E SERVICES PVT. LTD.

Second Floor– SARRALLE EQUIPMENT INDIA PVT. LTD.

Third Floor – VACANT

Fourth Floor - AXSYS TECHNOLOGIES LTD.

Trade License is available for office at fourth floor and same is not available for other offices.

WBF&ESNOC is available.

WBDOE approval is not available.

Occupancy Clearance is not available.

Building Plan is not available.

Occupancy Load (Existing and Floating) was estimated at 300 and 20 respectively.

Centralized HVAC system is not installed in the building.

Part III

PROVISION OF MEANS OF ESCAPE

There are total 2 nos Staircase but exit route signage is not available. The drive way is used as parking space which is full of vehicles.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes Hydrant system and portable fire extinguisher at strategic points of entire building including electrical installation area. List of portable fire extinguisher is not available. The refilling period is found to be expired. Record is not maintained for periodic checking of FE system which is found to be not in order.

Adequate water volume is found available to cater emergency situation. Capacity of Underground Water Reservoirs (2 Nos.) are 1000KL and 500KL. The capacity of Overhead Water Tank is 40KL. Alternative source is water body about 1000mtr away. The building is equipped with Fire detection system like smoke detector at strategic locations. Fire Alarm and Hooter are also available.

PART V

ELECTRICAL FIRE HAZARDS

Oil cooled Transformer of 750KVA capacity (1 No.) is installed inside of the building . DG of 250 KVA capacity (1 No.) is Installed outside of the building. External Condition of cable is found satisfactory. Electrical Room is not equipped with proper FE. There is no ELCB or RCCB found in the distribution board. Earth Pit are not marked. There is no record for measuring earth pit resistance or servicing.

PART VI

OTHER INFORMATION

Explosive materials and Chemicals are not stored in the building.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	EP – Block, PlotNo.Y/13
2.	Premises Name (if any):	CIMSYS TOWER, CIMSYS RESEARCH INDIA PVT. LTD.
3.	Name of the owner /occupier/lessee	Owner - Mr. DhirajBhagchandka
4.	Permanent Address	EP – Y/13 , Sector-V, Salt lake City, Kolkata - 700091
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr. Ganesh Prasad Shaw
7.	Phone No of Contact Person	8420054201
8.	E-mail	ganeshshaw@pecon.in
9.	Purpose of the Land Use	Principal Use IT/ITES
10.	Plot Area(as informed to the Auditor)	Data is not available
11.	Build up area(as informed to the Auditor)	7271 sq ft.
12.	No of Floors	G+4
13.	Date of Sanction of Building Plan	Data is not available.
14.	Whether P.O.C/OC received from local body?	Data is not available.
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	ASI , Kolkata
16.	No of Security Personnel engaged	20 Persons for 24 Hours (G : 8 , 1 ST : 4 , 2 ND : 4 , 3 RD : 0 , 4 TH : 4)
17.	Whether Records of Vehicles (No & type entering into the building are kept	Own Vehicle Record is available. Outside Vehicle are not allowed.
18.	Whether records of Visitors entering into the building are kept	Yes
19.	Whether Metal detectors are used at the entry point	No
20.	Whether Monitoring System through Close circuit TV available	No
VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	8
22.	No of Vehicles for which parking space is available in the premises	6
23.	Whether parking space available for visitors within the premises	N.A. since not allowed.
24.	Place where excess vehicles (if any) are parked	Outside

GENERAL MAINTENANCE		
25.	Garbage Clearing	Through NDITA Garbage clearing system
26.	Drainage System	Connected to NDITA drainage system
27.	Maintenance of Road	Internal Road is being maintained by occupier
TELEPHONE TOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

PART - II

31.	Occupancy load	Based on estimates					
	Existing	G	1	2	3	4	Total
	a)Regular	75	75	75	0	75	300
	b)Floating	5	5	5	0	5	20
32.	Basement	No					

PART - III

Provisions of means of escape

33.	Number of staircases		2 Nos.	
	Stairs Number		# 1	# 2 (EXIT)
	a)	Width of flight (mm)	1420	1420
	b)	Tread width(mm)	260	270
	c)	Riser Height(mm)	150	170
	d)	Finish	Marble	Mosaic
	e)	Width of stair door (FCD)-mm	1070 (Wooden Door not FCD)	1070 (Wooden Door not FCD)
	f)	Height of stair handrail(mm)	900	940
	g)	Height of stair head room(ft)	11	12
	h)	Area & location & profile of Fire Refuge Area	No	No
	i)	Width and type of door leading to Fire refugee area	No	No
	j)	Pressurization of staircase	No	No
	k)	Segregation of staircase	Yes	Yes
34.	Number of Lifts installed		1	
	Lift-Numbers		# 1	
	a)	Type of door	Metal	
	b)	Fire resistance rating	Yes	
	c)	Area of lift car (mm ²)	1350 x 1280	
	d)	Capacity (no of persons)	10	
	e)	Capacity(in kg)	680	
	f)	Company	OTIS	

	g)	Is communication system, installed in the lift car?	Yes
	h)	Is a fireman's switch being installed in the car?	No
	i)	Pressurization of lift	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Yes ./NO. 8649 / Dated 22.02.2012 valid- 6.3.2013.FORM- C is attached.
35.		Presence of proper signage in all the exit route	Yes
36.		Is it posted with illuminated signage?	Yes
37.		Whether it is landing to fire assembly point?	No
38.		Any form of Public address system available ?	No
39.		Width form of internal road within the Premises?	3300mm.
40.		Width of the Entry / exit of Gate	2 Nos. / 3000 mm & 4500 mm
41.		Height of the Entry / exit of Gate	Open to sky.

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available? (at ground level / overhead)	Yes	1X1000 KL [U/G.Reservoir] 1 X 500KL [U/G. Reservoir] 1 x 40 KL [O/H Tank]
	a)	If yes, specify the distance from the building	U.G.R. - 2mtr away
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Data is not available.
	c)	Specify the condition of the reservoir	Clear
43.	Is any public or other water storage facility available nearby?	Yes	Specify the distance from the building = 1KM
	a)	Is it readily accessible?	Yes Condition and type of the reservoir → Water Body
44.	Are internal hydrants being provided ?	Yes	Single Outlet
	If so, please indicate no of hydrants in each floor	Single	/ Exit Stair - Emergency
45.	Are first aid hose reels being provided? If so please indicate	Yes	No of hose reels on each floor: 1 No.
	a)	Is the hose reel connected directly to the riser or to the	Yes on Hydrant Bore and length of hose reel tubing on each

		hydrant outlet?	O/L	reel:20mm & 30 mtr
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm Jet Type	
46.	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose:Canvas Size of hose:63 mm Dia Length of hose:15 mtr
	a)	Total no of hoses provided near each hydrant	Single / Total 5 Nos.	
47.	Have wet risers/dry risers been provided?		Yes, Wet Riser	
	If yes, please indicate the number of risers and internal diameter of each		1 No. / 100 mm	
48.	Has any down comer been provided? If so, please give details		No	
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps	2 Nos. / Main -1 , Jockey - 1.	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction : 150 mm , Delivery : 100mm <u>Main Jockey</u> Power 37 KW 7.5 KW Head 60Mtr 60Mtr Capacity 37M ³ /Hr 2.7 LPM	
	c)	Is the pump automatic in action?	Yes	
	d)	Is the water pressure sufficient at max distance from the pump?	Yes , 4.5KG/CM ²	
50.	Sprinkler system			
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No	
	a)	Type of detectors used	SD and HD	
51.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes , 2 in each floor ,Total : 2x5 = 10 Nos.	
52.	Alarm receiving system		Yes, Zonewise panel at Reception	
53.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes Yes Expired.	Number of FE Type/ Capacity . No List is available. Refilling date is long overdue.
54.	Location and population of the FEs adequate		Yes	
55.	Are Emergency Fire Alarm being provided in each floor ?		Yes, 1 in each floor near Stair / Lift.	

56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.2 /Yr.)	Yes, as stated but no record is kept. Last was done in December'2012.
58.	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Document is not available.
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Document is not available.
60.	Status of NOC from WBF&ES	N.O.C from W.B.F & E.S is obtained vide No. WBFES/---/2189/12/Cal-B/94/97(295) Dated 09.07.2012 -valid till 08.07.2013. Copy is attached.

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air – conditioned, please indicate,		No		
62.	Is there any standby source of electric supply being provided?		Yes	DG Capacity 1 X 250KVA	UPS Capacity Nil
	Is the back supply automatic?		Yes with AMF Panel	Specify the functions that can be maintained simultaneously by such backups. ▪ Fire Pump ▪ Emergency Light ▪ Lift ▪ Office except Air Conditioner	
63.	Location of switch- gears and transformers		Inside the building		
64.	a)	Transformer capacity	1X 750 KVA , Oil Type		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes		
	c)	If outside, how far is it from the building?	N.A.		

65.	What precautions are taken to prevent a possible fire in the transformers from spreading?	No automatic arrangement. FE& Sand Bracket.
66.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Separate, Sealed Pass.
67.	Is Earth Leakage Circuit Breaker (ELCB) in every distribution board?	No ELCB is installed.
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	N.A
69.	Whether natural ventilation is relied upon? If so, give details.	Yes
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
71.	Whether mechanical ventilation is being coupled with automatic detection system?	No
72.	Whether the refuge area is being provided?	No
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available??	No
75.	Master switch in warehouses	No store
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested??	No → 4 Nos. without identification mark
78.	Use of MCB??	Yes
79.	Bypassing of protection devices	No
80.	Deteriorated insulation	No
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes, as per attach list.
82.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	N.A. since outside building.
83.	Tracking possibility	Not Possible since concealed.
84.	Unused opening in the panels, etc.	No
85.	Possibility of ground fault/short circuit	No
86.	Mechanical protection to cables	Yes
87.	Loose terminations due to improper supports, crimping	No

88.	Improper gland installation, wrong lug size	No
89.	Over-rated uses, wrongly set protection relays, etc.	No
90.	Switch yard and sub station	Sub-Station for SEB, Supply to Transformer.
91.	DG operation and maintenance	AMC to OEM Sub-Vendor
92.	Reliability of the fire hydrant system	Pr. Gauge & Air Release valve to fitted at top most point to ensure 3.5 KG/CM ² Pr.
93.	Emergency preparedness and response	No such system is available.
94.	Availability of Evacuation plan	No such plan is available.
95.	Mock drill conducted??	Yes but record is not available.
96.	Awareness of the people??	Yes
97.	Sample basis validation of smoke detection system??	Yes but record is not available.
98.	Condition of Lightning Arrestor	No Lightning Arrestor
99.	Periodic test of UPS system (as applicable)	N.A.
100.	Handling of electrical work by competent electrician	Mr. N. Baksi Gupta , HT Licence Holder.
101.	Approval of receiving station, substation and DG	Sub-Station- Yes, WBDOE approval is not available. DG Set – No.
102.	Storage if hazardous material, chemicals?	No.
103.	Use of signage?	Yes.
104.	Hydrants clear, access to public thoroughfare open	Yes
105.	Flame & work permits (as applicable)	Not done.
106.	Effective internal communication and public address system	Not available.
107.	Colour coding system of hazardous chemical , gas lines etc.	N.A.
108.	Management structure, role of safety officer, fire department etc.	No structure available.
109.	Procedure for incident investigation and control	Not available.

PART- VI

Other Information

110	Is there any deviation from the existing recommendation, if any , already been provided by Fire & Emergency Services	Yes, from NOC obtained from W.B.F& E.S. vide dated 09.07.2012. Copy is attached.
111	Particulars of premises or part of premises used for storage, use, process of substances require FireLicense	N.A.
112	Is Trade License available?	Document dated 17.04.2012 is available for Axsys Technologies Ltd for 2012-2013. No document are available for others. Copy is attached.
113	Name of the Insurance Company	NONE
114	Remarks (if any) Deviation from NOC condition of WBF&ES is observed with reference to Clause No. 1 , 2 , 3 , 7 , 8 , 10 , 11 , 14, 18 , 19 of NOC letter Dated 09.07.2012. Observation (TrackingSummary Sheet) is attached.	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA

OBSERVATIONS TRACKINGREPORT(SUMMARY SHEET)

Sl.No.	OBSERVATIONS	RECOMMENDATIONS
1.	Auto FE in Transformer Room , HT Room and LT Room are not found as per NOC condition of WBFES .	Proper FE is to be installed.
2.	There is no Evacuation Plan as per NOC condition of WBFES .	Evacuation Plan should be displayed.
3.	Fire Control Room with CCTV is not found as per NOC condition of WBFES.	CCTV is to be installed with proper network connected with Fire Control Room.
4.	Stand by Fire Pump is not found as per NOC condition of WBFES.	Installation action needs to be expedited if not waived by WBF&ES against application dated 16.07.2012 for waiver. (copy attached)
5.	Auto Fire Extinguishers System is not found as per NOC condition of WBFES.	Installation action needs to be expedited if not waived by WBF&ES against application dated 16.07.2012 for waiver. (copy attached)

6.	Parking is found to be allowed in the Drive way which is fully occupied by vehicles. It is totally against the NOC condition of WBFES.	Drive way must be free of any type of obstruction for easy movement of fire appliances. No parking is allowed in the drive way.
7.	Record of Mock Fire Drill and Evacuation Drill is not available as per NOC condition of WBFES.	Record must be kept.
8.	Fire Check Door is not found as per NOC condition of WBFES.	In place of wooden door, FCD should be provided.
9.	Refilling date of FE is found to be expired. List of FE placement is not available and checking is not done as per NOC condition of WBFES.	List of deployment and record of checking must be kept.
10.	Fire Prevention Maintenance Register and Safety Audit Report is not available as per NOC condition of WBFES.	FPM Register must be maintained. Safety Audit Report should be properly documented.
11.	Condition of Smoke Detector are not known.	It should be checked and record is to be maintained.
12.	Heat Detector in Transformer Room , HT Room and LT Room is not found.	HD is to be installed and same should be checked and record is to be maintained.
13.	Signage is incomplete .	Complete signage should be placed in Emergency Exit.
14.	At top floor Fire Hydrant line, Pr. Gauge is not available.	Pr. Gauge is to be fitted.
15.	At top floor Fire Hydrant line, Air Release Valve is not available.	Air Release valve is to be fitted to ensure smooth availability of water .
16.	Identification of Earth Pit is not found.	Earth Pits are to be marked. Measurement and servicing record are to be kept.

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

PRICE WATER HOUSE COOPERS



EXECUTIVE SUMMARY

Part I & II

General Information

Price water House Coopers is situated at EP Y 14, Sector V, Salt Lake, Kolkata 700091, The structure is G + 3 & built up area is 4373.966 sq meters (jointly with plot no EP Y 2), in total 0.2514 acres of land.

The whole building is being for their own IT & ITES purpose

Building Plan was sanctioned in 24.7.96.

The building is G + 3 storied is constructed in such a way that it is linked with their own building at plot no EP Y 2 with connected corridor in each floor.

There is no central AC system in the building.

Provisional NOC (Ref WBFS /944/Cal- B/3 /3002 obtained from WBF&Es on 14.11.2007 thereafter follow up has been made on 19.12.2011 for renewal.

Estimated Occupancy Load was found as

Existing -- 185 persons
Floating -- 10 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There Two stair cases & One no lift is available in the building

Evacuation Drill & Mock Drill have been conducted on 21.9.2012

There are Signage available in the Offices & in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There are Wet riser , smoke detectors , MCPs , Fire Extinguishers are available.

There is no Sprinkler system is available. There is no PAS available but Fire alarm is available. Wet Riser is taken in such a way in the linked corridor that it can serve both the buildings. There is no spare pump available in the wet riser pump room.

There are total 41nos Fire Extinguishers in the building

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation.

There is one oil cooled Transformer is situated inside the building of EP Y 2.

There is a DG as an alternate source of supply is available for both the plots of EP Y 14 & EP Y 2

PART VI

OTHER INFORMATION

The building has Fire Insurance with Bajaj Allianz.

Trade License is available.

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	EP Y 14	
2.	Premises Name (if any):	None	
3.	Name of the owner /occupier/lessee	Price Water House Coopers	
4.	Permanent Address	EP Y 14, Block EP, Sector V, Salt Lake, Kolkata - 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	DipankarChakravarty	
7.	Phone No of Contact Person	98311 74970	
8.	E-mail	Dipankar.charavarty@in.pwc.com	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.2514 Acres	
11.	Build up area(as informed to the Auditor)	183.06sq meters	
12.	No of Floors	G + 3	
13.	Date of Sanction of Building Plan	5.3.2002	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	Gorkha Security	
16	No of Security Personnel engaged	2 Nos	
17	Whether Records of Vehicles (No & type entering into the building are kept	No	
18	Whether records of Visitors entering into the building are kept	No	
19	Whether Metal detectors are used at the entry point	No	
20	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organization	Four	
22	No of Vehicles for which parking space is available in the premises	30 nos (Joint Parking)	
23	Whether parking space available for visitors within the premises	NO	
24	Place where excess vehicles (if any) are parked	Outside road	

GENERAL MAINTENANCE		
25	Garbage Clearing	Disposed to NDITA clearing system
26	Drainage System	Connected with NDITA drainage system
27	Maintenance of Road	Own, cemented road found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

31	Occupancy load	(Based on Estimates)				
	Existing	G	1	2	3	Total
	a) Regular	50	35	35	65	185
	b) Floating					10
32	Basement	Nil				
	a) If basement extends beyond building profile	Not applicable				
	b) Use of the basement	Not applicable				
	c) Is it being sprinkle red?	Not applicable				
	d) Whether any cubicles present in the basement?	Not applicable				
	If yes, their use to be specified	Not applicable				
	f) Whether fire zones are defined?	Not applicable				
	If yes, please provide details	Not applicable				

Part- III

Provisions of means of escape

33	Number of staircases --→ TWO			
	Stairs Number		1#	2#
	a)	Width of flight	1280 mm	1740 mm
	b)	Tread width	260 mm	260 mm
	c)	Riser Height	170 mm	180 mm
	d)	Finish	Tiles	Marble
	e)	Width of stair door (FCD)—Glass Door	1090 mm	
	f)	Height of stair head room	8 ft	8 ft
	g)	Height of stair handrail	710 mm	860 mm
	h)	Area & location & profile of Fire Refuge Area	Nil	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	j)	Pressurization of staircase	NO	
	k)	Segregation of staircase	Not applicable	

34	Number of Lifts installed→ One	
	Lift-Numbers	
	a)	Type of door Metallic
	b)	Fire resistance rating 2 hrs
	c)	Area of lift car 780 mm X 1190 mm
	d)	Capacity (no of persons) 5
	e)	Capacity(in kg) 340 kg
	f)	Company OTIS
	g)	Is communication system, installed in the lift car? No- Only alarm
	h)	Is a fireman's switch being installed in the car? NO
	i)	Pressurization of lift NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy) YES . No 7054 valid 4.8.13
35	Presence of proper signage in all the exit route YES	
36	Is it posted with illuminated signage? YES	
37	Whether it is landing to fire assembly point? YES	
38	Any form of Public address system available? No	
39	Width form of internal road within the Premises? 3200mm	
40	Width of the Entry / exit of Gate 3050 mm	
41	Height of the Entry / exit of Gate Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		No	U/G50000 ltr O/HN not available
	a)	If yes, specify the distance from the building	Adjacent to the building	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	No recommendation found	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 800 meters
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Waterbody
44	Are internal hydrants being provided ?		YES	Not applicable
	If so, please indicate no of hydrants in each floor		One	
45	Are first aid hose reels being provided? If so please indicate		Yes	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, spray type	

45	Are fire hoses being provided near each hydrant? If so, please indicate	Yes
	a) Total no of hoses provided near each hydrant	Two Nos
46	Have wet risers/dry risers been provided?	Yes –Wet Riser
	If yes, please indicate the number of risers and internal diameter of each	One, in the common corridor to both the buildings

47	Has any down comer been provided? If so, please give details	No
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes One Main pump → 60 HP One Jockey pump of 12 HP There is no stand by pump
	a) Number of pumps	Only Two
	b) Size of suction and delivery connection to each pump/Output/Head	Suction --.150 mm Delivery—150 mm Discharge --. 40 lit/sec Head → 70 mtr
	e) Is the pump automatic in action?	Yes
	f) Is the water pressure sufficient at max distance from the pump?	Could not be checked as there is no pressure gauge at the top
48.	Sprinkler system	NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes
	a) Type of detectors used	Addressable smoke detectors
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes. One in each floor near stair case
50	Alarm receiving system	Yes
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	DCP(5 KG) →33 DCP(2 KG) →3 CO2 (4.5 KG)→2 Water(9ltr)→3 Total →41Nos 17.2.13
52	Location and population of the FEs adequate	Near Electrical Installation & Offices
53	Are Emergency Fire Alarm being provided in each floor ?	Yes
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	NO. Trained Fire Fighting Persons like Security, Housekeeping are available
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (mintwice a year)?	Yes
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available

57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Available - Checked
58	Status of NOC from WBF&ES	Provisional NOC (Ref WBFS /944/Cal- B/3 /3002 obtained from WBF&Es on 14.11.2007 thereafter follow up has been made on 19.12.2011 for renewal.

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air -conditioned, please indicate,	No
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
60	Is there any standby source of electric supply being provided?	YES DG of 200 KVA & 4 nos UPS of 20 KVA each
	Is the back supply automatic?	Yes
61	Location of switch- gears and transformers	Inside the building
62	a) Transformer capacity	400 KVA
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	YES
	c) If outside, how far is it from the building?	Not applicable
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Only Fire Extinguishers near by
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Not applicable
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No

66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67	Whether natural ventilation is relied upon? If so, give details.	YES
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
69	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
70	Whether the refuge area is being provided?	NIL
71	Storage of combustibles materials near electrical equipment/fuse units.	No
72	RCCBs available??	No
73	Master switch in warehouses	Not applicable
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthing Pit Tested??	No record found
76	Use of MCB??	NO
77	Bypassing of protection devices	Yes
78	Deteriorated insulation	Yes
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
81	Tracking possibility	Yes
82	Unused opening in the panels, etc.	None found
83	Possibility of ground fault/short circuit	None found
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	None found
86	Improper gland installation, wrong lug size	None found
87	Over-rated uses, wrongly set protection relays, etc.	None found
88	Switch yard and sub station	Yes
89	DG operation and maintenance	Yes
90	Reliability of the fire hydrant system	No-- as there is no stand by pump
91	Emergency preparedness and response	None found
92	Availability of Evacuation plan	None found
93	Mock drill conducted??	Yes Last done on 21.9.12
94	Awareness of the people??	Poor
95	Sample basis validation of smoke detection system??	Being done at an interval
96	Condition of Lightning Arrestor	Appears to be ok
97	Periodic test of UPS system (as applicable)	Yes
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Not available

100	Storage if hazardous material, chemicals?	Not found
101	Use of signage?	Yes
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	Not applicable
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Not found
107	Procedure for incident investigation and control	No

PART- VI

Other Information

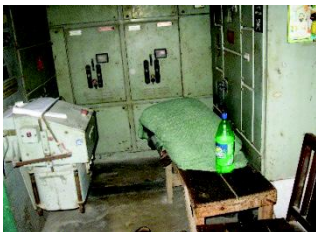
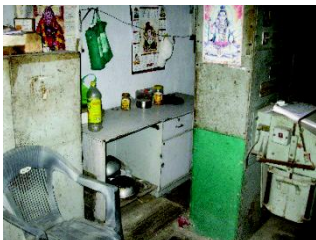
108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation From Provisional NOC
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
	Is Trade License available??	Yes available	
110	Name of the Insurance Company	Bajaj Allianz	
111	Remarks (if any) 9. No evacuation plan made and displayed 10. No ELCBs or RCCBs are connected with the electrical circuits 11. No public address system is found 12. Earth pit is not tested 13. NOC from WBF&ES is not available 14. Transformer room is full of unwanted combustible materials 15. Sand buckets are found dirty & half filled 16. LT Room is being used as residential room 17. 9. There is no stand by fire water pump available		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No evacuation plan made and displayed	Evacuation plan is to be displayed in each floor
2	No ELCBs or RCCBs are found	To be connected in the distribution board of suitable ratings
3	Earth pit is not tested	To be tested periodically and test reports to be kept
4	Valid NOC from WBF&ES is not available	NOC is to be obtained from WBF&ES
5	No public address system is found	PAS to be installed
6	Transformer room is full of unwanted combustible materials 	Transformer room should be kept absolutely cleaned
7	Sand buckets are found dirty & half filled 	Free flowing sand to be kept full in all the sand buckets
8	LT Room is being used as residential room  	LT room should be kept absolutely clear of any unwanted materials
9	There is no stand by pump for	A stand by pump is to be provided as emergency

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

ESSAR HOUSE



EXECUTIVE SUMMARY

Part I & II

General Information

Essar House is situated at Y – 16, Block EP, Sector V, Salt Lake, Kolkata 700091, The structure is B + G + 9 & built up area is 6017.22 Sq. mtrs. , in total 1017.41 sq. mtrs. of land.

In the Basement there is the parking space for twenty five cars and pump house and many lockers all around for keeping personal belongings of the occupants. The Ground Floor consists the Transformer, HT Panel, LT Panel, Generators, UPS room, BMS room, the Reception and offices of the Facility Manager. Essar Oil is occupying the 2nd Floor and the other floors are occupied by Aegis which is mainly a ITES company.

Building Plan was sanctioned in 2007 vide sanctioned drawing no V/BM/85R(T/3) dated 20.1.2007.

There is only one refuge area on the 6th Floor of the building. There are two stair cases & Two Lifts of 9 Person carrying capacity. Form C for both the lifts is applied for.

There is no central AC system in the building, but each floor is provided with three big split AC machines each located on the roof, and the cold air passes through small ducts. A canteen is also there on the roof of the building with temporary construction.

NOC from WBF&Es was valid till 29.03.2011 and has been applied for renewal on 6.2.2012.

Estimated Occupancy Load as on audit date was found as

Existing -- 889 persons
Floating -- 30 persons, mainly for ground and 1st floor

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two nos Staircases available. There are two nos Lifts available.

Evacuation Drill and also mock drill has been conducted but the awareness of people was not found upto the mark.

There are Signage's available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is wet riser, sprinkler, smoke detectors & portable fire extinguishers.

Wet riser

There is an Under- ground fire tank of approx. 1,00,000 ltr capacity. There is a main pump of 75HP a stand by pump of 75 HP & a jockey pump of 10 HP capacities for building the pressure in the pipe line.

Sprinkler system Smoke detectors are already installed in all the floors

Alternate source of water is the Water body approx 300 mtr away

Buildings is equipped with Fire detection system like smoke detectors and sprinklers

Total 107 Nos Portable fire extinguishers are found deployed throughout the building.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is DG of 2 x 500 KVA at the ground floor as an alternate source of supply There are seven UPSs as follows: 3 x 160KVA for work station, 2 x 80 KVA for server and 2 x 20 KVA for emergency lights.

PART VI

OTHER INFORMATION

Nil

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	Y-16, Block EP	
2.	Premises Name (if any):	Essar House	
3.	Name of the owner /occupier/lessee	Sinter Keramos & Composites Pvt Ltd.,	
4.	Permanent Address	Y-16, Block EP , Sector V, Salt Lake , Kolkata 700091.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr.Niraj Kumar and Mr.Arun Kr.Rai	
7.	Phone No of Contact Person	98361 57640 98361 44005	
8.	E-mail	niraj.kumar@aegisglobal.com	
9.	Purpose of the Land Use	Principal Use ☒	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES ☒
10.	Plot Area(as informed to the Auditor)	1017.41 sq mtrs	
11.	Build up area(as informed to the Auditor)	6017.22 sq mtrs	
12.	No of Floors	B + G + 9	
13.	Date of Sanction of Building Plan	Date:20.1.2007 vide sanctioned drawing no. V/BM/85R(T/3)	
14.	Whether P.O.C/OC received from local body?	Yes ☒	OC Issuing Authority Bidhan Nagar Municipality Dated:memo no:2441(3)BM(P) dated 11.12.07
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Perigreen Security Services Pvt Ltd., a division of Tenon Services Pvt. Ltd.,	
16.	No of Security Personnel engaged	18 persons round the clock	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	Yes	
20.	Whether Monitoring System through Close circuit TV available	Yes	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	Nil
22	No of Vehicles for which parking space is available in the premises	25
23	Whether parking space available for visitors within the premises	Only one or two if any place is vacant
24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Service provided by NDITA
26	Drainage System	Service provided by NDITA
27	Maintenance of Road	Own and condition is found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	No

PART - II

31	Occupancy load		(Attach floor wise details separately if required)											
	Existing		B	G	1	2	3	4	5	6	7	8	9	Total
	a)Regular		1	13	50	55	90	120	130	100	130	140	60	889
	b)Floating(normally for ground and 1 st)													30
32	Basement		Yes											
	a)	If basement extends beyond building profile	No											
	b)	Use of the basement	Parking& pump house					Storage (Combustible/non combustible)					No	
	c)	Is it being sprinklered?	Yes											
	d)	Whether any cubicles present in the basement?	No, some metallic lockers are provided all around for keeping personal belongings of the employees as a number of things are not allowed inside the building											
		If yes, their use to be specified	Not applicable											
	f)	Whether fire zones are defined?	Yes											
		If yes, please provide details	Not applicable											

Part- III

Provisions of means of escape

33	Number of staircases --→ Two			
	Stairs Number		#1	#2
	a)	Width of flight	1680 mm	1660 mm
	b)	Tread width	250 mm	250 mm
	c)	Riser Height	150 mm	170 mm
	d)	Finish	Marble	Marble
	e)	Width of stair door (FCD)(not FDC wooden or glass doors)	1090 mm	900 mm
	f)	Height of stair head room	3657.6 mm	3657.6 mm
	g)	Height of stair handrail	930 mm	910 mm
	h)	Area & location & profile of Fire Refuge Area	6 th Floor – 1360 mm x 8000 mm	
	i)	Width and type of door leading to Fire refugee area	1000 mm glass door	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed→ Two nos			
	Lift-Numbers		#1	#2
	a)	Type of door	Metallic Sliding	Metallic Sliding
	b)	Fire resistance rating	2 hours	2 hour
	c)	Area of lift car	1400mm x 1100 mm	1400 mm x 1100 mm
	d)	Capacity (no of persons)	9	9
	e)	Capacity(in kg)	612	612
	f)	Company	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes
	i)	Pressurization of lift	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	No	Reference No: copy attached Valid upto:24.9.12 has been applied for renewal on9.1.13
35	Presence of proper signage in all the exit route		Yes	
36	Is it posted with illuminated signage?		Yes	
37	Whether it is landing to fire assembly point?		No assembly point demarked and there is not enough space to evacuate the building except outside road	
38	Any form of Public address system available?		Yes	
39	Width form of internal road within the Premises?		3350 mm	
40	Width of the Entry / exit of Gate		Two gates each 3000 mm	
41	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)	Yes	U/G 1,00,000 liters O/H 6 x 5000 liters
	a) If yes, specify the distance from the building	Less than 3 meters	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	Could not be verified as provisional NOC was not available	
	c) Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby?	Yes	Specify the distance from the building 300 meters approx
	a) Is it readily accessible?	Yes	Condition and type of the reservoir
44	Are internal hydrants being provided?	Yes	Single outlet.
	If so, please indicate no of hydrants in each floor	Single	
45	Are first aid hose reels being provided? If so please indicate	Yes	No of hose reels on each floor : One
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: 25 mm diameter 30 meter long
	b) Size (bore) and type of nozzle fitted to each hose reel	5 mm jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	Type of hose: Canvas Size of hose: 63 mm Length of hose: 15 meter
	a) Total no of hoses provided near each hydrant	Two	
46	Have wet risers/dry risers been provided?	Yes, Wet riser	
	If yes, please indicate the number of risers and internal diameter of each	Two, One for hydrant and one for sprinkler each has 150 mm diameter	
47	Has any down comer been provided? If so, please give details	No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes	
	a) Number of pumps Three	One main(75HP), one standby(75HP) and one jockey(10 HP)	
	b) Size of suction and delivery connection to each pump/Output/Head	Suction: 150 mm Delivery: 150 mm Output of each pump: 171 cubic mtrs/hrs Max head against which the pump can operate at the output mentioned in: 60 meters	
	e) Is the pump automatic in action?	Yes, (Jockey is set at 4.0 kg/sq cm)	
	f) Is the water pressure sufficient at max distance from the pump?	No, (Pressure found 1.5kg/sqcm at the top floor)	

48.	Sprinkler system				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Sprinklers and smoke detectors		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes, Two on each floor, near each staircase		
50	Alarm receiving system		Yes In BMS room		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Some are ISI marked not all Date of Validity 11.3.13, 13.4.13, 12.5.13,12.6.15, 21.6.15		Yes Yes	Number of FE Type/ Capacity Water 9 ltr- 22 nos DCP 5 kgs – 19 nos DCP 10 kgs- 3 nos ABC 2 kgs- 18 nos ABC 5 kgs – 35 nos ABC 10 kgs – 10 nos	107 nos
52	Location and population of the FEs adequate		Yes		
53	Are Emergency Fire Alarm being provided in each floor ?		Yes	No. of Fire Alarm: Two in each floor Location of Fire Alarm: Near both the staircases	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		Yes, 1. Shri Arun Kr Rai trained from Usha Fire Safety and 2. Shri Niraj Kumar trained from ISO 14000		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Yes Last done on 2.2.13, copy enclosed		
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES		Yes		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		No diagrams found and hence not verified		
58	Status of NOC from WBF&ES		Memo No:WBFES/1675/10/Bidhan-CB/85/03(35/03) dated 30.3.10, applied for renewal on 6.2.12. NOC was valid up to 29.3.11		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air –conditioned, please indicate,		No		
	a)	Material used for construction of ducts and its fittings	Not applicable		
	b)	Type of tinning used for ducts	Not applicable		
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d)	How the lagging is secured?	Not applicable		
	e)	If false ceiling is there?	Not applicable		
	f)	Material used for false ceiling	Not applicable		
	g)	Is a separate AHU being provided in each floor	Not applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
60	Is there any standby source of electric supply being provided?		Yes	DG 2 x 500 KVA Capacity	UPS3x160 KVA,2x80KVA, 2 x 20 KVA Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ ■Partly to Office✓	
61	Location of switch- gears and transformers		Inside the building		
62	a)	Transformer capacity	1250 KVA/11KVA/433V Type		Dry
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Separated by 8 inches brick wall		
	c)	If outside, how far is it from the building?	Not applicable		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire extinguishers and sand bucket, automatic ABC fire extinguishers are being installed		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Not sealed		
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No		
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		
67	Whether natural ventilation is relied upon? If so, give details.		Yes, windows, lowers are provided on each floors of stair no 1, stair no 2 is sealed		

68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
69	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable	
70	Whether the refuge area is being provided?	Yes	On which floor: 6 th floor Area of Fire Refuge Area: 8000 mm X 1360 mm Width of Fire Refuge Area: 1360 mm
71	Storage of combustibles materials near electrical equipment/fuse units.	No	
72	RCCBs available??	No	
73	Master switch in warehouses	Not applicable	
74	Proper cable joint procedures as per manufacturer	Yes	
75	Earthing Pit Tested??	Yes , report is enclosed	
76	Use of MCB??	Yes	
77	Bypassing of protection devices	No	
78	Deteriorated insulation	No	
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes	
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No	
81	Tracking possibility	No	
82	Unused opening in the panels, etc.	Yes, some in LT Panel room, basement etc.	
83	Possibility of ground fault/short circuit	No	
84	Mechanical protection to cables	Yes	
85	Loose terminations due to improper supports, crimping	No	
86	Improper gland installation, wrong lug size	No	
87	Over-rated uses, wrongly set protection relays, etc.	No	
88	Switch yard and sub station	Yes	
89	DG operation and maintenance	Yes AMC with Garuda Power	
90	Reliability of the fire hydrant system	Yes	
91	Emergency preparedness and response	Yes	
92	Availability of Evacuation plan	Yes	
93	Mock drill conducted??	Yes, last done on 2.2.13	
94	Awareness of the people??	Not satisfactory	
95	Sample basis validation of smoke detection system??	Yes	
96	Condition of Lightning Arrestor	Poor	
97	Periodic test of UPS system (as applicable)	Yes, done by Emerson and APC	
98	Handling of electrical work by competent electrician	Yes, done by Rot power	
99	Approval of receiving station, substation and DG	Yes, copy enclosed	
100	Storage if hazardous material, chemicals?	No	
101	Use of signage?	Yes	

102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	Yes
104	Effective internal communication and public address system	Yes
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Yes (ERT)
107	Procedure for incident investigation and control	Yes

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation : Mentioned in the observation column
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not applicable	
	Is Trade License available??	Yes, license no 002099 dated 6.10.2012, valid till 31.3.13	
110	Name of the Insurance Company	Yes, by BAJAJ ALLIANZ, policy no: 09-13-1901-4001-00001380 dated 21.5.12 valid upto 9.5.13	
111	Remarks (if any) 1. In general the building was found satisfactory with some minor defects as listed below 2. Panel boxes in some places like LT panel room and basement were found open with some loose wiring. 3. Glass breakers of some MCPs were found missing. 4. No automatic fire extinguisher found installed in transformer room and HT panel room though process for installing them has been started. Auto fire extinguisher is found in LT panel room 5. Fire extinguisher was found inaccessible in the basement due to parking of motorcycles 6. The roof was found occupied with a canteen with a temporary shed constructed over it 7. The condition of lightning arrestor was not satisfactory 8. The pressure at top floor was found 1.5 kgs/sq cm which is not sufficient, The jockey was set at a pressure of 4.0 kg/sq cm which should be set at least 6.0 kg/sq cm.		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority with seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	Jockey is set at 4.0 kg/sqcm which is not enough to get enough pressure at top floor	To be set at least 6.0 kg/sqcm
2	Some panel boxes are found open and also loose wires in LT panel room 	Same to be rectified and properly taped
3	Glass breakers at many MCPs are missing	Same to be replaced
4	Lightning arrestor's condition was found poor	Same to be replaced
5	Fire extinguisher was found blocked in the basement	No obstruction to be made in front of FE

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority with seal

G.P. TRONICS (PVT.) LIMITED



EXECUTIVE SUMMARY

Part I & II

General Information

G.P. Tronics (Pvt.) Limited is situated at Y 17, Block EP, Sector V, Salt Lake, Kolkata 700091, The structure is G + 5 & built up area is 3109.24 Sq.mtr, in total 1017.5 sq mtrs (0.2514 acres) of land.

In the Ground floor .there is Fire water pump room, transformer room, HT panel room, LT Panel room, a big hall having a ceiling height of twenty feet or more for manufacturing of Solar UPS and Inverter which is the nature of business of Messrs.G.P.Tronics (Pvt) Ltd.,occupying the ground and fifth floors, and the other floors that is from 1st to 4th is rented to BHARTI AIRTEL LTD.. There is also a mezzanine floor between the ground and 1st floor for the office area of G. P Tronics (Pvt) Ltd.The roof of the building is not accessible as it is covered with the solar panels of G.P.Tronics (Pvt) Ltd. The DG Set is placed outside the building in the back side.

Building Plan was sanctioned in 2005.

There is no refuge area and the height of the building is 18.9 meters

There are two stair cases & two Lifts of 8 Person and 13 persons carrying capacity. Form C is not available.

There is no central AC system in the building.

NOC from WBF&Es is available and valid till 30.10.2013

Estimated Occupancy Load as on audit date was found as

Existing -- 292 persons
Floating -- 20 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two nos Staircases available. **There are two nos.Lifts available.**

Evacuation Drill and mock drill has been conducted by Airtel but not by G.P.Tronics (Pvt) Ltd...

There are a few Signage's' available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is wet riser, smoke detectors& portable fire extinguishers.

Wet riser

There is an Under- ground fire tank of approx. 1,02,000 ltr capacity. There is a main pump of 50HP a stand by main pump of 50HP & a jockey pump of 15 HP capacities for building the pressure in the pipe line.

Smoke detectors are already installed in all the floors. There are no sprinklers in the building.

Alternate source of water is the Water body approx 300 mtr away

Buildings is equipped with Fire detection system like smoke detectors

Total 89 Nos Portable fire extinguishers are found deployed throughout the building.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustibile material is stored in the premises, near the Electrical installation

There is DG of 200 KVA at the ground floor as an alternate source of supply

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	Y-17, Block EP	
2.	Premises Name (if any):	G. P. Tronics (Pvt) Limited	
3.	Name of the owner /occupier/lessee	G.P. Tronics (Pvt) Limited Mr. S. K. Roychoudhury (MD)	
4.	Permanent Address	Y-17,Block EP, Sector V, Salt Lake, Kolkata – 700091.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. T. K. Ganguly	
7.	Phone No of Contact Person	98301 54414	
8.	E-mail	tkganguly@gptronics.com	
9.	Purpose of the Land Use Ground floor, Mezanine and 5 th floor – Occupied by G. P. Tronics engaged in the manufacture of Solar UPS and Inverters 1 st floor to 4 th floor – Occupied by Bharti Airtel Limited	Principal Use	Residential
		Mixed Use✓	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial✓
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	1017.5 sq mtrs (0.2514 acres)	
11.	Build up area(as informed to the Auditor)	3109.24 sq mtrs	
12.	No of Floors	G + 5	
13.	Date of Sanction of Building Plan	Date:25.5.2005 vide sanctioned drawing no V/BM/183R4(2/4)	
14.	Whether P.O.C/OC received from local body?	Yes	OC Issuing Authority Bidhan Nagar Municipality & NDITA both Dated:1.11.2000 vide memo no.4390(3)BM(P) for Ground,1st and 2 nd floor from Bidhannagar Municipality and 23.3.2010 vide memo no: 386(3)/NDITA/W-52/08 for 3 rd to 6 th floors from NDITA
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Visual Securas	
16.	No of Security Personnel engaged	4 persons round the clock	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	

19	Whether Metal detectors are used at the entry point	No
20	Whether Monitoring System through Close circuit TV available	No
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	Nil
22	No of Vehicles for which parking space is available in the premises	Two
23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA garbage clearing system
26	Drainage System	Through NDITA drainage system
27	Maintenance of Road	Own and condition of road found satisfactory
TELEPHONE TOWER		Yes
28	No of Towers	One
29	Statutory Clearance from AAI	No Not available
30	Any Other Clearance	Not available

PART - II

31	Occupancy load		(Attach floor wise details separately if required)						
	Existing		G	1	2	3	4	5	Total
	a)Regular		20	65	65	65	65	12	292
	b)Floating		20						
32	Basement		Nil						
	a)	If basement extends beyond building profile	Not applicable						
	b)	Use of the basement	Parking	Storage (Combustible/noncombustible)				Not applicable	
	c)	Is it being sprinkle red?	Not applicable						
	d)	Whether any cubicles present in the basement?	Not applicable						
		If yes, their use to be specified	Not applicable						
	f)	Whether fire zones are defined?	Not applicable						
		If yes, please provide details	Not applicable						

Part- III

Provisions of means of escape

33	Number of staircases --→ Two			
	Stairs Number		#1	#2
	a)	Width of flight	1400 mm	1420 mm
	b)	Tread width	270 mm	260 mm
	c)	Riser Height	170 mm	180 mm
	d)	Finish	Marble	Marble
	e)	Width of stair door (FCD)(glass door not FCD)	1010 mm	1010 mm
	f)	Height of stair head room	4572 mm	4572 mm
	g)	Height of stair handrail	900 mm	900 mm
	h)	Area & location & profile of Fire Refuge Area	No refuge area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed→ Two			
	Lift-Numbers		#1	#2
	a)	Type of door	Metallic sliding	Metallic sliding
	b)	Fire resistance rating	2 hours	2 hours
	c)	Area of lift car	1510 x 1510 mm	1220 x 1240 mm
	d)	Capacity (no of persons)	13	8
	e)	Capacity(in kg)	884	544
	f)	Company	Lift Engineering Services Pvt. Ltd.,	Lift Engg. Services Pvt.Ltd.,
	g)	Is communication system, installed in the lift car?	No	No
	h)	Is a fireman's switch being installed in the car?	No	No
	i)	Pressurization of lift	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	No	
35	Presence of proper signage in all the exit route		Yes, (Signage's are found only on 1 st to 4 th floor, but nil on ground and 5 th floor)	
36	Is it posted with illuminated signage?		Yes	

37	Whether it is landing to fire assembly point?	No
38	Any form of Public address system available?	No
39	Width form of internal road within the Premises?	3200 mm
40	Width of the Entry / exit of Gate	Two gates of 3150 mm each
41	Height of the Entry / exit of Gate	Open to Sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G 1,02,000 ltrs O/H 3 x 10,000 ltrs; 1 x 5000 ltrs = 35,000 ltrs
	a)	If yes, specify the distance from the building	Less than 2 meters	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	Could not be checked as provisional NOC is not found	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building approx 400 meters
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Waterbody
44	Are internal hydrants being provided ?		Yes	Single or twin outlets.
	If so, please indicate no of hydrants in each floor		Single	
45	Are first aid hose reels being provided? If so please indicate		Yes	No of hose reels on each floor : One
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: 25 mm and 30 meters long
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: Canvas Size of hose: 63 mm Length of hose: 15 mtrs
	a)	Total no of hoses provided near each hydrant	Two	
46	Have wet risers/dry risers been provided?		Yes, Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		One and 150 mm dia	

47	Has any down comer been provided? If so, please give details		No		
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes		
	a)	Number of pumps	1 main pump 50 HP, 1 stand by 50 HP 1 jockey 15 HP		
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: 150 mm Delivery: 150 mm Output of each pump: Main 87 cu mtr/hr Jockey – 5 ltr/sec Max head against which the pump can operate at the output mentioned in: 85 mtr		
	e)	Is the pump automatic in action?	No		
	f)	Is the water pressure sufficient at max distance from the pump?	No, Pressure at top floor found 1.5 kg/sq cm		
48.	Sprinkler system				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Only smoke detectors , no sprinklers are found		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes		
50	Alarm receiving system		Yes		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity 29.10.13		Yes <		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air –conditioned, please indicate,		No		
	a)	Material used for construction of ducts and its fittings	Not applicable		
	b)	Type of tinning used for ducts	Not applicable		
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d)	How the lagging is secured?	Not applicable		
	e)	If false ceiling is there?	Not applicable		
	f)	Material used for false ceiling	Not applicable		
	g)	Is a separate AHU being provided in each floor	Not applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
60	Is there any standby source of electric supply being provided?		Yes	DG 200 KVA Capacity	UPS Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump✓ ■ Emergency Light✓ ■ Lift ■ Partly to Office✓ ■ Others	
61	Location of switch- gears and transformers		Inside building		
62	a)	Transformer capacity	500 KVA		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	By 6 inches brick wall		
	c)	If outside, how far is it from the building?	Not applicable		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Only fire extinguishers		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible. fire resisting material?		The passes were sealed		

65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No	
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
67	Whether natural ventilation is relied upon? If so, give details.	Yes, windows are provided with cross ventilation	
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
69	Whether mechanical ventilation is being coupled with automatic detection system?	No	
70	Whether the refuge area is being provided?	No	On which floor: Not applicable Area of Fire Refuge Area: Width of Fire Refuge Area:
71	Storage of combustibles materials near electrical equipment/fuse units.	No	
72	RCCBs available??	No	
73	Master switch in warehouses	Not applicable	
74	Proper cable joint procedures as per manufacturer	Yes	
75	Earthing Pit Tested??	No	
76	Use of MCB??	Yes	
77	Bypassing of protection devices	No	
78	Deteriorated insulation	No	
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes	
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes	
81	Tracking possibility	No	
82	Unused opening in the panels, etc.	No	
83	Possibility of ground fault/short circuit	No	
84	Mechanical protection to cables	Yes	
85	Loose terminations due to improper supports, crimping	None found	
86	Improper gland installation, wrong lug size	Not found	
87	Over-rated uses, wrongly set protection relays, etc.	Not found	

88	Switch yard and sub station	Yes
89	DG operation and maintenance	Yes done by Bharti Airtel
90	Reliability of the fire hydrant system	Yes
91	Emergency preparedness and response	Yes
92	Availability of Evacuation plan	Found in Airtel's office
93	Mock drill conducted??	Yes, report enclosed
94	Awareness of the people??	Yes
95	Sample basis validation of smoke detection system??	Yes
96	Condition of Lightening Arrestor	Satisfactory, but continuity test not done
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	Yes, Shri Robin Polley
99	Approval of receiving station, substation and DG	Not available
100	Storage if hazardous material, chemicals?	Nor found
101	Use of signage?	Found in Bharti Airtel Ltd but not found in staircases and G.P.Trronics (Pvt) Ltd
102	Hydrants clear, access to public thorough fare open	Blocked in the 4 th and 5 th floor staircase
103	Flame & work permits (as applicable)	No
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Not found
107	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation given in the observation column
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not applicable	
	Is Trade License available??	Applied for renewal on 17.4.2012, copy of renewal attached	
110	Name of the Insurance Company	National Insurance policy no 101800/11/12/3300000429 for the period 20.11.12 to 19.11.13	
111	Remarks (if any) The building was found more or less satisfactory and some points were found as listed below: 1. Fire pump is not connected in auto mode 2. The pressure in the top floor is found 1.5 kg/sq cm which is not sufficient. At least 3.0 kg/sqcm should be maintained at top floor 3. No nozzles are found in the hose boxes due to theft. 4. No air release valve is fitted to the riser 5. The lifts are not provided with firemans switch 6. Signages are not found in common places like staircases and lifts 7. The roof of the building is not assessable and is covered with solar pane		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	The fire pump is not connected in auto mode	To be connected in auto mode with a pressure setting of at least 5.0 kg/sqcm
2	No air release valve is found fitted to the riser 	Air release valve is a must in the hydrant line and to be fitted immediately
3	Hose pipe found blocked in the fire exit Staircase	To be cleared immediately
4	Hose nozzles are not found in the hose boxes	Suitable arrangement to be made to check theft and nozzles to be kept in hose boxes
5	Lift room panels found open and is used as restroom. Also no Fire extinguishers are found there	Panels to be checked and closed, fire extinguishers to be kept and room to be kept locked
6	No rubber matt found in LT panel room and also there are many open cables	Rubber matt to be provided and cables to be properly dressed and taped as required
7	No sand bucket found in Transformer room, no rubber matt found and no buckles relay found	Same to be provided as possible
8	Escape route is found blocked	The stair should be clear and free from any obstacles

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

ONTRACK SYSTEMS LIMITED



EXECUTIVE SUMMARY

Part I & II

General Information

Ontrack Systems Limited is situated at Y – 18, Block EP, Sector V, Salt Lake, Kolkata 700091, The structure is G + 2 & built up area is not available , in total 1017.38 sq meters of land.

In the Ground floor .there is the office of Ontrack Systems Limited, the reception and the meter room. There is no underground tank for fire only but a small UG tank for domestic purpose. The DG set is situated on the backside of the building and is surrounded by 3.5 meter road. The parking space is in the front side. The 1st floor is also office of the same organization and the 2nd floor is there is a Educational Institute conducting BCA and BBA courses belonging to the same organization in the name First Job College.

The sanction of Building Plan was not available.

There are two stair cases & no Lifts.

There is no central AC system in the building.

NOC from WBF&Es is also not available

Occupancy Load as on audit date was found as

Existing -- 94 persons

Floating -- 12 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two nos Staircases available. **There no lifts available.**

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is smoke detectors & portable fire extinguishers.

Wet riser

There is an Under- ground fire tank of approx. 6000 ltr capacity (approx. as measured from outside) not for fire, and two overhead tanks of 1000 ltrs each. There are no wet riser, dry riser or down comer provided in the building.

No Sprinkler system is available. Smoke detectors are already installed in all the floors, but are found not working.

Alternate source of water is the Water body approx 400 mtr away

Buildings is equipped with Fire detection system like smoke detectors(except the 2nd floor), but found not working. The alarm receiving system is also found switched off.

Total 2 Nos new and 4 nos old Portable fire extinguishers found deployed throughout the building.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation but a hall in the 2nd floor is found to be stacked with a heavy load of old papers.

There is DG of 180 KVA at the ground floor as an alternate source of supply

PART VI

OTHER INFORMATION

A case of fire had occurred in October 2012 due to overload of electricity and fire brigades had been deployed.

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	Y – 18, Block EP	
2.	Premises Name (if any):	Ontrack Systems Limited	
3.	Name of the owner /occupier/lessee	Ontrack Systems Limited	
4.	Permanent Address	Y-18,Block EP, Sector V, Salt Lake, Kolkata - 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Sujoy Majumdar	
7.	Phone No of Contact Person	98309 70029	
8.	E-mail	sujoy@ontrackindia.com	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational✓
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	1017.38 sq mtr ; 0.2514 acres	
11.	Build up area(as informed to the Auditor)	Not available	
12.	No of Floors	G + 2	
13.	Date of Sanction of Building Plan	Date:	
14.	Whether P.O.C/OC received from local body?	Yes/No	OC Issuing Authority Bidhan Nagar Municipality/ NDITA Dated:Not available
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Kolkata Response Group	
16.	No of Security Personnel engaged	4 persons round the clock	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	

19	Whether Metal detectors are used at the entry point	No
20	Whether Monitoring System through Close circuit TV available	No
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	One
22	No of Vehicles for which parking space is available in the premises	10
23	Whether parking space available for visitors within the premises	Yes, about 6 nos
24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA garbage clearing system
26	Drainage System	Through NDITA D drainage system
27	Maintenance of Road	Own, and the condition is found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	No
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load	(Based on Estimate)			
	Existing	G	1	2	Total
	a)Regular	42	37	15	94
	b)Floating	12			
32	Basement	Nil			
	a) If basement extends beyond building profile	Not applicable			
	b) Use of the basement	Not applicable			
	c) Is it being sprinkle red?				
	d) Whether any cubicles present in the basement?	Not applicable			
	If yes, their use to be specified	Not applicable			
	f) Whether fire zones are defined?	Not applicable			
	If yes, please provide details	Not applicable			

Part- III

Provisions of means of escape

33	Number of staircases --→ Two			
	Stairs Number		#1	#2
	a)	Width of flight	1450 mm	1420 mm
	b)	Tread width	290 mm	290 mm
	c)	Riser Height	150 mm	150 mm
	d)	Finish	Marble	Marble
	e)	Width of stair door (FCD)(not FCD)	1035(glass)	1050(wooden)
	f)	Height of stair head room	3048 mm	3048 mm
	g)	Height of stair handrail	900 mm	910 mm
	h)	Area & location & profile of Fire Refuge Area	No refuge area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed→ Nil			
	Lift-Numbers			
	a)	Type of door	Not applicable	
	b)	Fire resistance rating	Not applicable	
	c)	Area of lift car	Not applicable	
	d)	Capacity (no of persons)	Not applicable	
	e)	Capacity(in kg)	Not applicable	
	f)	Company	Not applicable	
	g)	Is communication system, installed in the lift car?	Not applicable	
	h)	Is a fireman's switch being installed in the car?	Not applicable	
	i)	Pressurization of lift	Not applicable	
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable	
35	Presence of proper signage in all the exit route		No	
36	Is it posted with illuminated signage?		No	
37	Whether it is landing to fire assembly point?		No	
38	Any form of Public address system available?		No	
39	Width form of internal road within the Premises?		3500 mm	
40	Width of the Entry / exit of Gate		Two gates each 3650 mm	
41	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes/No	U/G 6000 litres(approx as measured from outside) O/H 2 x 1000 litres
	a)	If yes, specify the distance from the building	About 4 meters	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Not available	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building approx. 400 meters
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Waterbody
44	Are internal hydrants being provided ?		No	
	If so, please indicate no of hydrants in each floor		Not applicable	
45	Are first aid hose reels being provided? If so please indicate		No	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?		
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable	
45	Are fire hoses being provided near each hydrant? If so, please indicate		No	
	a)	Total no of hoses provided near each hydrant	Not applicable	
46	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each		Not applicable	
47	Has any down comer been provided? If so, please give details		No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No	
	a)	Number of pumps	NIL	
	b)	Size of suction and delivery connection to each pump/Output/Head	Not applicable	
	e)	Is the pump automatic in action?	Not applicable	
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable	
48.	Sprinkler system		No	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes	
	a)	Type of detectors used	Smoke detectors (found not working)	

49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	No		
50	Alarm receiving system	Yes,(found switched off)		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity 2 nos are new, rest four are expired and no validity found	Yes Yes	Number of FE Type/ Capacity Co2 – 4.5 kgs – 2 nos(valid) Co2 – 2 kgs – 2 nos (expired) DCP- 5 kgs – 2 nos (expired)	6 nos
52	Location and population of the FEs adequate	No		
53	Are Emergency Fire Alarm being provided in each floor ?	No	No. of Fire Alarm:Not applicable Location of Fire Alarm: Not applicable	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No		
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available		
58	Status of NOC from WBF&ES	Not available		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air -conditioned, please indicate,	No	
	a) Material used for construction of ducts and its fittings	Not applicable	
	b) Type of tinning used for ducts	Not applicable	
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable	
	d) How the lagging is secured?	Not applicable	
	e) If false ceiling is there?	Not applicable	
	f) Material used for false ceiling	Not applicable	
	g) Is a separate AHU being provided in each floor	Nor applicable	
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j) Will fire dampers be provided in AC duct?	Not applicable	

60	Is there any standby source of electric supply being provided?		Yes	DG 180 KVA Capacity	UPS Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump ■ Emergency Light✓ ■ Lift ■ Partly to Office✓ ■ Others✓	
61	Location of switch- gears and transformers		Nil		
62	a)	Transformer capacity	Not applicable		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable		
	c)	If outside, how far is it from the building?	Not applicable		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Not applicable		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		No passes found, concealed wiring		
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No		
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		
67	Whether natural ventilation is relied upon? If so, give details.		Yes, windows are provided with cross ventilation		
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No		
69	Whether mechanical ventilation is being coupled with automatic detection system?		Not applicable		
70	Whether the refuge area is being provided?		No		
71	Storage of combustibles materials near electrical equipment/fuse units.		No		
72	RCCBs available??		No		
73	Master switch in warehouses		No warehouse found		
74	Proper cable joint procedures as per manufacturer		Yes		
75	Earthing Pit Tested??		No		
76	Use of MCB??		Yes		
77	Bypassing of protection devices		No		
78	Deteriorated insulation		No		
79	Selection, deployment of PFFs (Portable Fire Extinguishers)		Very few and nil on 2 nd floor		
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)		Not applicable		

81	Tracking possibility	No
82	Unused opening in the panels, etc.	Many and loose wires found
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	No
85	Loose terminations due to improper supports, crimping	Yes
86	Improper gland installation, wrong lug size	Yes in the meter room
87	Over-rated uses, wrongly set protection relays, etc.	No
88	Switch yard and sub station	Not applicable
89	DG operation and maintenance	Yes maintained by ISP
90	Reliability of the fire hydrant system	Not applicable
91	Emergency preparedness and response	Nil
92	Availability of Evacuation plan	No
93	Mock drill conducted??	No
94	Awareness of the people??	Nil
95	Sample basis validation of smoke detection system??	No
96	Condition of Lightning Arrestor	No lightning arrestor found
97	Periodic test of UPS system (as applicable)	No
98	Handling of electrical work by competent electrician	Out sourced licensed electrician approved by WBSEB
99	Approval of receiving station, substation and DG	Not available
100	Storage if hazardous material, chemicals?	No
101	Use of signage?	No
102	Hydrants clear, access to public thorough fare open	Not applicable
103	Flame & work permits (as applicable)	No
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	No
107	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes/No	■ Deviation Not available
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not applicable	
	Is Trade License available??	Yes, C-AF 0413703 dated 21.10.12 for year 2012-2013(from Kolkata Municipal Corpn)	
110	Name of the Insurance Company	National Insurance	
111	Remarks (if any) 1. Date of sanction of building plan is not available 2. Built up area is not available 3. CC from Bidhannagar Municipality is not available 4. NOC from WBF&ES is not available 5. Mock drill is not conducted 6. Evacuation drill is not conducted 7. Control panel is found switched off 8. Smoke detectors found not working 9. No FCDs are provided in the fire exit staircase 10. No signage's and assembly point found in any area of the building 11. No public address system found 12. MCPs or any other fire alarms are not found 13. Approval for DG operation is not available 14. In spite of fire in October 2012 from short circuit of electricity no ELCB or RCCB are found in the building 15. Earth pit is not tested 16. No lightning arrestor is found 17. Fire extinguishers are extremely inadequate, absent in 2nd floor and expired 18. Mechanical protection to cables not found in AC cables in the backside of the building		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	A fire had occurred in October 2012 due to short-circuit or overload, but still a number id loose wires and unprotected cables are found 	Total electrical connections to be checked and rectified as required. ELCBs and RCCBs to b installed as required
2.	The meter room has many open wires, improper glanding and bad house keeping	To be rectified as required
3.	Exit door not clear in the fire exit route	Same to be kept clear
4.	Fire detection control panel found switched off	Same to be switched on for 24 hours a day
5	Drum filled with diesel found in the base of stair case	To be removed immediately and never to be kept in any part inside the building
6.	In the previous fire site RCCBs not found installed	RCCBs to be installed in all the floors DB boxes as incident of fire had occurred 4 months back
7	No ventilation or Exhaust fan found in UPS room. More over the AC is also found not Working	Ventilation and exhaust to be provided
8	A huge stock of old papers found in unused hall in 2 nd floor raising a huge potential to fire	Must be removed immediately
9.	Fire extinguishers are extremely in adequate, and not found in 2 nd floor and also not refilled	To be refilled and additional numbers to be provided in all vulnerable places
10	No lightning arrestor found and also the earth pit is not tested	Same to be provided and tested

11.	Mock drill and evacuation drill not done found. Evacuation plan is also not available	Both drills to be done periodically and evacuation plan to be made and displayed in all floors
12.	NOC from WBF&ES is not available	Same to be made available
13	Built up area, Building plan sanction date and CC is not available	Same are to be made available
14.	No public address system is found	Same to be provided
15	No mechanical protection to cables for ACs are found.	MS pipes to be provided

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

KRIPA BHAWAN



EXECUTIVE SUMMARY

Part I & II

General Information

KRIPA BHAWAN is situated at EP-Y / 20, Sector V, Salt Lake, Kolkata-700091 since long. The building structure is G+2. The total land area is 0.2514 Acre and built up area is 7800 sq. Swamina International Pvt. Ltd. (SIPL), the owner of the House, is situated at the ground floor part and 1ST floor. Rest of the building is rented out to other companies as stated below:-

Floor	Company	Establishment	O. L. Existing	O.L. Floating
Gr.	Syndicate Bank	Office	18	10
	SIPL	Office		
1 ST	SIPL	IT Business Power Sector Erection Service	12	0
2 ND	Eteam Infocom India Pvt. Ltd.	IT Business	30	5
Total			60	15

WBFES Final N.O.C. is not available. Provisional N.O.C. received on 19.09.1998.

Building Plan approval is available. Revised date is 04.10.2012.

Occupational Certificate is not available.

Trade License is not available. Application was sent on 05.12.2012 for 2012-2013.

Occupancy Load (Existing & Floating) are estimated as 60 and 15 respectively.

Centralized HVAC system is not installed in the building.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is only 1 staircase. There is no Signage available in the EXIT Route and floor identification is also not available. There are total two gates and both are operational.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes Portable Fire extinguishers. The tenants are having their Own fleet of Fire extinguishers, Smoke detector & Fire alarm.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found. Earth Pit is found to be tested without having any record. Generally no combustible material is stored in the premises but huge old documents have been stored here and there without deployment of proper FE in the nearby area.

PART VI

OTHER INFORMATION

Nil

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART - I

General Information

1.	Plot No/Premises No:	EP / Y-20	
2.	Premises Name (if any):	KripaBhawan	
3.	Name of the owner /occupier/lessee	Swamina International Pvt. Ltd.	
4.	Permanent Address	EP / Y-20 ,Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Subl ease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. ManabChakraborty	
7.	Phone No of Contact Person	9433004492	
8.	E-mail	Swaminainternational@gmail.com	
9.	Purpose of the Land Use	Principal Use	IT/ITES
		Mixed Use	Power Sector Erection Service
10.	Plot Area(as informed to the Auditor)	0.2514 Acre	
11.	Build up area(as informed to the Auditor)	7800 sq.mtr.	
12.	No of Floors	G+2	
13.	Date of Sanction of Building Plan	Date:04.10.2012 (Revised).	
14.	Whether P.O.C/OC received from local body?	No	OC Issuing Authority Not available.
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Own arrangement	
16.	No of Security Personnel engaged	1 + 1 / 24 Hours. Tenants have their own set of securities .	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	No	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	Banks have their own arrangement.
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	3	
22.	No of Vehicles for which parking	5(Approx.)	

	space is available in the premises	
23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Outside the building
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA Garbage clearing system
26	Drainage System	NDITA
27	Maintenance of Road	Internal Road is maintained by the owner.
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	No
30	Any Other Clearance	No

PART - II

31	Occupancy load	(As informed to Auditor).			
	Existing	G	1	2	Total
	a)Regular	18	12	30	60
	b)Floating	10	0	5	15
32	Basement	NIL			

Part- III

Provisions of means of escape

33	Number of staircases → 1 No		
	Stairs Number		#1
	a)	Width of flight (mm)	1240
	b)	Tread width(mm)	208
	c)	Riser Height(mm)	160
	d)	Finish	Marble
	e)	Width of stair door (FCD)	No
	f)	Height of stair handrail(mm)	960
	g)	Height of stair head room(ft)	12
	h)	Area & location & profile of Fire Refuge Area	No
	i)	Width and type of door leading to Fire refugee area	No
	J)	Pressurization of staircase	No
	k)	Segregation of staircase	Yes
34	Number of Lifts installed		No
	Lift-Numbers		Not applicable
35	Presence of proper signage in all the exit route		Yes
36	Is it posted with illuminated signage?		Yes
37	Whether it is landing to fire assembly point?		No

38	Any form of Public address system available?	No
39	Width form of internal road within the Premises ?	4050 mm(2 Nos.)
40	Width of the Entry / exit of Gate	4020 mm(2 Nos.)
41	Height of the Entry / exit of Gate	Open to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)	Yes	U/G→No O/H→No
	a) If yes, specify the distance from the building	Not applicable	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	Not applicable	
	c) Specify the condition of the reservoir	Not applicable	
43	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building→ 800 Mtr
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir→ Water Body
44	Are internal hydrants being provided ?	No	N.A.
	If so, please indicate no of hydrants in each floor	No	
45	Are first aid hose reels being provided ? If so please indicate	No	No of hose reels on each floor:N.A
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	No	Bore and length of hose reel tubing on each reel:N.A.
	b) Size (bore) and type of nozzle fitted to each hose reel	N.A.	
46	Are fire hoses being provided near each hydrant? If so, please indicate	N.A.	Type of hose: N.A Size of hose: N.A. Length of hose:N.A.
	a) Total no of hoses provided near each hydrant	Not applicable	
47	Have wet risers/dry risers been provided?	No	
	If yes, please indicate the number of risers and internal diameter of each	Not applicable	
48	Has any down comer been provided? If so, please give details	No.	

49	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No	
	a)	Number of pumps	No	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction : N.A. Discharge : N.A. Power – Main: N.A. Power Jockey:N.A. Head : N.A.	
	e)	Is the pump automatic in action?	Not applicable	
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable	
50	Sprinkler system		No	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No.	
	a)	Type of detectors used	No. Tenant have their own arrangement for Smoke Detector.	
51	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No	
52	Alarm receiving system		At Ground Floor for Bank	
53	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes	Number of FE Type/ Capacity
			Yes	CO2 (9KG) G. Fl. 1
				CO2 (5KG) G. Fl. 1
			Next	CO2 (4.5KG) G. Fl. 1
			refill	CO2 (2.5KG) G. Fl. 1
			is	ABC (6KG)G. Fl. 2
			due	ABC (6KG) 1 ST Fl. 1
			on	DCP (5 Kg) 2 ND Fl. 1
			Jan'	DCP (6KG) 2 ND Fl. 1
			201	CO2 (4.5KG) 2 ND Fl. 1
			8	
54	Location and population of the FEs adequate		Yes except 1 ST Floor.	
55	Are Emergency Fire Alarm being provided in each floor ?		No	FA is available at Ground Floor for Bank only.
56	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		No	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Not done	
58	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES		Not available	

59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
60	Status of NOC from WBF&ES	Provisional N.O.C. vide Memo No. WBFS/-/Cal-B/34/98 Dated 19.09.1998 is available. Final N.O.C. and Current document is not available. Copy is attached.

Part-V

Electrical, Cables and Ventilation

61	If the building is Centrally air – conditioned, please indicate,		No.		
62	Is there any standby source of electric supply being provided?		No	DG Capacity N.A.	UPS Capacity N.A.
63	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups.-N.A	
64	Location of switch- gears and transformers		N.A.		
65	a)	Transformer capacity	No		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	N.A.		
	c)	If outside, how far is it from the building?	N.A.		
66	What precautions is taken to prevent a possible fire in the transformers from spreading?		N.A.		
67	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Concealed		
68	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Not installed		
69	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		
70	Whether natural ventilation is relied upon? If so, give details.		Yes		
71	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No such plan		

72	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
73	Whether the refuge area is being provided?	No
74	Storage of combustibles materials near electrical equipment/fuse units.	No
75	RCCBs available??	Not found installed
76	Master switch in warehouses	Not applicable
77	Proper cable joint procedures as per manufacturer	Yes
78	Earthing Pit Tested??	Tested but no such record is found
79	Use of MCB??	Yes
80	Bypassing of protection devices	No such incidence found
81	Deteriorated insulation	No such incidence found
82	Selection, deployment of PFFs (Portable Fire Extinguishers)	Own Arrangement. Tenants have their own arrangement.
83	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Concealed.
84	Tracking possibility	No
85	Unused opening in the panels, etc.	No unusual opening is found
86	Possibility of ground fault/short circuit	No such possibility found
87	Mechanical protection to cables	Yes
88	Loose terminations due to improper supports, crimping	No such loose termination found.
89	Improper gland installation, wrong lug size	No improper gland installation found.
90	Over-rated uses, wrongly set protection relays, etc.	Not found
91	Switch yard and sub station	Not applicable
92	DG operation and maintenance	Not applicable
93	Reliability of the fire hydrant system	Not applicable
94	Emergency preparedness and response	Not available
95	Availability of Evacuation plan	No
96	Mock drill conducted??	No
97	Awareness of the people??	Poor
98	Sample basis validation of smoke detection system?	N.A since SD is not available.
99	Condition of Lightning Arrestor	There is1no Lightning arrestor but record of continuity check is not found.
100	Periodic test of UPS system (as applicable)	Individual Tenants have own system.
101	Handling of electrical work by competent electrician	Yes by Electrical Licence Holder.

102	Approval of receiving station, substation and DG	Not applicable
103	Storage of hazardous material, chemicals?	None
104	Use of signage?	Available
105	Hydrants clear, access to public thoroughfare open	Not applicable
106	Flame & work permits (as applicable)	Not applicable
107	Effective internal communication and public address system	Not available
108	Colour coding system of hazardous chemical gas lines etc.	Not applicable
109	Management structure, role of safety officer, fire department etc.	Management Structure is not available.
110	Procedure for incident investigation and control	Not done

PART- VI

Other Information

<u>Check for Deviation</u>			
111	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	Deviation.
112	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
113	Is Trade License available??	No.Application was made on 05.12.12 for 2012-2013. Copy is attached.	
114	Name of the Insurance Company	Not available	
115	Remarks (if any) 1. Condition of Electrical Meter area at ground floor is not in good shape. 2. FE is not deployed at the Electrical Meter area. 3. Population of FE is not found adequate at 1 ST Floor.		

NDITA
OBSERVATIONS tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	Final N.O.C. of WBFES is not available	Final N.O.C. Needs to be obtained.
2	Population of FE at 1 ST Floor. Is not adequate.	More quantity needs to be deployed considering huge volume of old valuable documents.
3	FE IS not available at Electrical Meter Area	Proper FE needs to be deployed.
4	Trained Fire Fighting Person is not available.	Management should arrange trained personnel.
5	Fire Safety Prevention Register is not available.	FPM Register must be made available.

Auditor

Reviewer

Signature & date Inspecting and Reporting Authority With seal

CALYDYNE AUTOMATIC



EXECUTIVE SUMMARY

Part I & II

General Information

CALYDYNE AUTOMATIC a Subsidiary company of **EXIDE INDUSTRIES LTD** is situated at EP Y 21, Sector V Salt Lake City Pin-700091 in 1017.50 sqmtr of land & built up area is approx. 3256 SqMtr.

It is G + 4 storied. The roof top ie 4th floor is being used as office.

Building sanction plan obtained on 12.6.2002 (Ref V/BM/178-R)

Clearance Certificate is not available

NOC from WBF & ES is not available, but fees has been found paid.

Estimated Occupancy Load was found as

	Existing -- 141
Floating -- 30	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two staircases available &.oneno Lifts available in the building.

Evacuation drill/mock drill& evacuation plan records were foundconducted.

There is signage available in the building

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers, wet risers, smoke detectors& MCPs.

Wet Riser

There is an underground tank of 80000 ltr capacity For Fire only. There are twonos pumps housed under the Emergency stairs of the building. Main pump capacity is 45kw & that of Jockey pump is of 7.5kw... There is nostand by pump.

Alternate source of water is the Water body approx800 mtr away from the building.

PAS is not available but emergency alarm is available

Close circuit TV monitoring is not available

Portable fire extinguishers are found deployed at different places of the building.

Intelligent panels is installed at the reception

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB at the distribution board

Generally no combustible material is stored in the premises ,near the Electrical installation

There is no D-G set in the Building as alternate source of power

Transformer & switch gear are inside the building

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GP Y 21	
2.	Premises Name (if any):	None	
3.	Name of the owner /occupier/lessee	Exide Industries Ltd	
4.	Permanent Address	GP Y 21, SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MsSwarnali Banerjee MrSubrata Nag	
7.	Phone No of Contact Person	98300 07238 94330 38701	
8.	E-mail	swarnali@caldyneautomaticl.com nags@caldyneautomaticl.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly✓
			Business
			Mercantile
			Industrial)
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	1017.50 sqmtr	
11.	Build up area(as informed to the Auditor)	3235 sqmtr	
12.	No of Floors	G + 4	
13.	Date of Sanction of Building Plan	12.6.2002 (V/BM/178 R)	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	G4	
16.	No of Security Personnel engaged	5	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	Yes	
20.	Whether Monitoring System through Close circuit TV available	NO	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	1	
22.	No of Vehicles for which parking space is available in the premises	8	
23.	Whether parking space available for visitors within the premises	NO	
24.	Place where excess vehicles (if any) are parked	Outside Road Parking area	

GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA Garbage clearing system
26.	Drainage System	Connected to NDITA Drainage system
27.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	Not applicable
30.	Any Other Clearance	Not applicable

PART - II

31.	Occupancy load		(Based on Estimates)					
	Existing		G	1	2	3	4	Total
	a)Regular		30	20	40	30	21	141
	b)Floating							30
32.	Basement		NIL					
	a)	If basement extends beyond building profile	Not applicable					
	b)	Use of the basement	Not applicable					
	c)	Is it being sprinkled?	Not applicable					
	d)	Whether any cubicles present in the basement?	Not applicable					
		If yes, their use to be specified	Not applicable					
	f)	Whether fire zones are defined?	Not applicable					
		If yes, please provide details	Not applicable					

Part- III

Provisions of means of escape

33.	Number of staircases --→TwoNos		MAIN BUILDING	
	Stairs Number		#1	#2
	a)	Width of flight	1380 mm	1360 mm
	b)	Tread width	270 mm	270 mm
	c)	Riser Height	150 mm	150 mm
	d)	Finish	Marble	Cement
	e)	Width of stair door (FCD)—Ordinary Door	830 mm	1370 mm
	f)	Height of stair head room	15 ft	20 ft
	g)	Height of stair handrail	950 mm	900 mm
	h)	Area & location & profile of Fire Refuge Area	None	
	i)	Width and type of door leading to Fire refuge area	Not applicable	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	

34.	Number of Lifts installed→1 no		
	Lift-Numbers		#1
	a)	Type of door	Collapsible
	b)	Fire resistance rating	NA
	c)	Area of lift car	720 mm X 1120 mm
	d)	Capacity (no of persons)	5
	e)	Capacity(in kg)	340
	f)	Company	LES
	g)	Is communication system, installed in the lift car?	No
	h)	Is a fireman's switch being installed in the car?	NO
	i)	Pressurization of lift	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not Available
35.	Presence of proper signage in all the exit route		YES
36.	Is it posted with illuminated signage ?		YES
37.	Whether it is landing to fire assembly point?		YES
38.	Any form of Public address system available ?		NO
39.			
40.	Width form of internal road within the Premises ?		3000 mm
41.	Width of the Entry / exit of Gate		3110mm
42.	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for fire fighting available ? (at ground level / over head)		Yes	U/G80,000 ltr
	a)	If yes, specify the distance from the building	2Meter approx	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	No recommendation found	
	c)	Specify the condition of the reservoir	Satisfactory	
44.	Is any public or other water storage facility available nearby ?		Yes	■specify the distance from the building ---- 8000 Mtr
	a)	Is it readily accessible ?	Yes	■condition and type of the reservoir—Water body
45.	Are internal hydrants being provided ?		Yes	■single_/ outlets
	If so, please indicate no of hydrants in each floor		single	
46.	Are first aid hose reels being provided ? If so please indicate		Yes	■No of hose reels on each floor-----One in each floor

	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes To the riser	■ Bore and length of hose reel tubing on each reel----- 25mm 33Mtr
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, Jet type	
47.	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	■ Type of hose--Canvas ■ Size of hose—mm ■ Length of hose—15 mtr
	a)	Total no of hoses provided near each hydrant	One in hydrant point	
48.	Have wet risers/dry risers been provided?		Yes✓ wet riser	
49.	If yes, please indicate the number of risers and internal diameter of each		One, 150 mm	
50.	Has any down comer been provided? If so, please give details		No	
51.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps	TWO, one main (60 HP), one jockey-10 HP. No stand by pump	
	b)	Size of suction and delivery connection to each pump/Out put/Head	■ Suction:150mm ■ Delivery150mm ■ Output of each pump: 37.33Ltr /sec ■ Max head against which the pump can operate at the output mentioned in 63M	
	c)	Is the pump automatic in action?	Could not be checked as pipe lines are under repair	
	d)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as there was no pressure gauge at the top	
52.	Sprinkler system		NO	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes,	
	a)	Type of detectors used	Addressable Smoke detector	
53.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes	
	a)	Alarm receiving system	Yes	
54.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		■ No ■ YES _____	Number of FE Type/ Capacity All Expired Fire Extinguishers available. These are being refilled or replaced
	Location		Stair case & in the working area ,OFFICES	
55.	Are Emergency Fire Alarm being provided in each floor ?		■ Yes _/	■ No. of Fire Alarm – one in each floor

		■ Location of Fire Alarm—near stair case
56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	NO
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	yes
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
60.	Status of NOC from WBF&ES	No Valid NOC is available

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air -conditioned, please indicate,	■ No Central AC
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
62.	Is there any standby source of electric supply being provided?	No
63.	Is the back supply automatic?	■ No
64.	Location of switch- gears and transformers	iNside the BLD.
	a) Transformer capacity	300 KVA
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	yes
	c) If outside, how far is it from the building?	Not applicable
65.	What precautions is taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers
66.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	yes
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No

68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
69.	Whether natural ventilation is relied upon? If so, give details.	Yes
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
71.	Whether mechanical ventilation is being coupled with automatic detection system?	NA
72.	Whether the refuge area is being provided?	NO
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available??	NO
75.	Master switch in warehouses	NA
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested??	Yes Last done on 8.12.12
78.	Use of MCB??	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
82.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	YES
83.	Tracking possibility	Yes
84.	Unused opening in the panels, etc.	No
85.	Possibility of ground fault/short circuit	No
86.	Mechanical protection to cables	Yes
87.	Loose terminations due to improper supports, crimping	NO
88.	Improper gland installation, wrong lug size	NO
89.	Over-rated uses, wrongly set protection relays, etc.	NO
90.	Earthing layout & it's effectiveness	YES
91.	Switch yard and sub station	Yes
92.	DG operation and maintenance	NA
93.	Reliability of the fire hydrant system	No proper maintenance. Ruptured pipe is under repair
94.	Emergency preparedness and response	NO
95.	Availability of Evacuation plan	YES
96.	Mock drill conducted??	YES
97.	Awareness of the people??	Average
98.	Sample basis validation of smoke detection system??	YES
99.	Storage if hazardous material, chemicals??	NO
100	Use of signage??	YES
101	Hydrants clear, access to public thorough fare open	Yes
102	Flame & work permits (as applicable)	NO
103	Effective internal communication and public address system	NO

104.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
105.	Management structure, role of safety officer, fire department etc.	NO
106.	Procedure for incident investigation and control	NO

PART- VI

Other Information

107.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	■No
108.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
109.	Is Trade License available??	YES
110.	Name of the Insurance Company	NO
111.	Remarks (if any) 30. Wet Riser, is not working 31. There is no sprinkler system 32. FHC Condition at the ground floor is bad 33. There is no Hoses in the FHC 34. There is no pressure gauge at the top of the hydrant 35. Access of fire extinguishers are found blocked 36. One full Diesel Barrel is found kept in the Electrical installation room 37. Hammer is missing in MCP 38. No nozzle found in FHC 39. No rubber mat found in front of Transformer 40. Aisle way is blocked with packing material	

Auditors

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	Wet Riser, is not working	It is under repair for repairing the ruptured pipe. Pipe condition found is bad
2	There is no sprinkler system	Sprinkler system may be provided as an additional safety
3	FHC Condition at the ground floor is bad 	FHC is to be replaced . Hose with nozzle is to be kept
4	There is no Hoses in the FHC 	Hose with nozzle is to be kept
5	There is no pressure gauge at the top of the hydrant 	A pressure gauge is to be provided at the top floor hydrant
6	Access of fire extinguishers are found blocked 	Access is to be kept free always
7	One full Diesel Barrel is found kept in the Electrical installation room	should be removed immediately

		
8	Hammer is missing in MCP 	Hammer is to be provided
9	No nozzle found in FHC 	Nozzle is to be provided
10	No Rubber mat in front of transformer 	Rubber mat is to be provided
11	Side passage is blocked by packing material 	Passage must be kept clear for emergency

Auditors

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

ISHAANI ELECTRONICS PVT. LTD.



EXECUTIVE SUMMARY

Part I & II

General Information

Ishaani Electronics Pvt. Ltd. situated at salt lake City, Sector-V, Pin : 700091, The structure is G + 2& built up area is 19708.12Sq Ft, in total 0.25Acres of land

This property is taken as Sub lease from WEBEL.The name of the contact person is Mr.Dipak Kr. Sen Whose contact no. is 9830310062.This unit is manufacturing of Electrical control panel & Electronics control cards including design & basically used for Steel plant & paper Industries. Control Panel is made at Ground floor & Electronics control card is made at 1st& 2nd floor.

There is no central **AC system** in the building

OC(Occupation Certificate) At present it is not available with them.As they said it may be available with WEBEL.

Last NOC:No NOC from WF& ES available. They are going to apply for.

Occupancy Load was found as

	Existing -- 84
Floating -- 15	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two Staircasesavailable . There is no lift& refuse area as it is not applicable.

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers of 13 nos. & these are of ABC type & expiry dates in the year 2014 & 2015. The smoke detector is not provided in the BLD..

There is no underground water tank. 4000 ltrs. overhead tank available. Alternate source of water is the Water body approx 800 mtr away from the BLD.

PAS is not available,.

Close circuit TV monitoring is available.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is no Stand by DG power supply source. 415 volt ,3-phase power supply taken from WBPDC

There is no Central A.C in the BLD.

PART VI

OTHER INFORMATION

Trade License last valid up to March, 2011. Company has applied for Trade LIC. on 10.09.2011 & not yet received .

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	EP, y-22	
2.	Premises Name (if any):	Ishaani Electronics Pvt. Ltd	
3.	Name of the owner /occupier/lessee	Ishaani Electronics.	
4.	Permanent Address	EP,Y-22 Sector v,Salt Lake City,Pin:700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Sub-Lease hold.	
6.	Name of the Contact Person	Mr.Dipak Kr. Sen	
7.	Phone No of Contact Person	9830310062	
8.	E-mail	ishaani@vsnl.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Manufacturing of Electrical control panel/Electronics card.	Educational✓
			Institutional
			Assembly
			Business
			Mercantile
			Industrial(Printing House)
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.25Acres.	
11.	Build up area(as informed to the Auditor)	19708.12Sq.ft	
12.	No of Floors	G+8	
13.	Date of Sanction of Building Plan	☒ Yes ☒ Date 09.04.96 Ref:V/BM/105(1/2) Bidhan Nagar Municipality	
14.	Whether P.O.C/OC received from local body?	Not Available	OC Issuing Authority Bidhan Nagar Municipality Dated:
15.	Incidence of assessment done	No	
SECURITY SETUP DETAILS			
16.	Name of the SECURITY AGENCY engaged	BiswasSecurity& allied Services.	
17.	No of Security Personnel engaged	9	
18.	Whether Records of Vehicles (No & type entering into the building are kept	NO	
19.	Whether records of Visitors entering into the building are kept	YES	
20.	Whether Metal detectors are used at the entry point	NO	
21.	Whether Monitoring System through Close circuit TV available	YES	

VEHICLES VOLUME		
22.	No of Vehicles Engaged by the Organisation	4
23.	No of Own Vehicles engaged by Employees	Nil
24.	No of Vehicles for which parking space is available in the premises	4
25.	Whether parking space available for visitors within the premises	No
26.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
27.	Garbage Clearing	NDITA Garbage clearing system
28.	Drainage System	Connected to NDITA Drainage system
29.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
30.	No of Towers	Nil
31.	Statutory Clearance from AAI	Not applicable
32.	Any Other Clearance	Not applicable

PART - II

33.	Occupancy load	(Biased on Estimate)										
	Existing	G	1	2	3	4	5	6	7	8	T	
	a)Regular	34	27	23								84
	b)Floating											15
34.	Electrical Load	20KVA										
35.	Basement	NIL										

Part- III

Provisions of means of escape

36.	Number of staircases --→ TWO Nos			
37.	Stairs Number		#1	#2
	a)	Width of flight	1400 mm	950 mm
	b)	Tread width	260 mm	240 mm
	c)	Riser Height	160 mm	180 mm
	d)	Finish	Cemented	cemented
	e)	Width of stair door (FCD)	NIL	NIL
	f)	Height of stair head room	10ft	10ft
	g)	Height of stair handrail	900 mm	920 mm
	h)	Area & location & profile of Fire Refuge Area	NO Refuse Area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	No	

38.	Number of Lifts installed→ Nil			
	Lift-Numbers		#1	#2
	a)	Type of door	Not Applicable	Not Applicable
	b)	Fire resistance rating	Not Applicable	Not Applicable
	c)	Area of lift car	Not Applicable	Not Applicable
	d)	Capacity (no of persons)	Not Applicable	Not Applicable
	e)	Capacity(in kg)	Not Applicable	Not Applicable
	f)	Company	Not Applicable	Not Applicable
	g)	Is communication system, installed in the lift car?	Not Applicable	
	h)	Is a fireman's switch being installed in the car?	Not Applicable	
	i)	Pressurization of lift	Not Applicable	
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not Applicable	
39.	Presence of proper signage in all the exit route		No	
40.	Is it posted with illuminated signage ?		No	
41.	Whether it is landing to fire assembly point?		No	
42.	Any form of Public address system available ?		Yes	
43.				
44.	Width form of internal road within the Premises ?		4Mtrs.	
45.	Width of the Entry / exit of Gate		3MTRs	
46.	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

47.	Is any water reservoir for firefighting available ? (at ground level / overhead)		■ No	U/G Nil O/H 2000 ltr
	a)	If yes, specify the distance from the building	NA	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	None	
	c)	Specify the condition of the reservoir	NA	
48.	Is any public or other water storage facility available nearby ?		Yes	■ specify the distance from the building ----800 Mtr
	a)	Is it readily accessible ?	Yes	■ condition and type of the reservoir—Water body
49.	Are internal hydrants being provided ?		■ Yes	■ single or twin outlets.----- NA
	If so, please indicate no of hydrants in each floor		Not applicable	

50.	Are first aid hose reels being provided ? If so please indicate		■Yes	■No of hose reels on each floor-----NA	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	■Yes	■Bore and length of hose reel tubing on each reel--- -- NA	
	b)	Size (bore) and type of nozzle fitted to each hose reel	NA		
51.	Are fire hoses being provided near each hydrant? If so, please indicate		No	■Type of hose-- ■Size of hose— ■Length of hose—	
	a)	Total no of hoses provided near each hydrant	NA		
52.	Have wet risers/dry risers been provided?		NO		
53.	If yes, please indicate the number of risers and internal diameter of each		NIL		
54.	Has any down comer been provided? If so, please give details		No		
55.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		NO		
	a)	Number of pumps	NIL		
	b)	Size of suction and delivery connection to each pump/Output/Head	■Suction■Delivery: ■Output of each pump: ■Max head against which the pump can operate at the output mentioned in—		
	e)	Is the pump automatic in action?	NA		
	f)	Is the water pressure sufficient at max distance from the pump?	NA		
56. .	Sprinkler system		NIL		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		NO		
	a)	Type of detectors used	NIL		
57.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		NO		
	a)	Alarm receiving system	Nil		
58.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		■Yes ■Yes 2014 & 2015	Number of FE Type/ Capacity ABC(5 Kg) ABC (2 Kg)	12 9 3
59.	Location		Stair case & in the working area .		
60.	Are Emergency Fire Alarm being provided in each floor ?		■No	■No. of Fire Alarm – ■Location of Fire Alarm—	
61.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		No		

62.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No
63.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
64.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
65.	Status of NOC from WBF&ES	No NOC from WBF &ES found

Part-V

Electrical, Cables and Ventilation

66.	If the building is Centrally air -conditioned, please indicate,		No Central AC	
	a)	Material used for construction of ducts and its fittings	Not applicable	
	b)	Type of tinning used for ducts	Not applicable	
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable	
	d)	How the lagging is secured?	Not applicable	
	e)	If false ceiling is there?	Not applicable	
	f)	Material used for false ceiling	Not applicable	
	g)	Is a separate AHU being provided in each floor	Not applicable	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
67.	Is there any standby source of electric supply being provided?		No	Capacity
	Is the back supply automatic?		☐ Yes ☐ No NA	UPS Specify the functions that can be maintained simultaneously by such back ups ☐ Fire Pump ☐ Emergency Light ☐ Lift
68.	Location of switch- gears and transformers		415volt supply is at front of the BLD	
69.	a)	Transformer capacity	NIL	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	NA	
	c)	If outside, how far is it from the building?	NA	
70.	What precautions is taken to prevent a possible fire in the transformers from spreading?		NA	
71.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed		NA	

	/plugged with non-combustible, fire resisting material?	
72.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO
73.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
74.	Whether natural ventilation is relied upon? If so, give details.	Yes
75.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
76.	Whether mechanical ventilation is being coupled with automatic detection system?	NO
77.	Whether the refuge area is being provided?	No
78.	Storage of combustibles materials near electrical equipment/fuse units.	NO
79.	RCCBs available??	No
80.	Master switch in warehouses	NO
81.	Proper cable joint procedures as per manufacturer	Yes
82.	Earthing Pit Tested??	Records are not available
83.	Use of MCB??	Yes
84.	Bypassing of protection devices	NO
85.	Deteriorated insulation	NO
86.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
87.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NA
88.	Tracking possibility	Yes
89.	Unused opening in the panels, etc.	No
90.	Possibility of ground fault/short circuit	No
91.	Mechanical protection to cables	Yes
92.	Loose terminations due to improper supports, crimping	NO
93.	Improper gland installation, wrong lug size	NO
94.	Over-rated uses, wrongly set protection relays, etc.	NO
95.	Earthing layout & it's effectiveness	No earthing lay-out found
96.	Switch yard and sub station	No
97.	DG operation and maintenance	NO
98.	Reliability of the fire hydrant system	
99.	Emergency preparedness and response	NO
100.	Availibilty of Evacuation plan	NO
101.	Mock drill conducted??	NO
102.	Awareness of the people??	NIL
103.	Sample basis validation of smoke detection system??	NA
104.	Storage if hazardous material, chemicals??	NO

105.	Use of signage??	NO
106.	Hydrants clear, access to public thorough fare open	YES
107.	Flame & work permits (as applicable)	NO
108.	Effective internal communication and public address system	YES
109.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
110.	Management structure, role of safety officer, fire department etc.	NO
111.	Procedure for incident investigation and control	NO

PART- VI

Other Information

112.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from WBF&ES NOC
113.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
114.	Is Trade License available??	Last valid up to March 2010 Next applied on 10.09.2011	
115.	Name of the Insurance Company	National Insurance	
116.	Remarks (if any) 41. No Fire mock drill has been conducted 42. No Evacuation drill 43. MCP installation is missing. 44. Housekeeping is extremely poor all around the building. 45. Fire escape route stairs are completely blocked by material from 2nd floor to ground 6 No smoke detectors installed 46. Lot of loose wiring at stair case. 47. No exit signage in the BLD 48. Electric supply room is full of cob web 49. No trained firefighting people available. 50. In the record room there is no fire detection/firefighting arrangement.		

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire mock drill has been conducted	Fire Mock drill is to be conducted periodically. Record is to be maintained
2	No Evacuation drill has been conducted	Evacuation drill is to be conducted periodically with all occupants. Record is to be maintained
3	Housekeeping in the BLD is very poor	Proper attention to be taken on housekeeping
4	Fire escape route is block with table /chair Packing box	Fire escape route should be free from obstacle.
5	There is no MCP in the BLD	This should be installed.
6	Electric Power supply room is full of cob web.	The room should kept clean.
7	Smoke detectors are not installed in the BLD	Smoke detector to be installed with alarm facility.
8	Loose electric wiring in the stair case	To be made permanent wiring
9	No exit Signage in the BLD	To provide necessary exit Illuminated signage.
10	Trained firefighting people were not found	To provide required nos. of trained people.

Auditor

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

**SUPERINTENDENCE
COMPANY OF INDIA PVT. LTD.**



EXECUTIVE SUMMARY

Part I & II

General Information

SUPERINTENDENCE COMPANY OF INDIA PVT. LTD. is situated at Block-EP, Plot No.Y-23, at sector V , Salt lake, Kolkata 700091. The plot is 17,961.36 sq.ft., having one building G+4 with total build up floor area 26,510 sq.ft. The whole building is being used for their own use except 3rd & 4th floor which has been given on rent. Superintendence Co. of India pvt. Ltd. is Inspection, Testing & Certification company accredited with NABL. There is no central **AC system** in the building.

NOC from WBF & ES is not available. However, WBF&ES has issued a letter vide ref. WBFES/6803/13/KOL-CB/32/13(32/13) dtd. 01.02.13. to comply the various points of their recommendation for fire safety measures.

Estimated Occupancy Load was found as

Existing -- 229
Floating -- 27

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two number Staircases and one no. Lift available. There are no refuse areas assigned. No Mock Drill has been conducted .There is no Signage available in the EXIT Route.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is only portable fire extinguishers. There are no smoke detectors, MCPs, Fire alarm available. The existing hydrant connected with roof level tank is not in working condition. There are 18 Nos. fire extinguishers are available in the common areas, laboratory & in the offices. No extinguisher is found in the third and fourth floor.

Alternate source of water is the Water body approx 500 mtr away

PART V

ELECTRICAL FIRE HAZARDS

There is no found in the distribution board found.

Generally no combustible material is found in the premises, near the Electrical installation.

There is one no. DG supply of 125 KVA available as alternate source of power.

PART VI

OTHER INFORMATION

The building has insurance with New India Insurance.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	Block:-EP, Plot:- Y 23	
2.	Premises Name (if any):	Superintendence Co. of India Pvt. Ltd.	
3.	Name of the owner /occupier/lessee	Do	
4.	Permanent Address	Regd. Office:- 46 c,Chourangee Rd., Everest House, Kolkata:-700071.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	3. Mr H.N.Chatterjee, Sr. Engr. Mr Deb chandan Guha,(Safety officer)	
7.	Phone No of Contact Person	3. 9433774254 4. 9433799603	
8.	E-mail	hnchatrj@gmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	0.412 Acres	
11.	Build up area(as informed to the Auditor)	26510 Sq.ft.	
12.	No of Floors	G+4	
13.	Date of Sanction of Building Plan	Not available	
14.	Whether P.O.C/OC received from local body?	Not available.	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	G4s	
16.	No of Security Personnel engaged	05	
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	NO	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	04 NOS.	
22.	No of Vehicles for which parking space is available in the premises	04 Nos	
23.	Whether parking space available for visitors within the premises	NO	
24.	Place where excess vehicles (if any) are parked	Out side the building	

GENERAL MAINTENANCE		
25.	Garbage Clearing	Through NDITA garbage clearing System
26.	Drainage System	Connected to NDITA drainage connection
27.	Maintenance of Road	Internal road is being maintained by the occupier. Condition is satisfactory
TELEPHONE TOWER		
28.	No of Towers	Two
29.	Statutory Clearance from AAI	Not available
30.	Any Other Clearance	Not available

PART – II

V= Vacant

31.	Occupancy load	(Based on Estimates)						
	Existing		G	1	2	3	4	TTL
	a)Regular		24	35	15	75	80	229
	b)Floating		05	07	05	05	05	27
32.	Basement	NO						

Part- III

Provisions of means of escape

33.	Number of staircases --→ TWO Nos			
	Stairs Number		#1	#2
	a)	Width of flight	4' 6"	4'2"
	b)	Tread width	11"	11"
	c)	Riser Height	6"	6.5"
	d)	Finish	Mosaic	Mosaic
	e)	Width of stair door (FCD)-		
	f)	Height of stair head room	12 ft	12 ft
	g)	Height of stair handrail	3'	3'
	h)	Area & location & profile of Fire Refuge Area	No assigned refuse area is available.	
	i)	Width and type of door leading to Fire refugee area	Nil	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34.	Number of Lifts installed → one No.			
	Lift-Numbers		#1	
	a)	Type of door	Collapsible	
	b)	Fire resistance rating	2 Hrs	
	c)	Area of lift car	860mm x1110mm	
	d)	Capacity (no of persons)	5	
	e)	Capacity(in kg)	340	

35.	f)	Company	Kone
	g)	Is communication system, installed in the lift car?	No
	h)	Is a fireman's switch being installed in the car?	No
	i)	Pressurization of lift	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	No
36.	Presence of proper signage in all the exit route		No
37.	Is it posted with illuminated signage?		No
38.	Whether it is landing to fire assembly point?		No
39.	Any form of Public address system available ?		No
40.	Width form of internal road within the Premises ?		3660 mm
41.	Width of the Entry / exit of Gate		2800 mm
42.	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available? (at ground level / over head)		Yes	U/G 55,000 ltr. O/H Two nos. 9000 ltrs. Each
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	1, 00,000 ltr.	
	c)	Specify the condition of the reservoir	Satisfactory	
44.	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 500 mtr
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir water body
45.	Are internal hydrants being provided ?		Yes, but not in operation	
	If so, please indicate no of hydrants in each floor		One	
46.	Are first aid hose reels being provided ? If so please indicate		YES, but not maintained	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Connected directly to the riser	
	b)	Size (bore) and type of nozzle fitted to each hose reel	20 mm, 30 mtr	
47.	Are fire hoses being provided near each hydrant? If so, please indicate		Yes, but not in good condition	
	a)	Total no of hoses provided near each hydrant	One	
48.	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each			
49.	Has any down comer been provided? If so, please give details		Yes	

50.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	No
	a) Number of pumps	NIL
	b) Size of suction and delivery connection to each pump/Output/Head	Nil
	e) Is the pump automatic in action?	Nil
	f) Is the water pressure sufficient at max distance from the pump?	Nil
51.	Sprinkler system	NIL
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No
	a) Type of detectors used	NA
52.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	NO.
53.	Alarm receiving system	NIL
54.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	No Number of FE Type/ Capacity ABC type CO2 18 15 03 Yes Not available
55.	Location and population of the FEs adequate	In l the stair cases ,Laboratories
56.	Are Emergency Fire Alarm being provided in each floor ?	NO
57.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No.
58.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	NO
59.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Available. Recommendation under process of implementation
60.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NIL
61.	Status of NOC from WBF&ES	No valid NOC is available However, WBF&ES issued a letter vide ref.no. WBFES/6803/13/Kol-CB/32/13 Dtd. 01.02.13 to comply the Fire Safety Recommendation for fire safety measure.

Part-V

Electrical, Cables and Ventilation

62.	If the building is Centrally air -conditioned, please indicate,		No	
	a)	Material used for construction of ducts and its fittings	Not applicable	
	b)	Type of tinning used for ducts	Not applicable	
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable	
	d)	How the lagging is secured?	Not applicable	
	e)	If false ceiling is there?	Not applicable	
	f)	Material used for false ceiling	Not applicable	
	g)	Is a separate AHU being provided in each floor	Not applicable	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
63.	Is there any standby source of electric supply being provided?		Yes	DG 125 KVA X1 no.
	Is the back supply automatic?		Yes	
64.	Location of switch- gears and transformers		Outside the building	
65.	a)	Transformer capacity	315 KVA, oil cooled	
66.	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
67.	c)	If outside, how far is it from the building?	3 mtrs	
68.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguishers	
69.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		No	
70.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		NO	
71.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable	
72.	Whether natural ventilation is relied upon? If so, give details.		Yes	
73.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No	
74.	Whether mechanical ventilation is being coupled with automatic detection system?		NO	

75.	Whether the refuge area is being provided?	No assigned refuse area is found
76.	Storage of combustibles materials near electrical equipment/fuse units.	No
77.	RCCBs available??	NO
78.	Master switch in warehouses	Not applicable
79.	Proper cable joint procedures as per manufacturer	Yes
80.	Earthing Pit Tested??	Not done
81.	Use of MCB??	Yes
82.	Bypassing of protection devices	Not evidenced
83.	Deteriorated insulation	Not evidenced
84.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
85.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No sealing found
86.	Tracking possibility	Yes
87.	Unused opening in the panels, etc.	Not found
88.	Possibility of ground fault/short circuit	Not found
89.	Mechanical protection to cables	Yes
90.	Loose terminations due to improper supports, crimping	Not found
91.	Improper gland installation, wrong lug size	Not found
92.	Over-rated uses, wrongly set protection relays, etc.	Not found
93.	Switch yard and sub station	Not applicable
94.	DG operation and maintenance	Yes with AMC
95.	Reliability of the fire hydrant system	Not in operation
96.	Emergency preparedness and response	Not available
97.	Availability of Evacuation plan	Not available
98.	Mock drill conducted??	NO
99.	Awareness of the people??	Not satisfactory
100.	Sample basis validation of smoke detection system??	No detection system
101.	Condition of Lightning Arrestor	No Earth pit test has been conducted
102.	Periodic test of UPS system (as applicable)	No test available
103.	Handling of electrical work by competent electrician	Yes
104.	Approval of receiving station, substation and DG	Not available
105.	Storage if hazardous material, chemicals?	Not found
106.	Use of signage?	NIL
107.	Hydrants clear, access to public thorough fare open	Yes
108.	Flame & work permits (as applicable)	Not available
109.	Effective internal communication and public address system	EPABX

110.	Colour coding system of hazardous chemical gas lines etc.	Gas line not found
111.	Management structure, role of safety officer, fire department etc.	No
112.	Procedure for incident investigation and control	No

PART- VI

Other Information

113.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes from WBF&ES recommendation
114.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
115.	Is Trade License available??	Yes for Regd. Office
116.	Name of the Insurance Company	New India Insurance
117.	Remarks (if any) 1. Recommendation issued by WBF&ES is to be complied. 2. 50% area of 3rd floor about 2500 sq.ft. is occupied by M/s. VERTEX on rent and rest 50% is vacant. Vertex is an IT firm having about 75 nos. work station. There is no Fire detection facility, no fire extinguishers available. Exit door is only 530mm.wide. 3. 100% area of 4th floor is occupied by SBR Soft tech on rent having about 150 nos. work station. There is no fire detection facility, no fire extinguishers available. 23.	

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	WBF&ES issued letter dtd. 01.02.13 to comply their recommendation for fire safety measure.	To ascertain the fire safety measure the recommendation given by WBF&ES is to be complied.
2	There is no record available on electrical maintenance.	The records of electrical maintenance and testing including earthing test shall be maintained. The test report shall contain the Acceptance Criteria and Acceptance limit/range of parameter to be measured.
3	Insufficient fire extinguishers.	An Integrated Plan is to be made to equip the building with fire fighting equipment.
4	Awareness on fire safety measure is not adequate.	Periodical awareness program is to be conducted where participation of tenants employees is also required.

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

**SMP GODOWN OF NATIONAL
DIARY DEVELOPMENT BOARD**



EXECUTIVE SUMMARY

Part I & II

General Information

SMP GODOWN of National Dairy Development Board is situated at GM 2 & 3, Sector V, Salt Lake, Kolkata 700091, The structure is G + 1 & built up area is approx. 3370.34 Sq.mtr., in total approx. 8.676 acres of land.

In this vast land there is one building which is G + 1 along with a huge shed as warehouse. There is also another small building (G + 1) for quarters of employees which is totally vacant and locked. In the ground floor there is office and the warehouse is divided in two parts. The first part is small and is used to store Dhara brand Oil and the big ware house is stored with ice-cream vending carts. The roof of the warehouse is asbestos. In addition to this a Transformer, switch gear and HT panel are roomed with brick walled RCC roofed building on one side of the boundary about 150 meters from the main building. The DG set of the building is placed in the ground floor of the main building.

Building Plan was sanctioned in 1985.

There is one stair case & no Lifts provided in the building.

There is no central AC system in the building.

NOC from WBF&Es is not available.

Occupancy Load as on audit date was found as

Existing -- 6 persons (including security)
Floating -- 3 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are one no Staircases available. There are no Lifts available.

No Evacuation Drill has been conducted so far.

There are no Signage's available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is a down comer fitted directly to three hose reels situated in the big warehouse only and fire extinguishers. There are no smoke detectors or any sprinklers provided in any place of the building.

Down Comer

There is an Overhead Tank of capacity approx. 4500 liters connected to the down comer and also for other uses. The source of water is NDITA supply which is now stored in a 2000 liters tank on the ground. Provision is being made to install an underground Sintex tank of 5000 liters capacity. A pump of 2 HP capacity is provided to fill the overhead tank. No other pump is provided to pressurize the water in the down comer.

Alternate source of water is the Water body approx 600 mtr away

Building is not equipped with any automatic fire detection system nor any alarm system.

Total 12 Nos Portable fire extinguishers are found deployed throughout the building all of which has expired on 4.2.2009.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

No master switch was found in the warehouse.

Generally no combustible material is stored in the premises, near the Electrical installation

There is DG of 40 KVA at the ground floor as an alternate source of supply

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GM 2 & 3	
2.	Premises Name (if any):	SMP Godown	
3.	Name of the owner /occupier/lessee	National Dairy Development Board	
4.	Permanent Address	GM 2 & 3, Sector V, Salt Lake, Kolkata 700 091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrAbhas Amar MrBadalGhosh	
7.	Phone No of Contact Person	96743 14884 033 2357 5765	
8.	E-mail	aamar@nddb.coop	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business✓
			Mercantile
			Industrial
			Storage
		IT/ITES	
10.	Plot Area(as informed to the Auditor)	8.676 acres	
11.	Build up area(as informed to the Auditor)	3370.34 sq meters	
12.	No of Floors	G + 1	
13.	Date of Sanction of Building Plan	Date:	10.7.1985
14.	Whether P.O.C/OC received from local body?	Yes✓	OC Issuing Authority Bidhan Nagar Municipality✓ NDITADated: approx 1998 copy not available
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Viking Security Services	
16.	No of Security Personnel engaged	5 security round the clock 1 supervisor during day	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	Nil
22	No of Vehicles for which parking space is available in the premises	5
23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Disposed inside
26	Drainage System	Connected to NDITA drainage
27	Maintenance of Road	Own and the condition of bitumen road was found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	No
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load		(Based on Estimates)		
	Existing		G	1	Total
	a)Regular		6	Nil	6
	b)Floating		3		
32	Basement		Nil		
	a)	If basement extends beyond building profile	Not applicable		
	b)	Use of the basement	Parking	Storage (Combustible/non combustible)	Not applicable
	c)	Is it being sprinkle red?	Not applicable		
	d)	Whether any cubicles present in the basement?	Not applicable		
		If yes, their use to be specified	Not applicable		
	f)	Whether fire zones are defined?	Not applicable		
		If yes, please provide details			

Part- III

Provisions of means of escape

33	Number of staircases --→ One		
	Stairs Number		#1
	a)	Width of flight	1100 mm
	b)	Tread width	400 mm
	c)	Riser Height	120 mm
	d)	Finish	Cement with MS step edge
	e)	Width of stair door (FCD)	Nil
	f)	Height of stair head room	4572 mm
	g)	Height of stair handrail	910 mm
	h)	Area & location & profile of Fire Refuge Area	No refuge area found
	i)	Width and type of door leading to Fire refugee area	Not applicable
	j)	Pressurization of staircase	No
	k)	Segregation of staircase	Not applicable
34	Number of Lifts installed→ Nil		
	Lift-Numbers		
	a)	Type of door	Not applicable
	b)	Fire resistance rating	Not applicable
	c)	Area of lift car	Not applicable
	d)	Capacity (no of persons)	Not applicable
	e)	Capacity(in kg)	Not applicable
	f)	Company	Not applicable
	g)	Is communication system, installed in the lift car?	Not applicable
	h)	Is a fireman's switch being installed in the car?	Not applicable
	i)	Pressurization of lift	Not applicable
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable
35	Presence of proper signage in all the exit route		No
36	Is it posted with illuminated signage?		No
37	Whether it is landing to fire assembly point?		No
38	Any form of Public address system available?		No
39	Width form of internal road within the Premises?		7000 mm
40	Width of the Entry / exit of Gate		5000 mm (only one gate)
41	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G Nil, proposed to install 5000 ltrs Sintex tank O/H approx. 4500 ltrs as measured from outside
	a)	If yes, specify the distance from the building	Not applicable	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Could not be checked as no NOC is available	
	c)	Specify the condition of the reservoir	Overhead - satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 600 meters
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Waterbody
44	Are internal hydrants being provided ?		No	Single or twin outlets.
	If so, please indicate no of hydrants in each floor		Single/Double Not applicable	
45	Are first aid hose reels being provided? If so please indicate		Yes	No of hose reels on each floor : 3 nos only in warehouse
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: 25 mm, 30 meters
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm spray type	
45	Are fire hoses being provided near each hydrant? If so, please indicate		No	Type of hose: Not applicable Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	Not applicable	
46	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each		Not applicable	
47	Has any down comer been provided? If so, please give details		Yes, only in warehouse, 50 mm diameter, not pressurized, connected to 3 nos hose reels	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No	
	a)	Number of pumps	Not applicable	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: Delivery: Output of each pump: Not applicable Max head against which the pump can operate at the output mentioned in: Not applicable	

	e)	Is the pump automatic in action?	Not applicable		
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable		
48.	Sprinkler system				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No		
	a)	Type of detectors used	Nil		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No		
50	Alarm receiving system		No		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Yes Date of Validity 4.2.2009		Yes	Number of FE Type/ Capacity DCP-5 kgs, CO2-4.5 kgs	12 nos
			No		
52	Location and population of the FEs adequate		Yes/No√ Transformer room and gate, warehouse ,and stored under the staircase		
53	Are Emergency Fire Alarm being provided in each floor ?		No	No. of Fire Alarm: Not applicable Location of Fire Alarm: Not applicable	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		No		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		No		
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES		No drawings found		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		No circuit diagrams found		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air –conditioned, please indicate,		No		
	a)	Material used for construction of ducts and its fittings	Not applicable		
	b)	Type of tinning used for ducts	Not applicable		
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d)	How the lagging is secured?	Not applicable		
	e)	If false ceiling is there?	Not applicable		
	f)	Material used for false ceiling	Not applicable		
	g)	Is a separate AHU being provided in each floor	Not applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
60	Is there any standby source of electric supply being provided?		Yes✓	DG Capacity 40 KVA	UPS Nil Capacity
	Is the back supply automatic?		Yes✓	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump ■Emergency Light✓ ■Lift ■Partly to Office✓ ■ Others✓	
61	Location of switch- gears and transformers		Outside the building, in RCC roofed brick walled building		
62	a)	Transformer capacity	100 KVA		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable		
	c)	If outside, how far is it from the building?	150 meters		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire extinguishers and sand bucket		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		No passes are found, electrical cables are installed with suitable PVC pipes and are not consealed		
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No		

66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
67	Whether natural ventilation is relied upon? If so, give details.	Yes, windows are provided with cross ventilation	
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
69	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable	
70	Whether the refuge area is being provided?	No	On which floor: Not applicable Area of Fire Refuge Area: Width of Fire Refuge Area: Not applicable
71	Storage of combustibles materials near electrical equipment/fuse units.	Not found	
72	RCCBs available??	No	
73	Master switch in warehouses	No	
74	Proper cable joint procedures as per manufacturer	Yes	
75	Earthing Pit Tested??	No	
76	Use of MCB??	Yes	
77	Bypassing of protection devices	No	
78	Deteriorated insulation	No	
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes but not adequate	
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No passes are found	
81	Tracking possibility	No	
82	Unused opening in the panels, etc.	Many panel boxes are found open	
83	Possibility of ground fault/short circuit	No	
84	Mechanical protection to cables	Yes	
85	Loose terminations due to improper supports, crimping	Not found	
86	Improper gland installation, wrong lug size	Not found	
87	Over-rated uses, wrongly set protection relays, etc.	Not found	
88	Switch yard and sub station	Yes, 150 meters away and found satisfactory	
89	DG operation and maintenance	AMC with High Service	
90	Reliability of the fire hydrant system	Not applicable	
91	Emergency preparedness and response	Nil	
92	Availability of Evacuation plan	Nil	
93	Mock drill conducted??	No	
94	Awareness of the people??	Nil	
95	Sample basis validation of smoke detection system??	Not applicable	

96	Condition of Lightning Arrestor	Satisfactory but not tested
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	Licensed Electrician Mr. SiddhartaDasgupta
99	Approval of receiving station, substation and DG	For DG – 21-329 dated 5.12.91 renewed upto 15.1.13 (not verified by us as copy was not available For Transformer - not available)
100	Storage of hazardous material, chemicals?	No
101	Use of signage?	Nil
102	Hydrants clear, access to public thoroughfare open	Not applicable
103	Flame & work permits (as applicable)	No
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Nil
107	Procedure for incident investigation and control	Nil

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	■ Deviation Not available
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Nil	
	Is Trade License available??	200102012000012(ID No 3290) for 2012-2013 (copy not verified as it was not available)	
110	Name of the Insurance Company	New India Insurance (policy no is not available	
111	Remarks (if any) 1. No mock drill has been conducted 2. No evacuation drill has been conducted 3. No evacuation plan is displayed 4. Copies of NOC from WBF&ES is not available 5. Copies of CC and Trade License is not available 6. All the fire extinguishers has expired on 4.2.2009 7. No ELCB or RCCBs found in the distribution boxes 8. No master switch is found in ware house 9. No signage's are found 10. No pump is found to pressurize the down comer 11. MCPs or any other fire alarm is not found 12. No automatic fire detection system was found.		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No mock drill is conducted	To be conducted periodically
2	No evacuation drill is conducted	To be conducted with suitable evacuation plan
3	NOC from WBF&ES is not available	To be made available
4	CC copy and Trade license copy is not available	To be made available
5	All the fire extinguishers are found expired	To be immediately refilled or replaced and placed at all vulnerable points
6	No ELCB or RCCB is found in the distribution boxes	At least RCCB should be installed in the ware house and other circuits
7	No master switch is found in ware house	Master switch is to be installed immediately
8	Almost all panel boxes are found open 	All should be immediately closed
9	No signage's are found	Proper exit routes must be displayed along with an assembly point demarked
10	MCPs or any other fire alarms are not found	Same to be installed
11	No pump is found to pressurize the down comer	Suitable pump is to be installed
12	No automatic fire detection system was found	Smoke detectors are to be installed at various vulnerable positions to be installed.

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

ROOPKALA KENDRO



EXECUTIVE SUMMARY

Part I & II

General Information

Roopkala Kendro is situated at Block GM, Sector V, Salt Lake, Kolkata 700091, The structure is G + 2 & built up area is approx. 6559 sq.mtrs., in total approx. 2005.5 sqmtrs of land.

In the Ground floor .there is the Studio, Offices, Halls and corridors. On the 1st floor there are class rooms, offices with long corridors. On the 2nd floor there is conference room, offices, CEO's office and similar long corridors along with a roof. Transformer, HT panel room, LT panel room, DG room, Pump room and central ACs chiller plant is situated outside the main building, all in separate chambers, in RCC roofed building all side by side. A basement was also found to house the AHU of the Studio.

The date of sanction of building plan was not available.

There are three stair cases & One Lifts of 10 Person carrying capacity. Form C is not available.

There is a central AC system in the building. There are 54 FCUs(fan cooled unit) and 5 AHUs all isolated but not connected for automatic shutdown with any detection system. Fire dampers are provided with the AHUs.

NOC from WBF&Es is not available.

Occupancy Load as on audit date was found as

Existing -- 100 persons

Floating -- 10 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are three nos. Staircases available. There are one Lifts available.

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is wet riser & portable fire extinguishers.

Wet Riser

There is an Under- ground fire tank of approx. 2, 00,000ltr capacity. There is a main pump of 60HP & a jockey pump of 15 HP capacities for building the pressure in the pipe line. The pump is found in not working condition and some portion of the hydrant pipeline has corroded off.

Sprinkler system Smoke detectors are not installed in any of the floors

Alternate source of water is the Water body approx 300 mtr. away

Buildings is equipped with no Fire detection system like smoke detectors or sprinklers.

Total 15 nos. Portable fire extinguishers are found deployed throughout the building all of which has expired on 17.6.06.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

The Transformer of 630 KVA capacity, 11 KV, 433 V oil cooled type was found with a alarmingly low oil content. The house keeping in all the rooms (pump, transformer, HT, LT, and Generator) was found extremely poor.

There is DG of 250 KVA outside the building as an alternate source of supply

PART VI

OTHER INFORMATION

Nil

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	Block GM	
2.	Premises Name (if any):	RoopkalaKendro	
3.	Name of the owner /occupier/lessee	RoopkalaKendro	
4.	Permanent Address	Block GM, Sector V, Salt Lake, Kolkata – 700091.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Sm.SuniritaHazra	Mr.PinakiSen
7.	Phone No of Contact Person	033 23575743 86701	94747
8.	E-mail	kendro@vnsl.net	
9.	Purpose of the Land Use	Principal Use_/_	Residential
		Mixed Use	Educational_/_
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	2005.5 sqmtrs	
11.	Build up area(as informed to the Auditor)	6559 sqmtrs	
12.	No of Floors	G + 2	
13.	Date of Sanction of Building Plan	Date: Not available	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Security and Intelligent Services	
16.	No of Security Personnel engaged	20 round the clock(includes Gunman, Supervisor, Security and helpers)	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	Six
22	No of Vehicles for which parking space is available in the premises	Thirty
23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Disposed to the vat at Techno India
26	Drainage System	NDITA
27	Maintenance of Road	Own and the cemented road was found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load		(Attach floor wise details separately if required)			
	Existing		G	1	2	Total
	a)Regular		30	60	10	100
	b)Floating		10			
32	Basement		Yes, a small one housing the AHU of the Studio			
	a)	If basement extends beyond building profile	No			
	b)	Use of the basement	Parking No	Storage (Combustible/non combustible)	No	
	c)	Is it being sprinkle red?	No			
	d)	Whether any cubicles present in the basement?	No			
		If yes, their use to be specified	Not applicable			
	f)	Whether fire zones are defined?	No			
		If yes, please provide details	Not applicable			

Part- III

Provisions of means of escape

33	Number of staircases --→ Three				
	Stairs Number		#1	#2	#3
	a)	Width of flight	1200 mm	1220 mm	1120 mm
	b)	Tread width	260 mm	240 mm	260 mm
	c)	Riser Height	140 mm	140 mm	150 mm
	d)	Finish	Marble	Cement	Marble
	e)	Width of stair door (FCD)	No door	No door	820mm (wooden)
	f)	Height of stair head room	3657.6 mm	4572 mm	4572 mm
	g)	Height of stair handrail	770 mm	900 mm	970 mm
	h)	Area & location & profile of Fire Refuge Area	No refuge area found		
	i)	Width and type of door leading to Fire refugee area	Not applicable		
	j)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→ One				
	Lift-Numbers		#1		
	a)	Type of door	Metallic sliding		
	b)	Fire resistance rating	Nil as the other walls are made of glass		
	c)	Area of lift car	1400 x 1350 sq mm		
	d)	Capacity (no of persons)	10		
	e)	Capacity(in kg)	680		
	f)	Company	OTIS		
	g)	Is communication system, installed in the lift car?	Yes		
	h)	Is a fireman's switch being installed in the car?	Yes		
	i)	Pressurization of lift	No		
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not available		
35	Presence of proper signage in all the exit route		No		
36	Is it posted with illuminated signage?		No		
37	Whether it is landing to fire assembly point?		No		
38	Any form of Public address system available?		No		
39	Width form of internal road within the Premises?		4000 mm		
40	Width of the Entry / exit of Gate		Two gates each 4250 mm		
41	Height of the Entry / exit of Gate		Open to sky		

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes/No	U/Approx. 2,00,000 ltrs(as measured from outside) O/H 3 x 5000 ltrs
	a)	If yes, specify the distance from the building	About 10 meters	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Could not be verified as no records found	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 300 mtrs
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Water body
44	Are internal hydrants being provided ?		Yes	Single or twin outlets.
	If so, please indicate no of hydrants in each floor		Single	
45	Are first aid hose reels being provided? If so please indicate		Yes	No of hose reels on each floor : One
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: 25 mm, 30 meters
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: Canvas Size of hose: 63 mm Length of hose: 15 mtr
	a)	Total no of hoses provided near each hydrant	Two	
46	Have wet risers/dry risers been provided?		Yes , wet riser	
	If yes, please indicate the number of risers and internal diameter of each		One, 150 mm	
47	Has any down comer been provided? If so, please give details		No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps	One main 60 HP , one Jockey 15 HP	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: 150 mm Delivery:150mm Output of each pump: Main 137 cu mtr/hr Jockey – 11 cu.mtr/hr Max head against which the pump can operate at the output mentioned in: 70 mtr	
	e)	Is the pump automatic in action?	No, Pump found not running	
	f)	Is the water pressure sufficient at max distance from the pump?	No	

48.	Sprinkler system		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No	
	a) Type of detectors used	Nil	
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes	
50	Alarm receiving system	Yes	
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Yes Date of Validity 17.6.06	No	Number of FE Type/ Capacity Co2 – 4.5 kgs-5 nos DCP – 5 kgs – 5 nos ABC – 5 kgs – 5 nos
		No	15 nos
52	Location and population of the FEs adequate	No	
53	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm:3 nos in ground and 1 st floor only Location of Fire Alarm: beside lift, stair case, and corridor
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No	
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No	
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available	
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available	
58	Status of NOC from WBF&ES	Not available	

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air –conditioned, please indicate,		Yes
	a)	Material used for construction of ducts and its fittings	GI sheet metal
	b)	Type of tinning used for ducts	Bitumen
	c)	Type of lagging used, if any for insulating any portion of the duct	Glasswool
	d)	How the lagging is secured?	Tissue cloth with adhesive
	e)	If false ceiling is there?	Yes
	f)	Material used for false ceiling	Gypsum board

	g)	Is a separate AHU being provided in each floor	Yes	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	No	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	YES ISOLATED	
	j)	Will fire dampers be provided in AC duct?	Yes	
60		Is there any standby source of electric supply being provided?	Yes	DG Capacity 250 KVA
		Is the back supply automatic?	Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump✓ ■ Emergency Light✓ ■ Lift ■ Partly to Office✓ ■ Others✓
61		Location of switch- gears and transformers	Outside the building	
62	a)	Transformer capacity	630 KVA	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c)	If outside, how far is it from the building?	About 10 meters	
63		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Only sand buckets with very little sand and some expired fire extinguishers	
64		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No ducts are found , concealed wiring	
65		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No	
66		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
67		Whether natural ventilation is relied upon? If so, give details.	Yes, windows are provided	
68		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
69		Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable	
70		Whether the refuge area is being provided?	No	
71		Storage of combustibles materials near electrical equipment/fuse units.	No	
72		RCCBs available??	No	
73		Master switch in warehouses	Not applicable	

74	Proper cable joint procedures as per manufacturer	Yes
75	Earthing Pit Tested??	No
76	Use of MCB??	Yes
77	Bypassing of protection devices	No
78	Deteriorated insulation	No
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes but all are expired
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No cable passes are found
81	Tracking possibility	No
82	Unused opening in the panels, etc.	Yes few
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	No
86	Improper gland installation, wrong lug size	No
87	Over-rated uses, wrongly set protection relays, etc.	No
88	Switch yard and sub station	Yes
89	DG operation and maintenance	No
90	Reliability of the fire hydrant system	No
91	Emergency preparedness and response	Nil
92	Availability of Evacuation plan	No
93	Mock drill conducted??	No
94	Awareness of the people??	Nil
95	Sample basis validation of smoke detection system??	Not applicable
96	Condition of Lightning Arrestor	15 nos lightning arrestor found but continuity test is not done
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Not available
100	Storage if hazardous material, chemicals?	No
101	Use of signage?	No
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	No
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	No
107	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Nil	
	Is Trade License available??	No	
110	Name of the Insurance Company	National Insurance	
`	Remarks (if any) 1. The date of sanction of building plan is not available 2. The CC or OC is not available 3. The NOC from WBF&ES is not available 4. The C form of lift is not available 5. The hydrant system is totally out of order 6. The fire extinguishers are all expired on 17.6.06 7. No mock drill and evacuation drill has been conducted 8. Earth pit and lightning conductor not tested 9. Fire pump is not running 10. The AC ducts are leaking in many places 11. No sprinklers or smoke detectors are installed 12. No Signage are found 13. Oil level in transformer found very low, also buckles relay is not installed		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	NOC from WBF&ES is not available	Same to be made available
2	C form of lift is not available	Same to be made available
3	The hydrant system is totally out of order	Same to be repaired thoroughly and put in use
4	All the fire extinguishers are expired	Same to be refilled or replaced
5	No mock drill and evacuation drill s are conducted	Same to be conducted at least twice a year
6	Earth pit and lightning arrestor not tested	Same to be tested at least once in two years and records to be kept
7	Fire pimp found not running	Same to be repaired, and to be run in auto mode with a pressure of at least 4.0 kg/sqcm
8	No Stand by pump is found	Same to be provided
9	No sprinklers and smoke detectors found	Same to be installed at all vulnerable places
10	No signages are found	Same are to be provided at all exit routes leading to the demarked assembly point
11	Oil level found alarmingly low in transformer	Oil to be checked and rectified, also Bhukolz relay to be installed
12	Exhaust fan in transformer room found out of order 	Same to be rectified
13	No rubber matt found in transformer room and LT panel room	Same to be provided
14	Housekeeping in Transformer room, pump room,LT panel room,AC chiller plant room found extremely poor	Same to be improved and made free from all unnecessary things
15	Hydrant line found broken, sockets missing	To be repaired and replaced where necessary
16	Some electrical panel boxes found open.	Same are to be covered

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

GREENCO BIOLOGICAL PVT LTD



EXECUTIVE SUMMARY

Part I & II

General Information

GREENCO BIOLOGICAL PVT LTD is situated at GN 1, Sector V, Salt Lake ,Kolkata 700091 in the plot area of 697.46 SqMtr& build up area is around 17636SqFt

Date of Sanction of Building plan is 31.1.91

OC (Occupational Certificate) is not available

NO NOC from WBFES was found

Estimated Occupancy Load Regular 99
Floating 5

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There are two stair cases which are segregated &**no lift is available**

Illuminated Signage are not there in the Emergency Exit Route. **No assembly point has been unmarked**

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Separate Fire tank available in the ground floor.

There is no wet riser or Down comer available

The alternate source of water body is approximately 800mtr away,

There are total 15nos Fire Extinguishers available throughout the building

MCPs are available in the building. **NO Pas is available**

PART V

ELECTRICAL

There is no RCCB or ELCB in the distribution board

Earth pits were not found marked and tested.

Generally no combustible material is stored in the premises, near the Electrical installation

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN - 1	
2.	Premises Name (if any):	GreencoBiologicalsPvt.Ltd	
3.	Name of the owner /occupier/lessee	Mr. Ranjit Kr. Sinha	
4.	Permanent Address Head office 18, Muraripukur Lane Kolkata- 67	GN1 – Sec V, Satlake Kolkata- 700 009	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Lease hold	
6.	Name of the Contact Person	Mr. S.P.S Biswas	
7.	Phone No of Contact Person	9163689175	
8.	E-mail	Greenco91@gmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial√
			Storage
			IT/ITES
			Manufacture of Medicines
10.	Plot Area(as informed to the Auditor)	10.43Cottah(697,46M²)	
11.	Build up area(as informed to the Auditor)	17636 sqft	
12.	No of Floors	G+5	
13.	Date of Sanction of Building Plan	Date: 31.01.2091	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	Own security	
16	No of Security Personnel engaged	2	
17	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18	Whether records of Visitors entering into the building are kept	Yes	
19	Whether Metal detectors are used at the entry point	No	
20	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organisation	Nil	
22	No of Vehicles for which parking space is available in the premises	3	
23	Whether parking space available for visitors within the premises	Yes	

24	Place where excess vehicles (if any) are parked	Out side
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA garbage clearing system. Some waste are burnt in autoclave and cartons are burnt
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal road is maintained by owner
TELEPHONE TOWER		
28	No of Towers	Reliance Telecom → one
29	Statutory Clearance from AAI	Not available
30	Any Other Clearance	Not available

PART – II

31	Occupancy load		(Based on Estimates)						
	Existing		G	1	2	3	4	5	Total
	a)Regular		7	6	6	30	24	26	99
	b)Floating								5
32	Basement		No						
	a)	If basement extends beyond building profile	No						
	b)	Use of the basement	Not Applicable						
	c)	Is it being sprinklered?	Not Applicable						
	d)	Whether any cubicles present in the basement?	Not Applicable						
		If yes, their use to be specified	Not Applicable						
	f)	Whether fire zones are defined?	Not Applicable						
		If yes, please provide details	Not Applicable						

Part- III

Provisions of means of escape

33	Number of staircases --→		2 nos	
	Stairs Number		#1 (mm)	#2 (mm)
	a)	Width of flight	1380	1460
	b)	Tread width	260	290
	c)	Riser Height	150	150
	d)	Finish	Mosaic	Mosaic & Cement
	e)	Width of stair door (FCD)	950	950

	f)	Height of stair head room	3048	3048
	g)	Height of stair handrail	No hand rail both sides wall on both the stairs	
	h)	Area & location & profile of Fire Refuge Area	3 rd floor main road side 9400mm x 1500mm	
	i)	Width and type of door leading to Fire refugee area	1500mm – 950mm (not FCD)	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed→ Nil			
	Lift-Numbers			
	a)	Type of door	Not Applicable	
	b)	Fire resistance rating	Not Applicable	
	c)	Area of lift car	Not Applicable	
	d)	Capacity (no of persons)	Not Applicable	
	e)	Capacity(in kg)	Not Applicable	
	f)	Company	Not Applicable	
	g)	Is communication system, installed in the lift car?	Not Applicable	
	h)	Is a fireman’s switch being installed in the car?	Not Applicable	
	i)	Pressurization of lift	Not Applicable	
	j)	Whether validity of “Form-C” from appropriate authority obtained?(If yes, attach a photocopy)	Not Applicable	
35	Presence of proper signage in all the exit route		No signage found	
36	Is it posted with illuminated signage?		No	
37	Whether it is landing to fire assembly point?		No assembly point unmarked	
38	Any form of Public address system available?		No	
39	Width form of internal road within the Premises?		2900mm cemented road	
40	Width of the Entry / exit of Gate		4650mm	
41	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G 20000 litter filled by boring pump but no pumps fitted
	a)	If yes, specify the distance from the building	1 meter beside the BLDG	
	b)	If yes, specify the capacity (in liters) as approved by WBF & ES.	None approved by WBF & ES	
	c)	Specify the condition of the reservoir	Satisfactory	

43	Is any public or other water storage facility available nearby?		Yes	Specify the distance from the building 800m
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir water body
44	Are internal hydrants being provided?		No	
	If so, please indicate no of hydrants in each floor		Not Applicable	
45	Are first aid hose reels being provided? If so please indicate		No	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Not Applicable	
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not Applicable	
45	Are fire hoses being provided near each hydrant? If so, please indicate		No	
	a)	Total no of hoses provided near each hydrant	Not Applicable	
46	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each		Not Applicable	
47	Has any down comer been provided? If so, please give details		No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No	
	a)	Number of pumps	Not Applicable	
	b)	Size of suction and delivery connection to each pump/Output/Head	Not Applicable	
	e)	Is the pump automatic in action?	Yes/No	
	f)	Is the water pressure sufficient at max distance from the pump?	Not Applicable	
48.	Sprinkler system		NO	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No	
	a)	Type of detectors used	Not Applicable	
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No	
50	Alarm receiving system		No	

51	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? DCP (5kg) – 2 Nos DCP (10Kg)- 6 Nos AFFF (FOAM) 9 Letter- 4 nos Co2 (2kg)- 3 nos	Yes	Number of FE 15 nos Type/ Capacity	
	If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Yes ISI marked	Yes	DCP (5kg) – 2 Nos DCP (10Kg)- 6 Nos AFFF (FOAM) 9 Letter- 4 nos Co2 (2kg)- 3 nos	
	Date of Validity	05.09.2013		
52	Location and population of the FEs adequate	Yes		
53	Are Emergency Fire Alarm being provided in each floor ?	No		
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No		
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Could not be done as drawing was not found		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No fire detection system installed		
58	Status of NOC from WBF&ES	Applied by form no 3932 (14) on 15.11.11 NOC not yet received		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,		Yes
	a)	Material used for construction of ducts and its fittings	G.I
	b)	Type of tinning used for ducts	Could not be checked
	c)	Type of lagging used, if any for insulating any portion of the duct	Glass wool ,Tinfoam
	d)	How the lagging is secured?	With adhesive and PVC tape over aluminum foil

	e)	If false ceiling is there?	Yes
	f)	Material used for false ceiling	Gypsum board
	g)	Is a separate AHU being provided in each floor	Yes, separate AHU for G 1 st & 2 nd Floor
	H)	Whether automatic shutdown of AHU is coupled with detection system?	No
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	isolated
	j)	Will fire dampers be provided in AC duct?	No
60		Is there any standby source of electric supply being provided?	No
		Is the back supply automatic? no back up supply present	Not applicable
61		Location of switch- gears and transformers	Not applicable
62	a)	Transformer capacity	Not applicable
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	Not applicable
63		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Not Applicable
64		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Yes
65		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No
66		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67		Whether natural ventilation is relied upon? If so, give details.	Yes windows are provided in the stairs landing
68		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No

69	Whether mechanical ventilation is being coupled with automatic detection system?	No	
70	Whether the refuge area is being provided?	Yes	On which floor: 3 rd Area of Fire Refuge Area: 9400mm x 1500mm Width of Fire Refuge Area: 1500mm
71	Storage of combustibles materials near electrical equipment/fuse units.	No	
72	RCCBs available??	No	
73	Master switch in warehouses	Yes	
74	Proper cable joint procedures as per manufacturer	Yes	
75	Earthing Pit Tested??	No	
76	Use of MCB??	Yes	
77	Bypassing of protection devices	Not found	
78	Deteriorated insulation	Not found	
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes	
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No cable shaft	
81	Tracking possibility	No	
82	Unused opening in the panels, etc.	Not found	
83	Possibility of ground fault/short circuit	No	
84	Mechanical protection to cables	Yes	
85	Loose terminations due to improper supports, crimping	No	
86	Improper gland installation, wrong lug size	Not found	
87	Over-rated uses, wrongly set protection relays, etc.	Not found	
88	Switch yard and sub station	No switch yard and substation provided	
89	DG operation and maintenance	No DG installed	
90	Reliability of the fire hydrant system	No fire hydrant system provided	
91	Emergency preparedness and response	No	
92	Availability of Evacuation plan	No	
93	Mock drill conducted??	No	
94	Awareness of the people??	No	
95	Sample basis validation of smoke detection system??	No smoke detectors installed	
96	Condition of Lightning Arrestor	No lightning arrestor found for bldg..	

97	Periodic test of UPS system (as applicable)	No
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Not applicable
100	Storage of hazardous material, chemicals?	No
101	Use of signage?	No signage found
102	Hydrants clear, access to public thoroughfare open	Not applicable
103	Flame & work permits (as applicable)	No
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	No management structure
107	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No NOC from WBF & ES not taken
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
110	Is Trade License available??	Trade license for 2009-2010 no -0875 dt 11.02.10 found and application for new trade license made by application no 3128 dt 24.10.11
111	Name of the Insurance Company	No Insurance
112	Remarks (if any) 1. There are no fire alarms present 2. There is no ELCB or MCB in the distribution board 3. No signage are present 4. No mock drill or evacuation drill has been done 5. The Medicine manufacturing unit is in the front part of the bldg..Which is G+2 and rear part is G+5. The 3rd, 4th, 5th floors are rented to institute of Engg. & management and is used as a hostel for boys studying there 6. The AHU is separated but it is not fitted (coupled) with any detector 7. The wall facing the road of the refuse area is blocked by a construction for gardening, which will lead to immense difficulty in evacuation 8. No sprinklers or smoke detectors found public address system also not installed 9. There is no alternate source of power supply 10.PAS is not available	

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	There are no fire alarms present	Fire alarms to be provided
2.	There is no ELCB or MCB in the distribution board	ELCB or MCCB are to be provided in the DB
3.	No signage are present	Illuminated Signage are to be provided in the Emergency Exit route
4.	No mock drill or evacuation drill has been done	Mock Fire drill & Evacuation drill is to be conducted periodically. Record is to be maintained
5.	The AHU is separated but it is not fitted (coupled) with any detector	AHU is to be coupled with smoke detector
6.	The wall facing the road of the refuse area is blocked by a construction for gardening, which will lead to immense difficulty in evacuation	Housekeeping is to be done
7.	No sprinklers or smoke detectors found public address system also not installed	Wet riser ,Sprinklers, smoke detectors are to be installed
8.	There is no alternate source of power supply	There should be alternate source of power supply
9.	PAS is not available	Public address system should be installed
10.		

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

BOYS HOSTEL



EXECUTIVE SUMMARY

Part I & II

General Information

Boys Hostel is situated at GN 5, Sector V, Salt Lake, Kolkata 700091, The structure is G + 2 & built up area is 183.00sq meters, in total 348.23SqMtr of land.

The whole building is being used as Boy's Hostel

Building Plan was sanctioned in 5.3.2002

There is one stair cases & no Lifts.

There is no central AC system in the building.

Provisional NOC (Ref WBFS /944/Cal- B/3 /3002 obtained from WB&Es on 1.2.02. there after no follow up has been made.

Estimated Occupancy Load was found as

Existing -- 45 persons
Floating -- 02 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is one no Staircase available. There is no Lift available.

No Evacuation Drill has been conducted so far.

There are a no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no fire detection, Fire protection system in the building.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation

There is no DG as an alternate source of supply is available

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GN 5	
2.	Premises Name (if any):	None	
3.	Name of the owner /occupier/lessee	Tapash Kr Basu. Tirupati Infrastructure Pvt Ltd	
4.	Permanent Address	GN 5, Block EP, Sector V, Salt Lake, Kolkata - 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Ganesh Das	
7.	Phone No of Contact Person	98300 21886	
8.	E-mail	Trimurtigroup2010@gmail.com	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	348.243sqmtrs	
11.	Build up area(as informed to the Auditor)	183.06sq meters	
12.	No of Floors	G + 2	
13.	Date of Sanction of Building Plan	5.3.2002	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Gorkha Security	
16.	No of Security Personnel engaged	2 Nos	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	No	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organization	None	
22.	No of Vehicles for which parking space is available in the premises	Three	
23.	Whether parking space available for visitors within the premises	NO	
24.	Place where excess vehicles (if any) are parked	Outside road	

GENERAL MAINTENANCE		
25	Garbage Clearing	Disposed to NDITA clearing system
26	Drainage System	Connected with NDITA drainage system
27	Maintenance of Road	Own, cemented road found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

31	Occupancy load		(Attach floor wise details separately if required)			
	Existing		G	1	2	Total
	a)	Regular	15	15	15	45
	b)	Floating				2
32	Basement		Nil			
	a)	If basement extends beyond building profile	Not applicable			
	b)	Use of the basement	Not applicable			
	c)	Is it being sprinkle red?	Not applicable			
	d)	Whether any cubicles present in the basement?	Not applicable			
		If yes, their use to be specified	Not applicable			
	f)	Whether fire zones are defined?	Not applicable			
		If yes, please provide details	Not applicable			

Part- III

Provisions of means of escape

33	Number of staircases --→ one		
	Stairs Number		#1
	a)	Width of flight	1250 mm
	b)	Tread width	260 mm
	c)	Riser Height	130 mm
	d)	Finish	Cemented
	e)	Width of stair door (FCD)	NIL
	f)	Height of stair head room	10 ft
	g)	Height of stair handrail	620 mm
	h)	Area & location & profile of Fire Refuge Area	Nil
	i)	Width and type of door leading to Fire refugee area	Not applicable
	j)	Pressurization of staircase	NO
	k)	Segregation of staircase	Not applicable
34	Number of Lifts installed→ Nil		
	Lift-Numbers		
	a)	Type of door	Not applicable
	b)	Fire resistance rating	Not applicable
	c)	Area of lift car	Not applicable
	d)	Capacity (no of persons)	Not applicable
	e)	Capacity(in kg)	Not applicable
	f)	Company	Not applicable
	g)	Is communication system, installed in the lift car?	Not applicable
	h)	Is a fireman's switch being installed in the car?	Not applicable
	i)	Pressurization of lift	Not applicable
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable
35	Presence of proper signage in all the exit route		No
36	Is it posted with illuminated signage?		No
37	Whether it is landing to fire assembly point?		No
38	Any form of Public address system available?		No
39	Width form of internal road within the Premises?		4000 mm
40	Width of the Entry / exit of Gate		3800 mm
41	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)	No	U/G No Fire tank available O/H Not available
	a) If yes, specify the distance from the building		Not applicable
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.		No recommendation found
	c) Specify the condition of the reservoir		Not applicable
43	Is any public or other water storage facility available nearby?	Yes	Specify the distance from the building 700 meters
	a) Is it readily accessible?	Yes	Condition and type of the reservoir Waterbody
44	Are internal hydrants being provided?	No	Not applicable
	If so, please indicate no of hydrants in each floor		Not applicable
45	Are first aid hose reels being provided? If so please indicate	NO	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?		Not applicable
	b) Size (bore) and type of nozzle fitted to each hose reel		Not applicable
45	Are fire hoses being provided near each hydrant? If so, please indicate		NO
	a) Total no of hoses provided near each hydrant		Not applicable
46	Have wet risers/dry risers been provided?		No
	If yes, please indicate the number of risers and internal diameter of each		Not applicable
47	Has any down comer been provided? If so, please give details		No
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No
	a) Number of pumps		Not applicable
	b) Size of suction and delivery connection to each pump/Output/Head		Not applicable
	e) Is the pump automatic in action?		Not applicable
	f) Is the water pressure sufficient at max distance from the pump?		Not applicable
48.	Sprinkler system		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a) Type of detectors used		Nil
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No
50	Alarm receiving system		No

51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity Not indicated in the FEs but meter found in green	NONE
52	Location and population of the FEs adequate	Not applicable
53	Are Emergency Fire Alarm being provided in each floor ?	NO
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	NO
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	NO
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
58	Status of NOC from WBF&ES	Last Provisional NOC received on 1.2.02. There after no action is taken

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,	No
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
60	Is there any standby source of electric supply being provided?	NIL
	Is the back supply automatic?	Not applicable
61	Location of switch- gears and transformers	NIL

62	a)	Transformer capacity	Not applicable
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	Not applicable
63		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Not applicable
64		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No passes are present , concealed wiring is done
65		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No
66		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67		Whether natural ventilation is relied upon? If so, give details.	YES
68		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
69		Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
70		Whether the refuge area is being provided?	NO
71		Storage of combustibles materials near electrical equipment/fuse units.	No
72		RCCBs available??	No
73		Master switch in warehouses	Not applicable
74		Proper cable joint procedures as per manufacturer	Yes
75		Earthing Pit Tested??	No
76		Use of MCB??	Yes
77		Bypassing of protection devices	Yes
78		Deteriorated insulation	No
79		Selection, deployment of PFFs (Portable Fire Extinguishers)	NONE
80		Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable as no passes are present
81		Tracking possibility	No
82		Unused opening in the panels, etc.	No
83		Possibility of ground fault/short circuit	No
84		Mechanical protection to cables	Yes
85		Loose terminations due to improper supports, crimping	No
86		Improper gland installation, wrong lug size	Not found
87		Over-rated uses, wrongly set protection relays, etc.	Not found

88	Switch yard and sub station	Not applicable
89	DG operation and maintenance	None
90	Reliability of the fire hydrant system	Not applicable
91	Emergency preparedness and response	Nil
92	Availability of Evacuation plan	No
93	Mock drill conducted??	No
94	Awareness of the people??	Nil
95	Sample basis validation of smoke detection system??	Not applicable
96	Condition of Lightning Arrestor	No lightning arrestor
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	NO
99	Approval of receiving station, substation and DG	Not applicable
100	Storage of hazardous material, chemicals?	Not found
101	Use of signage?	Nil
102	Hydrants clear, access to public thorough fare open	Not applicable
103	Flame & work permits (as applicable)	Nil
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Not found
107	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation From Provisional NOC
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
	Is Trade License available??	Not available	
110	Name of the Insurance Company	NIL	
111	Remarks (if any) 18. No mock drill conducted 19. No evacuation drill conducted 20. No evacuation plan made and displayed 21. No signage are found 22. No assembly point demarked 23. No ELCBs or RCCBs are connected with the electrical circuits 24. No public address system is found 25. Earth pit is not tested for a long time 26. There is no lightning conductor 27. No MCPs or any other fire alarm system is found 28. No automatic fire detection system like smoke detectors are found 29. CC or OC is not available, 30. NOC from WBF&ES is not available 31. No Down comer is available		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No mock drill is not done	To be periodically conducted with all the employees
2	No evacuation drill is done	To be done periodically with all the employees with a proper evacuation plan which should be displayed on all the floors
3	No signage are found	Illuminated signage to be placed at all exit routes
4	No assembly point is demarked	Assembly point to be demarked and used in the evacuation drill
5	No ELCBs or RCCBs are found	To be connected in the distribution board of suitable ratings
6	MCPs or other fire alarms are not found	To be installed at all the floors
7	No automatic fire detection system is found	Smoke detectors to be installed at all the vulnerable points
8	CC, is not available	To be applied for and obtained from the respective authority
9	Earth pit is not tested	To be tested periodically and test reports to be kept
10	There is no lightning conductor	lightning conductor is to be installed
11	NOC from WBF&ES is not available	NOC is to be obtained from WBF&ES
12	No Down comer is available	Down comer with a pump & at least a tank at the top of 10000 ltr capacity is to be installed
13	No evacuation plan made and displayed	Evacuation plan is to be displayed in each floor
14	No public address system is found	PAS to be installed

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

EVEREST INFRA ENERGY LTD,



EXECUTIVE SUMMARY

Part I & II

EVEREST INFRA ENERGY LTD, has taken the rent of the building from M/s Plastro Manufacturing Pvt Ltd. EIEL has its head office at Arunachal & doing business on works contract of Electrical erection & supply

There is no central AC system in the building

OC(Occupation Certificate) Could not be shown

NOC from WBF & ES is not available

Occupancy Load was found as

Existing -- 23

Floating -- 10

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There is only one Staircase is available. There is no Lift available. **There is no refuse area because of height of the building is G+2 only.**

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no provision for Fire safety arrangement in the building, like Fire Extinguishers,

Alternate source of water is the Water body approx.200 mtr away

Buildings are not equipped with Fire detection system like smoke detectors.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation

There is no DG supply available as an alternate source of Power supply

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 10	
2.	Premises Name (if any):	NONE	
3.	Name of the owner /occupier/lessee	Everest Infra Energy Ltd	
4.	Permanent Address	GN 10, Sector V, salt lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrIndranil Mukherjee	
7.	Phone No of Contact Person	9903849551	
8.	E-mail	Indramuk10@gmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business✓
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	348.243 SqMtr	
11.	Build up area(as informed to the Auditor)	536.34 SqMtr	
12.	No of Floors	G +2	
13.	Date of Sanction of Building Plan	Date: 13.05.2006 vide sanction plan no V/BM/133 R ²	
14.	Whether P.O.C/OC received from local body?	Yes/No	OC Issuing Authority Bidhan Nagar Municipality/ NDITA Dated:
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Birsra Industrial Security & services	
16.	No of Security Personnel engaged	2	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	Yes(Only for recording)	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	2	
22.	No of Vehicles for which parking space is available in the premises	3	

23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Outside
GENERAL MAINTENANCE		
25	Garbage Clearing	NDITA garbage clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal Road is maintained by Occupier. Condition is satisfactory
TELEPHONE TOWER		
28	No of Towers	NIL
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load		Based on Estimates			
	Existing		Ground Floor	1 st Floor	2 nd floor	Total
	a)Regular		3	10	10	23
	b)Floating					10
32	Basement		NIL			
	a)	If basement extends beyond building profile	Not applicable			
	b)	Use of the basement	Not applicable			
	c)	Is it being sprinklered?	Not applicable			
	d)	Whether any cubicles present in the basement?	Not applicable			
		If yes, their use to be specified	Not applicable			
	f)	Whether fire zones are defined?	Not applicable			
		If yes, please provide details	Not applicable			

Part- III

Provisions of means of escape

33	Number of staircases --→ Only One		
	Stairs Number		#1
	a)	Width of flight	1400 mm
	b)	Tread width	240 mm
	c)	Riser Height	140 mm
	d)	Finish	Marble
	e)	Width of stair door (FCD)Only Glass door- No FCD	940 mm (opening Inside)
	f)	Height of stair head room	9 ft
	g)	Height of stair handrail	880 mm
	h)	Area & location & profile of Fire Refuge Area	NIL
	i)	Width and type of door leading to Fire refugee area	Not applicable
	J)	Pressurization of staircase	No
	k)	Segregation of staircase	Notapplicable
34	Number of Lifts installed→		NIL
	Lift-Numbers		
	a)	Type of door	Not applicable
	b)	Fire resistance rating	Not applicable
	c)	Area of lift car	Not applicable
	d)	Capacity (no of persons)	Not applicable
	e)	Capacity(in kg)	Not applicable
	f)	Company	Not applicable
	g)	Is communication system, installed in the lift car?	Not applicable
	h)	Is a fireman's switch being installed in the car?	Not applicable
	i)	Pressurization of lift	Not applicable
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable
35	Presence of proper signage in all the exit route		No
36	Is it posted with illuminated signage ?		No
37	Whether it is landing to fire assembly point?		No
38	Any form of Public address system available?		No
39	Width form of internal road within the Premises?		3850 mm
40	Width of the Entry / exit of Gate		3650 mm
41	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available ? (at ground level / over head)	Yes/No	U/G NO O/H NO
	a) If yes, specify the distance from the building	Not applicable	
	b) If yes, specify the capacity (in litres)as approved by WBF & ES.	No such recommendation found	
	c) Specify the condition of the reservoir	Not applicable	
43	Is any public or other water storage facility available nearby?	Yes	Specify the distance from the building 300 mtr
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir water body
44	Are internal hydrants being provided ?	No	
	If so, please indicate no of hydrants in each floor	Not applicable	
45	Are first aid hose reels being provided ? If so please indicate	No	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable	
	b) Size (bore) and type of nozzle fitted to each hose reel	Not applicable	
46	Are fire hoses being provided near each hydrant? If so, please indicate	No	
	a) Total no of hoses provided near each hydrant	Not applicable	
47	Have wet risers/dry risers been provided?	No	
	If yes, please indicate the number of risers and internal diameter of each	Not applicable	
48	Has any down comer been provided? If so, please give details	No	
49	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	No	
	a) Number of pumps	Not applicable	
	b) Size of suction and delivery connection to each pump/Output/Head	Not applicable	
	e) Is the pump automatic in action?	Not applicable	
	f) Is the water pressure sufficient at max distance from the pump?	Not applicable	
50	Sprinkler system	NO	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No	
	a) Type of detectors used	Not applicable	
51	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	No	
52	Alarm receiving system	No	

53	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	NONE Not applicable Not applicable
54	Location and population of the FEs adequate	Not applicable
55	Is Emergency Fire Alarm being provided in each floor?	Not applicable
56	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No
58	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
60	Status of NOC from WBF&ES	Not available

Part-V

Electrical, Cables and Ventilation

61	If the building is Centrally air –conditioned, please indicate,	No
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
62	Is there any standby source of electric supply being provided?	No
	Is the back supply automatic?	Not applicable
63	Location of switch- gears and transformers	No

64	a)	Not applicable	Not applicable
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	Not applicable
65		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Not applicable
66		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	NO shaft is seen
67.		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO
68.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
69.		Whether natural ventilation is relied upon? If so, give details.	Yes
70.		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
71.		Whether mechanical ventilation is being coupled with automatic detection system?	NO
72.		Storage of combustibles materials near electrical equipment/fuse units.	NO
73.		RCCBs available??	NO
74.		Master switch in warehouses	NO
75.		Proper cable joint procedures as per manufacturer	Not applicable
76.		Earthing Pit Tested??	NO
77.		Use of MCB??	YES
78.		Bypassing of protection devices	NO
79.		Deteriorated insulation	NO
80.		Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.		Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO
82.		Tracking possibility	NO
83.		Unused opening in the panels, etc.	NO
84.		Possibility of ground fault/short circuit	NO
85.		Mechanical protection to cables	YES
86.		Loose terminations due to improper supports, crimping	NO
87.		Improper gland installation, wrong lug size	NO
88.		Over-rated uses, wrongly set protection relays, etc.	NO
89.		Switch yard and sub station	NO
90.		DG operation and maintenance	NO
91.		Reliability of the fire hydrant system	NO

92.	Emergency preparedness and response	NO
93.	Availability of Evacuation plan	NO
94.	Mock drill conducted??	NO
95.	Awareness of the people??	NO
96.	Sample basis validation of smoke detection system??	NO
97.	Condition of Lightning Arrestor	Not available
98.	Periodic test of UPS system (as applicable)	NO
99.	Handling of electrical work by competent electrician	Could be evidenced
100	Approval of receiving station, substation and DG	NO
101	Storage if hazardous material, chemicals?	NO
102	Use of signage?	NO
103	Hydrants clear, access to public thorough fare open	NO
104	Flame & work permits (as applicable)	Not applicable
105	Effective internal communication and public address system	NO
106	Colour coding system of hazardous chemical gas lines etc.	NO
107	Management structure, role of safety officer, fire department etc.	NO
108	Procedure for incident investigation and control	NO

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No. No interaction found with WBF &ES
110	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
	Is Trade License available??	NO
111	Name of the Insurance Company	NO
112	Remarks (if any) In the Ground floor renovation is on. There is neither any fire detection system nor any Fire protection system available in the building	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Nonconformity tracking report (Summary Sheet)

Sl. No	OBSERVATIONS	RECOMMENDATIONS
1.	There is neither any fire detection system nor any Fire protection system available in the building	fire detection system and Fire protection systems are to be implemented in the building

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

TASMAC



EXECUTIVE SUMMARY

Part I & II

General Information

TASMAC is situated at GN-27, Sector V, Salt Lake, Kolkata 700091; The structure is G + 3 & built up area is approx. 1393 sq.mtr. , in total approx. 10.277 kattah of land.

This property is taken in rent from Late ShriAsim Kumar Das since the last few years(ground floor to 2nd Floor) for intuitional purpose and the 3rd floor is still incomplete and yet to be rented and thus is vacant.

There is no central AC system in the building. The date of sanction of building plan and the copy of CC is not available

Last NOC from WBF & ES (Ref No WBFS/2414/Bidhan-CB/25/5(31/05) dated 11.05.05 was valid upto 10,5,06. and renewal was not done since then. A large number of deviations were found with the NOC.

Occupancy Load was found as

Existing -- 23 persons
Floating -- 5 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two Staircases available. **There are no Lifts available. There is no refuse area and the building height is less than 25 mtr**

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is only two portable fire extinguishers. There are no wet risers, Sprinklers & smoke detectors. MCP are also not found in the exit passages.

There is an underground tank of approx. 32,000 ltr capacities. There are no pumps and no wet risers for fire prevention.

Alternate source of water is the Water body approx. 500 mtr away

No PAS is available,.

No Close circuit TV monitoring is available

2Nos Portable fire extinguishers are found deployed one in ground floor and one in first floor.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB in the distribution board found, but RCCBs are found in all floors (G to 2nd)

Generally no combustible material is stored in the premises, near the Electrical installation

There is no DG supply is as alternate source of power.

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 27	
2.	Premises Name (if any):	TASMAC (Training and Advanced Studies in Management and Communications)	
3.	Name of the owner /occupier/lessee	TASMAC - occupier	
4.	Permanent Address	GN - 27,SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Rented	
6.	Name of the Contact Person	MrAlok Banerjee	
7.	Phone No of Contact Person	99321 33797	
8.	E-mail	infokol@tasmac.ac.in	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional✓(MBA)
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	10.277 kathas	
11.	Build up area(as informed to the Auditor)	133 sqmtr	
12.	No of Floors	G+3	
13.	Date of Sanction of Building Plan	Not available	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Jaguar Securitas	
16.	No of Security Personnel engaged	2 persons round the clock	
17.	Whether Records of Vehicles (No & type entering into the building are kept	NO	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	Nil	
22.	No of Own Vehicles engaged by Employees	Nil	
23.	No of Vehicles for which parking space is available in the premises	Nil	

24	Whether parking space available for visitors within the premises	No
25	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
26	Garbage Clearing	NDITA Garbage clearing system
27	Drainage System	Connected to NDITA Drainage system
28	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
29	No of Towers	No
30	Statutory Clearance from AAI	Not applicable
31	Any Other Clearance	Not applicable

PART - II

32	Occupancy load	(Biased on Estimates)				
	Existing	G	1	2	3	Total
	a)Regular	8	7	8	Vacant	23
	b)Floating					5
33	Basement	NIL				

Part- III

Provisions of means of escape

34	Number of staircases --→TWO Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1390 mm	1380 mm
	b)	Tread width	260 mm	260 mm
	c)	Riser Height	170 mm	170 mm
	d)	Finish	Marble	Kota stone
	e)	Width of stair door (FCD)(not FCD-wooden)	1100 mm	1200 mm
	f)	Height of stair head room	3048 mm	3048 mm
	g)	Height of stair handrail	710 mm	690 mm
	h)	Area & location & profile of Fire Refuge Area	NO Refuse Area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	Yes	No
	k)	Segregation of staircase	Yes	No
35	Number of Lifts installed→Nil			
	Lift-Numbers		1	
	a)	Type of door	Not applicable	
	b)	Fire resistance rating	“	
	c)	Area of lift car	Not applicable	
	d)	Capacity (no of persons)	Not applicable	

	e)	Capacity(in kg)	Not applicable	
	f)	Company	Not applicable	
	g)	Is communication system, installed in the lift car?	Not applicable	
	h)	Is a fireman's switch being installed in the car?	Not applicable	
	i)	Pressurization of lift	Not applicable	
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not applicable	
36	Presence of proper signage in all the exit route		No	
37	Is it posted with illuminated signage ?		No	
38	Whether it is landing to fire assembly point?		No	
39	Any form of Public address system available ?		No	
40	Width form of internal road within the Premises ?		3250 mm	
41	Width of the Entry / exit of Gate		3250 mm	3750 mm
42	Height of the Entry / exit of Gate		Open to sky	Open to sky

PART IV

Provision of Fire Safety Arrangement

43	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G 32,000 ltr O/H 2000 ltr
	a)	If yes, specify the distance from the building	Adjacent to building	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	1,00,000 ltrs	
	c)	Specify the condition of the reservoir	Satisfactory	
44	Is any public or other water storage facility available nearby ?		Yes	■ specify the distance from the building ----500 Mtr
	a)	Is it readily accessible?	Yes	■ condition and type of the reservoir—Water body
45	Are internal hydrants being provided?		No	■ single or twin outlets not applicable
	If so, please indicate no of hydrants in each floor		■ single	
46	Are first aid hose reels being provided? If so please indicate		No	■ No of hose reels on each floor - not alienable
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	No	■ Bore and length of hose reel tubing on each reel-----not applicable
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable	

47	Are fire hoses being provided near each hydrant? If so, please indicate		No	■ Type of hose—not applicable ■ Size of hose— “ ■ Length of hose— “	
	a)	Total no of hoses provided near each hydrant	Not applicable		
48	Have wet risers/dry risers been provided?		No		
49	If yes, please indicate the number of risers and internal diameter of each		Not applicable		
50	Has any down comer been provided? If so, please give details		No		
51	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No		
52	a)	Number of pumps	Not applicable		
	b)	Size of suction and delivery connection to each pump/Output/Head	■ Suction:Not applicable■ Delivery: Not applicable ■ Output of each pump: Not available ■ Max head against which the pump can operate at the output mentioned in—Not applicable		
	c)	Is the pump automatic in action?	Not applicable		
	d)	Is the water pressure sufficient at max distance from the pump?	Not applicable		
53.	Sprinkler system		No		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No		
	a)	Type of detectors used	Not applicable		
54	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No		
	a)	Alarm receiving system	No		
55	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes Yes 4.1.18	Number of FE Type/ Capacity Co2 (2 Kg) 2 nos	2 nos
	Location		in Gr& 1 st floor (<i>extremely inadequate</i>)		
56	Are Emergency Fire Alarm being provided in each floor ?		No	■ No. of Fire Alarm –Not applicable ■ Location of Fire Alarm – not applicable	
57	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		No		
58	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		No		

59	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available
60	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
61	Status of NOC from WBF&ES	NOC valid upto 10.5.06 Ref WBFS/4214/Bidhan-CB/26/05 (31/05) dated 11.5.05. There after no action has been taken for renewal.

Part-V

Electrical, Cables and Ventilation

62	If the building is Centrally air –conditioned, please indicate,		No Central AC	
	a)	Material used for construction of ducts and its fittings	Not applicable	
	b)	Type of tinning used for ducts	Not applicable	
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable	
	d)	How the lagging is secured?	Not applicable	
	e)	If false ceiling is there?	Not applicable	
	f)	Material used for false ceiling	Not applicable	
	g)	Is a separate AHU being provided in each floor	Not applicable	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
63	Is there any standby source of electric supply being provided?		No	DG Capacity: Not applicable UPS : Not applicable
	Is the back supply automatic?		Not applicable	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump ■ Emergency Light ■ Lift
64	Location of switch- gears and transformers		No Transformer installed	
65	a)	Transformer capacity	Not applicable	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c)	If outside, how far is it from the building?	Not applicable	
66	What precautions is taken to prevent a possible fire in the transformers from spreading?		Not applicable	

67	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Concealed wiring no ducting found
68	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO
69	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
70	Whether natural ventilation is relied upon? If so, give details.	Yes
71	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	YES
72	Whether mechanical ventilation is being coupled with automatic detection system?	NO
73	Whether the refuge area is being provided?	■No✓No refuse area found ,building height is below 25 mtr
74	Storage of combustibles materials near electrical equipment/fuse units.	No
75.	RCCBs available??	Yes,on Ground, 1 st and 2 nd floor Capacity – 63 A, fault current 630 mA
76.	Master switch in warehouses	Not applicable, no ware house found
77.	Proper cable joint procedures as per manufacturer	Yes
78.	Earthing Pit Tested??	No
79.	Use of MCB??	Yes
80.	Bypassing of protection devices	NO
81.	Deteriorated insulation	NO
82.	Selection, deployment of PFFs (Portable Fire Extinguishers)	No, extremely inadequate
83.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO- not done in Cable shaft
84.	Tracking possibility	No
85.	Unused opening in the panels, etc.	Yes, in the main meter box
86.	Possibility of ground fault/short circuit	No
87.	Mechanical protection to cables	Yes
88.	Loose terminations due to improper supports, crimping	NO
89.	Improper gland installation, wrong lug size	NO
90.	Over-rated uses, wrongly set protection relays, etc.	NO
91.	Condition of Lightning arrestor	Lightning arrestor found,but the joints are found rusted, continuity test not done
92.	Periodic test of UPS system (as applicable)	Not applicable
93.	Earthing layout & it's effectiveness	No
94.	Switch yard and sub station	No
95.	DG operation and maintenance	Not applicable

96.	Reliability of the fire hydrant system	Not applicable
97.	Emergency preparedness and response	NO
98.	Availability of Evacuation plan	NO
99.	Mock drill conducted??	NO
100.	Awareness of the people??	NIL
101.	Sample basis validation of smoke detection system??	NO
102.	Storage if hazardous material, chemicals??	Nil
103.	Use of signage??	NO
104.	Hydrants clear, access to public thorough fare open	NO
105.	Flame & work permits (as applicable)	NO
106.	Effective internal communication and public address system	No
107.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
108.	Management structure, role of safety officer, fire department etc.	NO
109.	Procedure for incident investigation and control	NO

PART- VI

Other Information

109	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	■Yes	■Deviation from WBF&ES NOC
110	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
111	Is Trade License available??	Not available	
112	Name of the Insurance Company	LIC	
113	Remarks (if any) 1. ShriAsim Kr Das is the owner of the plot and is rented to M/s. TASMAL (G + 1 + 2).The third floor is being constructed to be rented. 2. The provisional NOC from WBF&ES has been received on 2005 and no procedure for renewal has been taken. 3. The building is not equipped with Smoke Detectors, Sprinklers, MCPs or any other alarm system and there are only two fire extinguishers provided. 4. The building does not have any wet riser, downcomer or dry riser and also no refuge area. The height of the building is less than 25 m. 5. No signages are found at any location of the building. 6. No mock drill, evacuation drill has been conducted and no evacuation plan has also been made.		

Auditor

Reviewer

Signature & date Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No automatic fire detection system is provided	Smoke detectors are to be placed at all places
2	No call boxes are found	MCPs are to be provided in all common places
3	No signages are found	Illuminated signages are to be placed at all exit points, stair cases and lead to an area demarked as assembly point
4	No mock drill, evacuation drill are performed	Periodical mock drill, evacuation drill to be conducted. An evacuation plan also to be made and displayed in all floors
5	The lightning arrestor was found but the continuity of it is doubted as the joints of the contact plate is found rusted	Continuity test to be done and rectified if found defective
6	The main meter room is found open with chances of rainfall entering it with chances of short circuit 	The same is to be covered and panel boxes which are open to be covered 
7	Only two fire extinguishers are provided which is very inadequate	More FEs are to be placed in all suitable places
8	The NOC from WBF&ES has expired after 2006 and not renewed	Immediate renewal is to be done
9	The date of sanction of building plan and CC is not available	Same are to be made available

Auditor

Reviewer

Signature & date Inspecting and Reporting Authority With seal

POWELL HOUSE



EXECUTIVE SUMMARY

Part I & II

General Information

POWELL HOUSE is situated at GN - 28, Sector V, Salt Lake, Kolkata 700091, The structure is G + 3 & built up area is approximately 13000 Sq. ft. in total 10 kathas of land.

In the Ground floor there are one generator, general offices, security persons room etc..

The date of sanction of Building Plan was 18.3.2000.

There are two stair cases & no Lifts.

There is no central AC system in the building. No CC TV and Public Address System is available in the building

NOC from WBF&Es is not available but a fire license from West Bengal Govt was furnished in form 3932(28) having lic. No. 66658 dated 24.7.12 valid upto 31.8.2013.

Occupancy Load as on audit date was found as

	Existing -- 12 persons
Floating -- 2 persons	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two nos Staircases available. There are no Lifts available.

No Evacuation Drill has been conducted so far.

There are no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers only..

Wet riser

There is an Under- ground fire tank of 50,000 ltr capacity. There are no pumps provided and no risers provided.

Smoke detectors are not installed in any of the floors ..

Alternate source of water is the Water body approx 500 mtr away

Buildings isnot equipped with any Fire detection system like smoke detectors.

Total 4Nos Portable fire extinguishers are found deployed throughout the building.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation except 1800 liters of ABSOLUTE ALCOHOL license for which is available.

There are oneDG sets each of 15 KVA at the ground flooras an alternate source of supply

PART VI

OTHER INFORMATION

Nil

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN - 28	
2.	Premises Name (if any):	Powell House	
3.	Name of the owner /occupier/lessee	Powell Homeo Research Laboratory	
4.	Permanent Address	GN 28, Sector V, Salt Lake, Kolkata – 700091.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Dr. Sudipta Narayan Roy	
7.	Phone No of Contact Person	98308 30880	
8.	E-mail	powell.lab@gmail.com	
9.	Purpose of the Land Use Research , manufacture and marketing of homeopathic medicines	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business ✓
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	10 kathas	
11.	Build up area(as informed to the Auditor)	Approx 13,000 sqft (exact figure is not available)	
12.	No of Floors	G + 3	
13.	Date of Sanction of Building Plan	Date: 18.3.2000 vide sanctioned plan no. V/BM/40	
14.	Whether P.O.C/OC received from local body?	No✓	OC Issuing Authority Applied to NDITA on 12.7.2011 but not yet received Dated:
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Group One	
16.	No of Security Personnel engaged	Two persons	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	No	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organization	2 nos	

22	No of Vehicles for which parking space is available in the premises	4 nos
23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA clearing system
26	Drainage System	Through NDITA drainage system
27	Maintenance of Road	Own and found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load	(Biased on Estimate)				
	Existing	G	1	2	3	Total
	a)Regular	3	3	4	2	12
	b)Floating	2				
32	Basement	Nil				

Part- III

Provisions of means of escape

33	Number of staircases --→ Two nos			
	Stairs Number		#1	#2
	a)	Width of flight	1390 mm	880 mm
	b)	Tread width	270 mm	280 mm
	c)	Riser Height	120 mm	160 mm
	d)	Finish	Cemented	Cemented
	e)	Width of stair door (FCD)(wooden door not FCD)	1190 mm	870 mm
	f)	Height of stair head room	3352.8 mm	3048 mm
	g)	Height of stair handrail	930 mm	920 mm
	h)	Area & location & profile of Fire Refuge Area	No refuge area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed→ Nil			
	Lift-Numbers		#1	
	a)	Type of door	Not applicable	
	b)	Fire resistance rating	Not applicable	
	c)	Area of lift car	Not applicable	
	d)	Capacity (no of persons)	Not applicable	
	e)	Capacity(in kg)	Not applicable	

	f)	Company	Not applicable	
	g)	Is communication system, installed in the lift car?	Not applicable	
	h)	Is a fireman's switch being installed in the car?	Not applicable	
	i)	Pressurization of lift	Not applicable	
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable	Reference No: Not applicable Valid upto: Not applicable
35	Presence of proper signage in all the exit route		No	
36	Is it posted with illuminated signage?		No	
37	Whether it is landing to fire assembly point?		No	
38	Any form of Public address system available?		No	
39	Width form of internal road within the Premises?		3400 mm	
40	Width of the Entry / exit of Gate		4300 mm	
41	Height of the Entry / exit of Gate		Open to Sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		No	U/G 50,000 liters O/H 10,000 liters
	a)	If yes, specify the distance from the building	Approx. 2.5 meters	
	b)	If yes, specify the capacity (in litres) as approved by WBF& ES.	50,000 liters	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building approx 500 meters
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Water body
44	Are internal hydrants being provided ?		No	Single or twin outlets.
	If so, please indicate no of hydrants in each floor		Not applicable	
45	Are first aid hose reels being provided? If so please indicate		No	No of hose reels on each floor : Not applicable
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable	Bore and length of hose reel tubing on each reel: Not applicable
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable	

45	Are fire hoses being provided near each hydrant? If so, please indicate		No	Type of hose: Not applicable Size of hose: Not applicable Length of hose: Not applicable	
	a)	Total no of hoses provided near each hydrant	Not applicable		
46	Have wet risers/dry risers been provided?		No		
	If yes, please indicate the number of risers and internal diameter of each		Not applicable		
47	Has any down comer been provided? If so, please give details		No		
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No		
	a)	Number of pumps	Nil		
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: Delivery: Output of each pump: Not applicable Max head against which the pump can operate at the output mentioned in: Not applicable		
	e)	Is the pump automatic in action?	Not applicable		
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable		
48.	Sprinkler system				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No		
	a)	Type of detectors used	Not applicable		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No		
50	Alarm receiving system		No		
51	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity 13.6.2013		Yes	Number of FE Type/ Capacity 1.DCP-10kgs-3 nos 2.Water CO2-50 ltr- 1 no Located in ground floor 2 nos each on both the staircases	
			Yes		

52	Location and population of the FEs adequate	No There are no FEs in the 2 nd & 3 rd floors	
53	Are Emergency Fire Alarm being provided in each floor ?	No	No. of Fire Alarm: Nil Location of Fire Alarm: Not applicable
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No	
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No	
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available	
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available	
58	Status of NOC from WBF&ES	License no 6658 dated 24.7.12 valid up to 31.8.13 (Form 3932(28))	

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,		No
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable

60	Is there any standby source of electric supply being provided?		Yes	DG 15 KVA Capacity	UPS Nil Capacity
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump ■Emergency Light ✓ ■Lift ■Partly to Office ✓ ■ Others ✓	
61	Location of switch- gears and transformers		Nil		
62	a)	Transformer capacity	Not applicable		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable		
	c)	If outside, how far is it from the building?	Not applicable		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Not applicable		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		There is no shaft, concealed wiring is done		
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No		
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		
67	Whether natural ventilation is relied upon? If so, give details.		Yes, windows are there with cross ventilation		
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No		
69	Whether mechanical ventilation is being coupled with automatic detection system?		Not applicable		
70	Whether the refuge area is being provided?		No	On which floor: Not applicable Area of Fire Refuge Area: Not applicable Width of Fire Refuge Area: Not applicable	
71	Storage of combustibles materials near electrical equipment/fuse units.		No		
72	RCCBs available??		No		
73	Master switch in warehouses		No		
74	Proper cable joint procedures as per manufacturer		Yes		
75	Earthing Pit Tested??		No records were found		
76	Use of MCB??		Yes		

77	Bypassing of protection devices	No
78	Deteriorated insulation	No
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	OK but not adequate, there are no FEs in 2 nd & 3 rd floors
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No passes are present
81	Tracking possibility	No
82	Unused opening in the panels, etc.	None found
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	None found
86	Improper gland installation, wrong lug size	None found
87	Over-rated uses, wrongly set protection relays, etc.	None found
88	Switch yard and sub station	Not applicable
89	DG operation and maintenance	Own maintenance
90	Reliability of the fire hydrant system	Not applicable
91	Emergency preparedness and response	Nil
92	Availability of Evacuation plan	Nil
93	Mock drill conducted??	No
94	Awareness of the people??	Slight, people know how to operate the extinguishers
95	Sample basis validation of smoke detection system??	Not applicable
96	Condition of Lightning Arrestor	No lightning arrestor found
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	No
100	Storage if hazardous material, chemicals?	Yes, Alcohol 1800 liters, license no 46 of 2012-2013
101	Use of signage?	Nil
102	Hydrants clear, access to public thorough fare open	Not applicable
103	Flame & work permits (as applicable)	Not applicable
104	Effective internal communication and public address system	Nil
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Not found
107	Procedure for incident investigation and control	Not found

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	■ Deviation No record of any recommendation from WBF&ES found
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Alcohol is stored and proper license is also obtained for it	
	Is Trade License available??	Yes, Lic. No. 002055 dated 5.9.12	
110	Name of the Insurance Company	National Insurance	
111	Remarks (if any) 1. In the 1st and 2nd floors a huge quantity of paper and cartons are stored. There is no smoke detector provided. 2. No lightening arrestor was found 3. There are only four fire extinguishers which is quite in adequate. An addition of four FEs may be done 4. No trained firefighting personnel was found 5. No fire mock drill was done 6. No evacuation drill was conducted 7. No MCPs were found installed 8. No smoke detectors were found installed 9. No fire alarms were found		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	No mock drill and evacuation drill is conducted	To conduct the drills periodically at least once in six months
2.	Smoke detector in store room is not found	Same to be installed
3.	No lightening arrestor was found	Same to be installed
4.	Portable fire extinguishers are not adequate	Additional extinguishers at least four nos. to be provided in 2 nd and 3 rd floors
5.	Fire alarms and MCPs were not found	MCPs and fire alarms to be installed
6.	No Signage's and assembly point were found	Same are to be provided

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

SWASTHA BHABAN



EXECUTIVE SUMMARY

Part I & II

General Information

There are three buildings in Plot No GN 29 (a) **Institute of Family Health & welfare** , (b)**Institute of Family Health & welfare**, (c) **Swastha Bhaban wing A & Swastha Bhaban Wing B** at Sector V, Salt Lake, Kolkata 700091. These buildings are owned by Department of Health, West Bengal. These buildings are in 10 acres of plot of Land. The building #1 is G+2, Building#2 is G+6, & building #3 is G+4 storied.

There is no central AC system in the building in the building #1

OC (Occupation Certificate) are not available

NOC from WBFES is not available

Occupancy Load was found as

Existing -- 60 + 530 + 385
Floating -- 25 +50 +50

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are Seven Staircases available. There are 4nos Lifts available in building #2&3. There is no refuse area available

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers in building #1 & wet risers, Sprinklers & smoke detectors. MCP, Smoke detectors in building #2&3 were found not working. Control panel was found shut off.

Wet Riser

There is an underground tank of 250000 ltr capacity For Fire only in building #2&3. There are three nos pumps. One pump capacity is 60 HP & that of Jockey pump is of 15 HP. and a stand by DG pump

Alternate source of water is the Water body approx. 800 mtr away

PAS is not available

Close circuit TV monitoring is not available

56 Nos Portable fire extinguishers are found deployed near the staircase & in the working area. in all the three buildings

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is one 62.5KVA DG supply in building#1 , 320 KVA at building #2&3 are as alternate source of power. This is operated manually

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GN 29	
2.	Premises Name (if any):	There are three buildings in Plot No GN 29 Bldg Name 1. Institute of Family Health & welfare 2, SwasthaBhan wing A 3. SwasthaBhaban Wing B	
3.	Name of the owner /occupier/lessee	Department of Health, Govt of WB	
4.	Permanent Address	GN 29, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	1. → Mr .Ramkrishna Chatterjee 2 & 3 → Major B.C.Das	
7.	Phone No of Contact Person	1. → 94330 86770 2 & 3 → 86971 15796	
8.	E-mail	1. → 2 & 3 →	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional ✓
			Assembly
			Business ✓ (Office)
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Total 10 acres of Land as reported for all the three buildings	
11.	Build up area(as informed to the Auditor)	1 → Not available 2 & 3 → Not available	
12.	No of Floors	1. G+2 2. G +6 3. G +4	
13.	Date of Sanction of Building Plan	1. → 1995 2 & 3 → 2002	
14.	Whether P.O.C/OC received from local body?	1. Not Available 2 & 3. Not Available	
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	1. → G,S,I,S 2 & 3 → Asiad Detective Bureau	

16	No of Security Personnel engaged	1. → 15 2 & 3 → 70
17	Whether Records of Vehicles (No & type entering into the building are kept	1. → No 2 & 3 → No
18	Whether records of Visitors entering into the building are kept	1. → No 2 & 3 → No
19	Whether Metal detectors are used at the entry point	1. → No 2 & 3 → No
20	Whether Monitoring System through Close circuit TV available	1. → No 2 & 3 → No
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	1. → NIL, 2. #2 & 3 → 25
22	No of Vehicles for which parking space is available in the premises	#1,2,3 → Aprox 80
23	Whether parking space available for visitors within the premises	#1,2,3 → YES
24	Place where excess vehicles (if any) are parked	Outside parking space
GENERAL MAINTENANCE		
25	Garbage Clearing	# 1,2,3, → Through NDITA garbage clearing system
26	Drainage System	#1,2,3, → Connected to NDITA Drainage system
27	Maintenance of Road	Inside road maintained by owner of the plot
TELEPHONE TOWER		
28	No of Towers	1. → NIL 2 & 3 → NIL
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

34	Occupancy load	(Approximate Figure)							
	Existing	G	1	2	3	4	5	6	Total
	Institute of Family Health & welfare								
	a)Regular	15 + 30 Trainee	15	Nil					60
	b)Floating								25
	SwasthaBhan wing A								
	a)Regular	50	80	80	80	80	80	80	530
	b)Floating								50
	SwasthaBhaban Wing B								
	a)Regular	65	80	80	80	40			385
	b)Floating								50

35	Basement		NIL
	a)	If basement extends beyond building profile	Not applicable
	b)	Use of the basement	Not applicable
	c)	Is it being sprinklered?	Not applicable
	d)	Whether any cubicles present in the basement?	Not applicable
		If yes, their use to be specified	Not applicable
	f)	Whether fire zones are defined?	Not applicable
		If yes, please provide details	Not applicable

Part- III

Provisions of means of escape

36	Number of staircases -->		Seven Nos						
			#1 A	#1B	#1C	#2A1	#2 A2	#3A1	#3 A2
			Gr to 1st		Gr to 2nd	Gr to 6th		Gr to 4th	
	a)	Width of flight in mm	1420 mm	1420 mm	1840 mm	1850 mm	1360 mm	1880 mm	1400 mm
	b)	Tread width in mm	270 mm	270 mm	300 mm	260 mm	260 mm	260 mm	260 mm
	c)	Riser Height in mm	140 mm	140 mm	150 mm	160 mm	170 mm	150 mm	170 mm
	d)	Finish	marble	marble	Mosaic	Kota Stone	Kota Ston	Kota Ston	Kota Ston
	e)	Width of stair door (FCD) THERE IS NO FCD-Ordinary door	NIL	NIL	NIL	1640 mm (glass)	790 mm Wooden	1640 mm (glass)	790 mm Wooden
	f)	Height of stair head room	10	10	12	12	12	12	12
	g)	Height of stair handrail	960 mm	960 mm	960 mm	960 mm	980 mm	940 mm	960 mm
	h)	Area & location & profile of Fire Refuge Area	NIL						
	i)	Width and type of door leading to Fire refugee area	Not Applicable						
	J)	Pressurization of staircase	No						
	k)	Segregation of staircase	Yes						

37	Number of Lifts installed→		4 Nos in Building #2&3				
	Lift-Numbers		#1	#2A	#2B	#3A	#3B
	a)	Type of door	NIL	Metallic	Metallic	Metallic	Metallic
	b)	Fire resistance rating	NIL	2 hrs	2 hrs	2 hrs	2 hrs
	c)	Area of lift car	NIL				
	d)	Capacity (no of persons)	NIL	10	10	10	10
	e)	Capacity(in kg)	NIL	680	680	680	680
	f)	Company	NIL	OTIS	OTIS	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	NIL	YES	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	NIL	NO	NO	NO	NO
	i)	Pressurization of lift	NIL	NIL	NIL	NIL	NIL
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	NIL	NO	NO	NO	NO
38	Presence of proper signage in all the exit route		No except in some floors of #2 &3. None available in the Emergency stair case				
39	Is it posted with illuminated signage ?		No				
40	Whether it is landing to fire assembly point?		No				
41	Any form of Public address system available ?		Yes but found not working				
42	Width form of internal road within the Premises ?		4000 mm. In front of SwasthaBhaban it is more				
43	Width of the Entry / exit of Gate		4900 mm				
44	Height of the Entry / exit of Gate		OPEN TO SKY				

PART IV

Provision of Fire Safety Arrangement

45	Is any water reservoir for firefighting available ? (at ground level / overhead)		1. No Fire Tank 2 & 3 2,50,000 Ltr	
	a)	If yes, specify the distance from the building	Adjacent to the pump room	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	None	
	c)	Specify the condition of the reservoir	Satisfactory in building # 2 & 3	
46	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building → 300 mtr
	a)	Is it readily accessible ?	Yes	Condition and type of the reservoir → Water body
47	Are internal hydrants being provided ?		Yes	#1 → NIL #2 & 3 → Yes Single out let.
	If so, please indicate no of hydrants in each floor		One in each floor at #2,3	

48	Are first aid hose reels being provided ? If so please indicate		Yes	In #1 → Nil In #2,3 No of hose reels on each floor : One
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	In #1 → Nil In #2,3 Bore and length of hose reel tubing on each reel: → 20mm, 30 Mtr
	b)	Size (bore) and type of nozzle fitted to each hose reel	In #1 → Nil In #2,3 → 5 mm, Jet Type	
49	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	In #1 → Nil In #2,3 → Yes Type of hose: Canvas Size of hose: 63 mm Length of hose: 15 Mtr
	a)	Total no of hoses provided near each hydrant	One	
50	Have wet risers/dry risers been provided?		Yes, at #2 & 3	
	If yes, please indicate the number of risers and internal diameter of each		In #1 → Nil In #2,3 one, 150 mm	
51	Has any down comer been provided? If so, please give details		No	

52	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		In #1→Nil In #2 & 3→, One Main Pump of 60 HP & a jockey of 15 HP, a Diesel stand by pump of 90 HP		
	a)	Number of pumps	In #1→Nil In # 2&3→3 nos		
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: 150 mm Delivery: 150 mm Output of Main pump: 38.05 Ltr/Sec Output of Jockey pump: 3.0 Ltr/Sec Output of Diesel pump: 38.08 Ltr/Sec Max head against which the pump can operate at the output mentioned in: 70 Mtr		
	e)	Is the pump automatic in action?	Could not be checked as pump is out of order during the Audit		
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as there is no pressure gauge at the top floor		
53.	Sprinkler system		None		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes. Only in Building No #2 & 3		
	a)	Type of detectors used	Smoke detector, But found out of order		
54	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes. In Building # 2 &3, but found out of order		
55	Alarm receiving system		Yes. In Building # 2 & 3 but found out of order		
56	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity – Found Valid till 2013		Yes	Type/ Capacity 1. Institute of Family Health & welfare ABC(5Kg) CO2(9 Ltr) 2 SwasthaBhan wing A Water CO2 (9 LTR) DCP(5 Kg) 3. SwasthaBhan wing B Water CO2 (9 LTR) DCP(5 Kg) Foam(5 kg)	Number of FE 16 4 6 5 10 14 2
57	Location and population of the FEs adequate		Near stair cases & in working areas		
58	Are Emergency Fire Alarm being provided in each floor ?		In Bldg #1→ NIL In Bldg #2,3 → YES		
59	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		No		

60	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No Record is available
61	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
62	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available
63	Status of NOC from WBF&ES	Building#1→ No NOC Building#2 & 3→ No NOC

Part-V

Electrical, Cables and Ventilation

64	If the building is Centrally air - conditioned, please indicate,		NO CENTRAL AC IS available in any of the buildings ,In # 2 & 3 ductable type AC is being used
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable
65	Is there any standby source of electric supply being provided?		In Building#1→ DG of 62.5 KVA In Building #2 & 3→ DG ,Capacity 320 KVA
	Is the back supply automatic?		Manual Specify the functions that can be maintained simultaneously by such back ups In Building#2 &3 → ■ Fire Pump✓ ■ Emergency Light✓ ■ Lift✓ ■ Office✓
66	Location of switch- gears and transformers		Outside the building

67	a)	Transformer capacity	In Building#1→ 200 KVA X 2 nos, But one is not working In Building #2 &3 →1500 KVA
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	8 mtr
68		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers
69		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Yes in # 2 & 3 on ly
70		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO
71		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
72		Whether natural ventilation is relied upon? If so, give details.	Yes
73		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
74		Whether mechanical ventilation is being coupled with automatic detection system?	NO
75		Whether the refuge area is being provided?	None
76		Storage of combustibles materials near electrical equipment/fuse units.	No
77		RCCBs available??	No
78		Master switch in warehouses	Not applicable
79		Proper cable joint procedures as per manufacturer	Yes
80		Earthing Pit Tested??	No Record available
81		Use of MCB??	Yes
82		Bypassing of protection devices	No
83		Deteriorated insulation	No
84		Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes. Building #1 is inadequate
85		Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes
86		Tracking possibility	Yes
87		Unused opening in the panels, etc.	No
88		Possibility of ground fault/short circuit	No
89		Mechanical protection to cables	Yes

90	Loose terminations due to improper supports, crimping	No
91	Improper gland installation, wrong lug size	No
92	Over-rated uses, wrongly set protection relays, etc.	No
93	Switch yard and sub station	Not applicable
94	DG operation and maintenance	Yes
95	Reliability of the fire hydrant system	NO
96	Emergency preparedness and response	No
97	Availability of Evacuation plan	No
98	Mock drill conducted??	No Record is available
99	Awareness of the people??	Poor
100	Sample basis validation of smoke detection system??	NO
101	Condition of Lightening Arrestor	# 1 → No Lightning arrestor # 2 & 3 → Light arrestor continuity has broken
102	Periodic test of UPS system (as applicable)	Not applicable
103	Handling of electrical work by competent electrician	Yes
104	Approval of receiving station, substation and DG	Not available
105	Storage if hazardous material, chemicals?	No
106	Use of signage?	NO
107	Hydrants clear, access to public thorough fare open	YES
108	Flame & work permits (as applicable)	NO
109	Effective internal communication and public address system	YES , But found out of order
110	Colour coding system of hazardous chemical gas lines etc.	Yes
111	Management structure, role of safety officer, fire department etc.	NO
112	Procedure for incident investigation and control	NO

PART- VI

Other Information

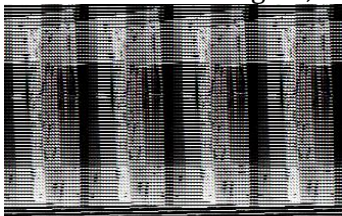
113	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
114	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
	Is Trade License available??	Not required
115	Name of the Insurance Company	None
116	Remarks (if any). In all the Four buildings: 1. No Evacuation Drill has been conducted in none of the buildings 2. No Fire mock drill is conducted in none of the buildings 3. No Emergency response Plan is available for none of the buildings 4. No signage is available in the Stairs in none of the building apart from fewEmergency exit in some floors of Building no 2 &3 5. Fire Pumps are found not Running in the building no 2 & 3 6. Fire Hoses are found missing in Fire Hose cabinets in the outside of the building of # 2 & 3 7. Intelligent control panel at Building # 2 & 3 is found shut off for short circuit in the line 8. Smoke detector is found not working in the building no 2 & 3	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	No Evacuation Drill has been conducted In all the Three buildings	Evacuation drill is to be conducted with all Occupants. Record to be maintained
2.	No Fire mock drill is conducted In all the three buildings	Fire mock drill is to be conducted periodically. Record to be maintained
3.	No Emergency response Plan is available In all the three buildings	Emergency response plan is to be prepared
4.	No proper signage are available In all the three buildings	Proper illuminated signage are to be put
5.	Fire Pumps are found not Running For Building #2&3	Fire pumps should run 24 Hrs
6.	Hoses are found missing in Fire Hose cabinets For building #2, 	Hose & Nozzles are to be kept in all the FHCs
7.	No pressure gauge at the top floor	Pressure Gauge is to be provided at the top floor.
8.	MCPs do not handle for breaking the glass	
9.	One MCPs at Building # 2 & 3 are found out of order	MCP to kept in order
10	Unwanted materials are kept at the ground floor of Building #1 under Stair #3	
11	Heater connection is being taken from a 5 amp base without plug top	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

GN-30



EXECUTIVE SUMMARY

Part I & II

General Information

The Building is situated at GN 30, Sector V, Salt Lake, Kolkata- 91. The structure is G+2in total 88023 Sq. ft.of land.

Occupation load is around existing→155

Floating→25

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There are three nos stairs available. There is no lift available

Signage are there but them are no illuminated and not adequate and does not lead to the assembly points.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no fire tank available.

The alternate source of water body is approximately 800mtr. Away, through the building on every side also has underground tank.

Fire Extinguishers:

Total 88 nos of fire extinguishers are there

PART V

No ELCB or RCCB is fitting in the distribution board or any other electrical as units. There is aDG of \$00 KVA as an alternate source of supply

PART VI

OTHER INFORMATION

Nil

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 30	
2.	Premises Name (if any):	None	
3.	Name of the owner /occupier/lessee	Not available	
4.	Permanent Address	GN 30, Sector V, Saltlake city, Kol-700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	SoumenSinha	
7.	Phone No of Contact Person	98364 54547	
8.	E-mail	soumen@godrej.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business ✓Business office & distribution point.
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	88023 Sq. ft.	
11.	Build up area(as informed to the Auditor)	Not available	
12.	No of Floors	G+2	
13.	Date of Sanction of Building Plan	Date:1985	
14.	Whether P.O.C/OC received from local body?	No	OC Issuing Authority Bidhan Nagar Municipality/ NDITA Dated: Not yet received from local body.
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Trident Security	
16.	No of Security Personnel engaged	16	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Staff (Yes)	
18.	Whether records of Visitors entering into the building are kept	Yes record book is available	
19.	Whether Metal detectors are used at the entry point	Only were house metal detector is used.	
20.	Whether Monitoring System through Close circuit TV available	No. Planning to install close circuit TV system.	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	Nil
22	No of Vehicles for which parking space is available in the premises	26
23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Outside the building
GENERAL MAINTENANCE		
25	Garbage Clearing	NDITA Garbage clearing system
26	Drainage System	Connected to NDITA Drainage system
27	Maintenance of Road	Internal Road maintained by owner
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load	(Biased on Estimates)			
	Existing	G	01	02	Total
	a)Regular	80	50	25	155
	b)Floating				25
32	Basement	Nil			

Part- III

Provisions of means of escape

33	Number of staircases -->				
	Stairs Number		#1	#2	#3
	a)	Width of flight	1180	1240	1130
	b)	Tread width	300	290	270
	c)	Riser Height	160	140	170
	d)	Finish	Kota Stone	Cement with metal step	Kota Stone
	e)	Width of stair door (FCD)	930		790
	f)	Height of stair head room	12'-0"	12'-0"	12'-0"
	g)	Height of stair handrail	860	890	810
	h)	Area & location & profile of Fire Refuge Area	NIL		
	i)	Width and type of door leading to Fire refugee area	NIL		
	J)	Pressurization of staircase	NIL		
	k)	Segregation of staircase	Yes		

34	Number of Lifts installed→No	
	Lift-Numbers	
	a) Type of door	Not applicable
	b) Fire resistance rating	Not applicable
	c) Area of lift car	Not applicable
	d) Capacity (no of persons)	Not applicable
	e) Capacity(in kg)	Not applicable
	f) Company	Not applicable
	g) Is communication system, installed in the lift car?	Not applicable
	h) Is a fireman's switch being installed in the car?	Not applicable
	i) Pressurization of lift	Not applicable
	j) Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable
35	Presence of proper signage in all the exit route	Yes
36	Is it posted with illuminated signage ?	Yes
37	Whether it is landing to fire assembly point?	No
38	Any form of Public address system available ?	No
39	Width form of internal road within the Premises ?	7600 mm
40	Width of the Entry / exit of Gate	4300 mm
41	Height of the Entry / exit of Gate	Open to Sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available ? (at ground level / overhead)	No	U/G: None O/H: 50KL, filled by bore well
	a) If yes, specify the distance from the building	Not applicable	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	Could not be seen so they have no NOC. From WBF& ES	
	c) Specify the condition of the reservoir	O/H is satisfactory	
43	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building: 500M
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir: water body
44	Are internal hydrants being provided ?	No	
	If so, please indicate no of hydrants in each floor	Not applicable	
45	Are first aid hose reels being provided ? If so please indicate	No	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	No	
	b) Size (bore) and type of nozzle fitted to each hose reel	Not applicable	
45	Are fire hoses being provided near each hydrant? If so, please indicate	No	
	a) Total no of hoses provided near each hydrant		
46	Have wet risers/dry risers been provided?	No	
	If yes, please indicate the number of risers and internal diameter of each	Not applicable	

47	Has any down comer been provided? If so, please give details		No		
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		NO		
	a)	Number of pumps	NIL		
	b)	Size of suction and delivery connection to each pump/Output/Head	Not applicable		
	e)	Is the pump automatic in action?	Not applicable		
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable		
48.	Sprinkler system		NO		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No, there is no automatic fire detection alarm system excepted telephone server room & computer server room.		
	a)	Type of detectors used	Smoke detector (Only in telephone server room & computer server room)		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No		
50	Alarm receiving system		No		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes	Number of FE Type/ Capacity ABC 1 Kg to 5kg Water-9L DCP- 5Kg CO ₂ - 3Kg/4.5Kg/22.5Kg 04/11/2013 to 20/11/2016	88Nos
52	Location and population of the FEs adequate		In office entrance & staircase.		
53	Is Emergency Fire Alarm being provided in each floor?		Yes/No	No. of Fire Alarm:2 (two) Location of Fire Alarm:In side ware house.	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		Yes		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Yes (09/11/2012)		
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES		Not available		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Not available		
58	Status of NOC from WBF&ES		NOC is not available & has not been applied yet.		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air –conditioned, please indicate,		Floor wise package unit installed separately.		
	a)	Material used for construction of ducts and its fittings	Sheet metal		
	b)	Type of tinning used for ducts	Not available		
	c)	Type of lagging used, if any for insulating any portion of the duct	Glass wood		
	d)	How the lagging is secured?	Wire mesh		
	e)	If false ceiling is there?	Yes		
	f)	Material used for false ceiling	Gypsum board		
	g)	Is a separate AHU being provided in each floor	Yes		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	No inter locking exit in between AHU & Smoke detector		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Separate ducting for separate floor. It is totally isolated		
	j)	Will fire dampers be provided in AC duct?	No fire damper provided in A.C		
60	Is there any standby source of electric supply being provided?		Yes	DG Capacity: 400	UPS Capacity: 6KVA
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump ■Emergency Light ✓ ■Lift ■Partly to Office ✓ ■ Others	
61	Location of switch- gears and transformers		Inside the building premises.		
62	a)	Transformer capacity	500 KVA oil cooled, out door transformer 11KVA/415units A.C 50 C/S		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	D-G set & Lt. Sub- station are in separate room with 4 Hrs fire resistance wall.		
	c)	If outside, how far is it from the building?	Not applicable		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		There is no auto fire extinguisher provided		

64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Plugged with non- combustible material.
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No ELCB is Used. All over MCB is used.
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67	Whether natural ventilation is relied upon? If so, give details.	Cross ventilation through windows.
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No such plan
69	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
70	Whether the refuge area is being provided?	No
71	Storage of combustibles materials near electrical equipment/fuse units.	Found in sub- station room
72	RCCBs available??	None found
73	Master switch in warehouses	Yes
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthing Pit Tested??	6 Nos of each pits test on 10/03/2012 resistance varies from 1.6 to 1.8 Hrs.
76	Use of MCB??	Yes in light distribution board
77	Bypassing of protection devices	None found
78	Deteriorated insulation	None found
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Selection & Qty. is adequate
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes
81	Tracking possibility	Yes
82	Unused opening in the panels, etc.	Not found
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	No
86	Improper gland installation, wrong lug size	No
87	Over-rated uses, wrongly set protection relays, etc.	No
88	Switch yard and sub station	Housekeeping is very poor. Combustible material used as paper/ oil jar found
89	DG operation and maintenance	Manual operation.maintenanceis being done by contractor.
90	Reliability of the fire hydrant system	There is no fire hydrant system
91	Emergency preparedness and response	Yes
92	Availability of Evacuation plan	Not found any record.
93	Mock drill conducted??	Last drill done on 09/11/2012

94	Awareness of the people??	People are aware of handling five extinguishers.
95	Sample basis validation of smoke detection system??	Not Applicable
96	Condition of Lightning Arrestor	Arrestor is visible but its earth pit test report was not found.
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	D-G set approval found refers. AH/2670, Dt- 21.12.2012. Sub-Station approval was not found.
100	Storage if hazardous material, chemicals?	No
101	Use of signage?	Yes
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	Not applicable
104	Effective internal communication and public address system	Planned to installed
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Not applicable
107	Procedure for incident investigation and control	Record was found

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
110	Is Trade License available??	Valid up to 31 st march 2013
111	Name of the Insurance Company	Ref No 001802 Dt- 19/04/2012
112	Remarks (if any) 1. Smoke detector (Conventional type) filled only in telephone server room & computer server room. Inintelligent panel identification of zone is not marked. 2. There is no smoke detector in AHU room & Offices. 3. Transformer oil tank already corroded. It is in serious condition. Move over there is no B/ Relay in between main tank & conservation oil tank- potential hazard in transformer operation. 4. Housekeeping & floor condition of D-G set & LT sub- station room is very poor- trip hazard. 5. Identification of earth pit are not available. Only 6 Nos of earth pit tested on 10.03.2012- inadequate. Ref No AE/ET/GOD/25/2012, Dt- 09/03/2012 6. In sub- station (Electrical), protective relay test report was not found. 7. Electrical wiring over false ceiling could not be checked since there is no such facility.	

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	No smoke detector at office/ LT & HT Sub- Station AHU room	Provide smoke detector with inter locking to AHU
2.	Transformer Oil tank got corroded	Tank condition to be improved
3.	There is no B/ relay in between transformer main tank & oil conservation tank	To be incorporated with tripping relay arrangement
4.	Identification of earth pit are not available. Only 6 Nos of earth pit tested on 10.03.2012- inadequate. Ref No AE/ET/GOD/25/2012, Dt- 09/03/2012	To be identification property & hydrant drawing to be made
5.	Housekeeping at LT & D-G set room is very poor	Overall housekeeping to be improved with proper illumination in the room
6.	Electrical wiring over false ceiling could not be checked since there is no such facility.	Facility to be provided for checking
7.	In sub- station (Electrical), protective relay test report was not found.	Protective relay test to be obtained

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

GN-31



EXECUTIVE SUMMARY

Part I & II

General Information

There are Four buildings of Fisheries Department in Plot No GN 31 (a) **WB FISHERIES CORPORATION LTD**

(b) **BENFISH BHABAN**, (c) **BENFISH TOWER**, (d) **MEEN BHABAN- DIRECTOR OF FISHERIES** at Sector V, Salt Lake, Kolkata 700091. These buildings are in 80 cottah plot of Land.

(a) **WB FISHERIES CORPORATION LTD** is G+2, (b) **BENFISH BHABAN** is G +7, (c) **BENFISH TOWER** is G +8

(d) **MEEN BHABAN- DIRECTOR OF FISHERIES** is G+ 6 storied buildings

There is no central AC system in the building in the buildings

OC (Occupation Certificate) are not available

Valid NOC from WBFES is not available

Occupancy Load was found as

Existing -- 29+166+495+95

Floating -- 10 +20 + 20 +20

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are total Eightnos Staircases available. There are 7 nos Lifts available in building.

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers in building #1 & wet risers, Sprinklers & smoke detectors. MCP, Smoke detectors in building #2, 3 &4

Wet Riser

There is an underground tank of 100000 ltr capacity For Fire only in building #2, 200000 ltr capacity #3&4. There are three nos pumps. One pump capacity is 60 HP & that of Jockey pump is of 15 HP. and a stand by DG pump

Alternate source of water is the Water body approx. 800 mtr away

PAS is not available

Close circuit TV monitoring is not available

55 Nos Portable fire extinguishers are found deployed near the staircase & in the working area. in all the four buildings

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is no DG supply in building #1&4 , 320 KVAX 2 nos are available at building #2&3 as alternate source of power. This is operated manually

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GN 31	
2.	Premises Name (if any):	There are Four buildings in Plot No GN 31 Bldg Name 1. WB FISHERIES CORPORATION LTD 2. BENFISH BHABAN 3. BENFISH TOWER 4. MEEN BHABAN- DIRECTOR OF FISHERIES	
3.	Name of the owner /occupier/lessee	Bldg Name 1. WB FISHERIES CORPORATION LTD 2. BENFISH BHABAN 3. BENFISH TOWER 4. MEEN BHABAN- DIRECTOR OF FISHERIES	
4.	Permanent Address	GN 31, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	2. → RoghuBhatterjee 2 & 3 → JoydeepDasgupta 4 → AlokeDandi	
7.	Phone No of Contact Person	2. → 2357 6001 2 & 3 → 98305 33920 4 → Not available	
8.	E-mail	2. → wbfcltd@gmail.com 2 & 3 → benfish2008@hotmail.com 4 → Not available	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business _/ (Office)
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Total 80 Cottah as reported	
11.	Build up area(as informed to the Auditor)	1. 746 SqMtr 2. 4500 sqft 3. Not Available 4. Not available	

12.	No of Floors	4. G+2 5. G +7 6. G +8 7. G+ 6
13.	Date of Sanction of Building Plan	Not available
14.	Whether P.O.C/OC received from local body?	1.Not Available 2.Not Available 3.Not Available 4.Not Available
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	1.Clifford Facilities Services Pvt Ltd 2. Clifford Facilities Services Pvt Ltd 3. Clifford Facilities Services Pvt Ltd 4. Own Security
16.	No of Security Personnel engaged	1. One 2. Three 3. Three 4. Two
17.	Whether Records of Vehicles (No & type entering into the building are kept	1. No 2. Yes 3. Yes 4. NO
18.	Whether records of Visitors entering into the building are kept	1. Yes 2. Yes 3. Yes 4. NO
19.	Whether Metal detectors are used at the entry point	1. No 2. No 3. No 4. No
20.	Whether Monitoring System through Close circuit TV available	1. No 2. No 3. No, Restaurant has CCTV installed 4. No
VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	1. 5 2. 21 3. 6 4. 5
22.	No of Vehicles for which parking space is available in the premises	1. 5 2. 12 3. 5 4. 6

23.	Whether parking space available for visitors within the premises	1. Yes 2. Yes 3. Yes 4. No
24.	Place where excess vehicles (if any) are parked	Out side parking space
GENERAL MAINTENANCE		
25.	Garbage Clearing	1,2,3,4 → Through NDITA garbage clearing system
26.	Drainage System	1,2,3,4 → Connected to NDITA Drainage system
27.	Maintenance of Road	Inside road maintained by owner
TELEPHONE TOWER		
28.	No of Towers	1. No 2. Yes of Aircell 3. Yes of Vodaphone 4. No
29.	Statutory Clearance from AAI	1. No 2. Yes from AAI as reported 3. NO 4. NO
30.	Any Other Clearance	1. No 2. Yes from Bidhan Nagar Municipality 3. Yes from Bidhan Nagar Municipality 4. NO

PART – II

31.	Occupancy load	(Based on Estimates)										
	Existing	B	G	1	2	3	4	5	6	7	8	Total
	WB FISHERIES CORPORATION LTD											
	a)Regular	****	4	21	4	***	***	***	***	***	***	29
	b)Floating											10
	BENFISH BHABAN											
	a)Regular	8	Nil	10	45	50	3	10	40	***	***	166
	b)Floating											20
	BENFISH TOWER											
	a)Regular	NIL	50	35	35	60	100	100	40	50	25	495
	b)Floating											20
	MEEN BHABAN-DIRECTOR OF FISHERIES											
	a)Regular	***	15	5	20	20	20	5	10	***	***	95
	b)Floating											20

32.	Basement		Only in BENFISH BHABAN & BENFISH TOWER	
	a)	If basement extends beyond building profile	No	
	b)	Use of the basement	Parking in BENFISH TOWER & Pump room	Part basement rented to a tenant at BENFISH BHABAN
	c)	Is it being sprinklered?	Yes at BENFISH TOWER	No at BENFISH BHABAN
	d)	Whether any cubicles present in the basement?	No at BENFISH TOWER	Yes at BENFISH BHABAN
		If yes, their use to be specified		Rented
	f)	Whether fire zones are defined?	No	No
		If yes, please provide details	Not applicable	

Part- III

Provisions of means of escape

33.	Number of staircases -->		Eight Nos							
			#1 A	#1B	#2A	#2B	#3A	#3B	#4A	#4B
	a)	Width of flight in mm	1390	1350	1480	1341	1660	1970	1650	1390
	b)	Tread width in mm	300	260	240	250	260	260	260	260
	c)	Riser Height in mm	140	140	140	140	140	140	140	160
	d)	Finish	Marble	Cement	Mosaic	Mosaic	Kota stone	Kota stone	Kota stone	Cement
	e)	Width of stair door (FCD)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
	f)	Height of stair head room								
	g)	Height of stair handrail	870	810	870	920	810	860	760	890
	h)	Area & location & profile of Fire Refuge Area	NIL	NIL	NIL	NIL	4 th floor & 7 th floor Each 1130mmX1000m m		NIL	NIL
	i)	Width and type of door leading to Fire refugee area	NIL	NIL	NIL	NIL	1100 mm		NIL	NIL
	j)	Pressurization of staircase	No							
k)	Segregation of staircase	Yes								

34.	Number of Lifts installed→		7 Nos						
	Lift-Numbers		#1A	#2A	#3A	#3B	#3C	#4A	#4B
	a)	Type of door	NIL	Collapsible	Metallic	Metallc	Metallic	Metalli c	Metallic
	b)	Fire resistance rating	NIL	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	Closed
	c)	Area of lift car	NIL	1400 mm X960 mm	1370 mm X1310 mm	1370 mm X1310 mm	1370 mm X1310 mm	1100 mm X1150 mm	
	d)	Capacity (no of persons)	NIL	8	10	10	10	6	
	e)	Capacity(in kg)	NIL	544	680	680	680		
	f)	Company	NIL	LES	Kinetc	Kineti	Kineti	NA	
	g)	Is communication system, installed in the lift car?	NIL	NO	Yes	Yes	Yes	NO	
	h)	Is a fireman's switch being installed in the car?	NIL	NO	Yes	Yes	Yes	NO	
	i)	Pressurization of lift	NIL	NIL	NIL	NIL	NIL	NIL	
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	NIL	NO	NO Expired in 8.9.12	NO Expired in 8.9.12	NO Expired in 8.9.12	NO Lift is in bad condition	Closed
35.	Presence of proper signage in all the exit route		No						
36.	Is it posted with illuminated signage?		No						
37.	Whether it is landing to fire assembly point?		No						
38.	Any form of Public address system available ?		No						
39.	Width form of internal road within the Premises?		#1 Building 2480 mm		#2 & 3 building 5800mm			#4 Building No Int Road	
40.	Width of the Entry / exit of Gate		3280 mm		5000 mm			3550 mm	
41.	Height of the Entry / exit of Gate		OPEN TO SKY						

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available ? (at ground level / overhead)		2. No Fire Tank 3. 1,00,000 Ltr 3 & 4 2,00,000 Ltr	
	a)	If yes, specify the distance from the building	Adjacent to the building	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	None	
	c)	Specify the condition of the reservoir	Satisfactory - Both the reservoirs	
43.	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building→ 100 mtr
	a)	Is it readily accessible ?	Yes	Condition and type of the reservoir→ Water body
44.	Are internal hydrants being provided ?		Yes	#1 → NIL #2→ Yes Single out let #3& 4→ Yes Single out let.
	If so, please indicate no of hydrants in each floor		One in each floor at #2,3,4	
45.	Are first aid hose reels being provided ? If so please indicate		Yes	In #1→Nil In #2,3,4 No of hose reels on each floor :One
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	In #1→Nil In #2,3,4 Bore and length of hose reel tubing on each reel:→ 25 mm, 30 Mtr
	b)	Size (bore) and type of nozzle fitted to each hose reel	In #1→Nil In #2,3,4 5 mm, Jet Type	
46.	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	In #1→Nil In #2,3,4 Type of hose: Canvas Size of hose: 63 mm Length of hose:15 Mtr
	a)	Total no of hoses provided near each hydrant	One	
47.	Have wet risers/dry risers been provided?		Yes, at #2, #3 &4	
	If yes, please indicate the number of risers and internal diameter of each		In #1→Nil In #2,3,4, one, 150 mm	
48.	Has any down comer been provided? If so, please give details		No	

49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		In #1→Nil In #2→, One Main Pump of 50 HP & a jockey of 20 HP, No stand by pump In # 3&4→ One main pump of 60 HP, One Sprinkler pump of 60 HP, and a jockey of 15 HP. No stand by pump
	a)	Number of pumps	In #1→Nil In #2→,2 nos In # 3&4→3 nos
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: 150 mm Delivery: 150 mm Output of each pump: 127 M ³ /Hr Max head against which the pump can operate at the output mentioned in: 70 Mtr
	e)	Is the pump automatic in action?	Yes.
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as there is no pressure gauge at the top floor
50.	Sprinkler system		Only in Building No #3 & 4
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes. Only in Building No #3 & 4
	a)	Type of detectors used	Smoke detector
51.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes. In Building # 2,3,4
52.	Alarm receiving system		Yes. In Building # 2,3,4

53.	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity – Found Valid till 2013	Yes	Type/ Capacity 1.WB FISHERIES CORPORATION LTD ABC(1Kg) 2 BENFISH BHABAN Water CO2 (9 LTR) DCP(5 Kg) 3. BENFISH TOWER Water CO2 (9 LTR) DCP(5 Kg) Foam(5 kg) 4. MEEN BHABAN-DIRECTOR OF FISHERIES Water CO2 (9 LTR) DCP(5 Kg)	Number of FE 55 4 6 5 10 14 2 7 7
54.	Location and population of the FEs adequate	Near stair cases		
55.	Are Emergency Fire Alarm being provided in each floor ?	In Bldg #1→ NIL In Bldg #2,3,4 → YES		

56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available
60.	Status of NOC from WBF&ES	Building#1→ No NOC Building#2→ No NOC Building#3 & 4 →NOC Ref WBFES/1907/11 dated 11.8.11 has expired in 10.8.12. There after NO valid NOC is obtained

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air -conditioned, please indicate,		NO CENTRAL AC IS available in any of the buildings
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable
62.	Is there any standby source of electric supply being provided?		In Building#1→ No DG In Building #2 & 3→ DG_/ Dry type Capacity 2 nos X 320 KVA In Building #4→ No DG

63.	Is the back supply automatic?	Manual	Specify the functions that can be maintained simultaneously by such back ups In Building#2 &3 → ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ ■ Office
64.	Location of switch- gears and transformers	Outside the building	
	a) Transformer capacity	In Building#1→ No DG In Building #2 , 3 & 4→ 1500 KVA transformer	
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c) If outside, how far is it from the building?	4 mtr	
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers	
66.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No Shaft	
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO	
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
69.	Whether natural ventilation is relied upon? If so, give details.	Yes	
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO	
71.	Whether mechanical ventilation is being coupled with automatic detection system?	NO	
72.	Whether the refuge area is being provided?	Only in Building 3→ at 4 th & 7 th floor Each 1130mmX1000mm Width is 1130 mm	
73.	Storage of combustibles materials near electrical equipment/fuse units.	No	
74.	RCCBs available??	No	
75.	Master switch in warehouses	Not applicable	
76.	Proper cable joint procedures as per manufacturer	Yes	
77.	Earthing Pit Tested??	No Record available	
78.	Use of MCB??	Yes	
79.	Bypassing of protection devices	No	
80.	Deteriorated insulation	No	
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes. Building #1 is inadequate	

82.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
83.	Tracking possibility	Yes
84.	Unused opening in the panels, etc.	No
85.	Possibility of ground fault/short circuit	No
86.	Mechanical protection to cables	Yes
87.	Loose terminations due to improper supports, crimping	No
88.	Improper gland installation, wrong lug size	No
89.	Over-rated uses, wrongly set protection relays, etc.	No
90.	Switch yard and sub station	Not applicable
91.	DG operation and maintenance	Yes
92.	Reliability of the fire hydrant system	NO
93.	Emergency preparedness and response	No
94.	Availability of Evacuation plan	No
95.	Mock drill conducted??	No
96.	Awareness of the people??	Poor
97.	Sample basis validation of smoke detection system??	NO
98.	Condition of Lightning Arrestor	OK
99.	Periodic test of UPS system (as applicable)	Not applicable
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Not available
102.	Storage if hazardous material, chemicals?	No
103.	Use of signage?	NO
104.	Hydrants clear, access to public thorough fare open	No
105.	Flame & work permits (as applicable)	NO
106.	Effective internal communication and public address system	NO
107.	Colour coding system of hazardous chemical gas lines etc.	Yes
108.	Management structure, role of safety officer, fire department etc.	NO
109.	Procedure for incident investigation and control	NO

PART- VI

Other Information

118.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from NOC from WBFES
119	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	LPG gas bank in the fish processing unit & at restaurant	
	Is Trade License available??	Yes for the fish processing uunit& the restaurant	
120	Name of the Insurance Company	None	
121	Remarks (if any). In all the Four buildings: 9. No Evacuation Drill has been conducted 10. No Fire mock drill is conducted 11. No Emergency response Plan is available 12. No signage is available 13. Fire Pumps are found not Running. 14. Hoses are found missing in Fire Hose cabinets 15. Nozzles are found missing in FHC in BenfishBhaban 16. Intelligent control panel at MeenBhaban is found shut off 17. In the Restaurant awareness is very poor. Not aware of the firefighting facility provided. 18. Restaurant is having Valid Fire license from WBF&ES for its gas bank. It has valid trade license 19. In the food processing unit Valid trade license is reported to be there, but could not show. It has valid trade license		

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	No Evacuation Drill has been conducted In all the Four buildings	Evacuation drill is to be conducted with all Occupants. Record to be maintained
2.	No Fire mock drill is conducted In all the Four buildings	Fire mock drill is to be conducted periodically. Record to be maintained
3.	No Emergency response Plan is available In all the Four buildings	Emergency response plan is to be prepared
4.	No signage is available In all the Four buildings	Proper illuminated signage is to be put
5.	Fire Pumps are found not Running For Building #2,3,4	Fire pumps should run 24 Hrs
6.	Hoses are found missing in Fire Hose cabinets For building #2, 	Hose & Nozzles are to be kept in all the FHCs
7.	Nozzles are found missing in FHC in BenfishBhaban	Nozzles are to be kept in all the FHCs
8.	No pressure gauge at the top floor 	Pressure Gauge is to be provided at the top floor.
9.	Fire Hose access is blocked in BenfishBhaban  	Access is to be kept clear

10.	Emergency Escape route stair is totally block by inhabitant at BenfishBhaban. Gas cylinder is being used in the stair permanently 	Fire escape route to be kept Free always
11.	The same stair case exit at ground floor is locked from out side	Should not be kept locked from out side
12.	One MCP at BenfishBhaban is found out of order 	MCP to kept in order
13.	Unwanted materials are kept in the Gas bank of the processing unit of Benfish 	No unwanted material is to be kept in the GAS BANK

14.	The front side stair of Benfish is blocked by a crate 	Escape route to be kept free always
15.	In the Benfish Tower Pump hose is being used to keep Motor Bikes 	No Mobike is to be allowed in the pump room
16.	Fire buckets are found empty in Benfish Tower 	Fire buckets to filled with dry free flowing sand
17.	In the LT room Fire bucket was found empty at Benfish Tower 	Fire buckets to filled with dry free flowing sand
18.	At Benfish Tower LT Room no rubber mat was found 	Rubber mat is to be provided on floor
19.	At the LT Room of Benfish Tower Fire buckets & trash lying on floor 	No unwanted material is to be kept at LT room

20.	In the out side yard FHC cabinet was found empty 	FIRE hose & nozzles are to be kept in FHCs
21.	In the meenBhaban Fire hose is inaccessible 	Fire hose points are to be kept accessible
22.	In the MEEN Bhaban , FHC was found broken & empty 	Broken FHC is to be replaced. Fire Hose & nozzle is to be kept
23.	In the MEEN bhaban main stair is blocked by a cabinet 	Access to the stair case is to be kept free
24.	In the MeenBhaban Escape Stair for emergency is totally blocked by unwanted material 	Access to the stair case is to be kept free
25.	In the MEEN Bhaban one Lift is out of order. The other lift indicating switches do not work	Lifts are to be repaired & C certificate is to be obtained from Wet Bengal Govt

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

GN-32



EXECUTIVE SUMMARY

Part I & II

General Information

There are Five buildings of Central Institute of Fisheries Education in Plot No GN 32 (a) **Main office of the** Central Institute of Fisheries Education- G +1 storied **(b) Male Hostel- G+3 Storied (c) Guest House G+1 storied,(d) Female Hostel- G +1 storied & (e) Staff Quarter- G + 1 storied, at Sector V, Salt Lake, Kolkata 700091.** These buildings are in 3.5 Acres of Land. Another International Guest House is being made, but not yet handed over.

There is no central AC system in the building in the buildings

OC (Occupation Certificate) are not available

Valid NOC from WBFES is not available

Occupancy Load was found as

Existing	--	18+20 + 3 +3+8	= 52
Floating	--		= 15

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are total sixnos Staircases available. No Lifts are available in buildings.

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers in buildings

Wet Riser

There is no hydrant system & Sprinkler system is available

Alternate source of water is the Water body approx. 800 mtr away

PAS is not available

Close circuit TV monitoring is not available

13 Nos Portable fire extinguishers are found deployed near the staircase & in the working area.in the main building & Men's Hostel

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is DG supply in buildings of 125 KVA as alternate source of power. This is operated manually

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GN 32
2.	Premises Name (if any):	Central Institute of Fisheries Education
3.	Name of the owner /occupier/lessee	ICAR, Ministry of Agriculture, Govt of India
4.	Permanent Address	GN 32, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Dr B. K. Mahapatra
7.	Phone No of Contact Person	98368 49332
8.	E-mail	Bkmahapatra2007@yahoo.co.in
9.	Purpose of the Land Use	Principal Use
		Residential
		Mixed Use
		Educational✓
		Institutional
		Assembly
		Business
		Mercantile
		Industrial
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	Total 3.5 Acres
11.	Build up area(as informed to the Auditor)	Not Available
12.	No of Floors	8. G+1- Main Office 9. G +3- Men's Hostel 10. G +1- Guest House 11. G+ 1 – Female Hostel 12. G+ 1- Staff Quarter
13.	Date of Sanction of Building Plan	Not available
14.	Whether P.O.C/OC received from local body?	Not Available
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	Singh Intelligence
16.	No of Security Personnel engaged	12
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes
18.	Whether records of Visitors entering into the building are kept	Yes
19.	Whether Metal detectors are used at the entry point	No
20.	Whether Monitoring System through Close circuit TV available	No

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	2
22.	No of Vehicles for which parking space is available in the premises	30
23.	Whether parking space available for visitors within the premises	Yes
24.	Place where excess vehicles (if any) are parked	Outside parking space
GENERAL MAINTENANCE		
25.	Garbage Clearing	Through NDITA garbage clearing system
26.	Drainage System	Connected to NDITA Drainage system
27.	Maintenance of Road	Inside road maintained by owner
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	Not applicable
30.	Any Other Clearance	Not applicable

PART - II

31.	Occupancy load	G	1	2	3	Total
	Existing					
	MAIN OFFICE					
	a)Regular	10	8	X	X	18
	b)Floating					5
	Men's Hostel					
	a)Regular	5	5	5	5	20
	b)Floating					5
	Guest House					
	a)Regular	1	2	X	X	3
	b)Floating					0
	Ladies Hostel					
	a)Regular	3	0	X	X	3
	b)Floating					0
	Staff Quarter					
	a)Regular	4	4	X	X	8
	b)Floating					5
32.	Basement	NIL				

Part- III

Provisions of means of escape

33.	Number of staircases --→		Eight Nos							
			Main Office		Gent's Hostel	Ladies Hostel	Guest House	Staff Qtr		
	a)	Width of flight in mm	1370	1140	1220	870	870	850		
	b)	Tread width in mm	260	260	260	270	250	270		
	c)	Riser Height in mm	140	170	140	170	190	150		
	d)	Finish	Marble	Marble	Marble	Cemented	Marble	Cemented		
	e)	Width of stair door (FCD)	NIL							
	f)	Height of stair head room	10'	10'	10'	10'	10'	10'		
	g)	Height of stair handrail	850	750	870	940	850	930		
	h)	Area & location & profile of Fire Refuge Area	Not Applicable							
	i)	Width and type of door leading to Fire refugee area	Not Applicable							
	J)	Pressurization of staircase	No							
k)	Segregation of staircase	Yes								
34.	Number of Lifts installed→		NIL							
	Lift-Numbers									
	a)	Type of door	Not Applicable							
	b)	Fire resistance rating	Not Applicable							
	c)	Area of lift car	Not Applicable							
	d)	Capacity (no of persons)	Not Applicable							
	e)	Capacity(in kg)	Not Applicable							
	f)	Company	Not Applicable							
	g)	Is communication system, installed in the lift car?	Not Applicable							
	h)	Is a fireman's switch being installed in the car?	Not Applicable							
	i)	Pressurization of lift	Not Applicable							
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not Applicable							
35.	Presence of proper signage in all the exit route		No							
36.	Is it posted with illuminated signage ?		No							
37.	Whether it is landing to fire assembly point?		No							
38.	Any form of Public address system available ?		No							
39.	Width form of internal road within the Premises ?		4547 mm				3200 mm			
40.	Width of the Entry / exit of Gate		8073 mm							
41.	Height of the Entry / exit of Gate		OPEN TO SKY							

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available? (at ground level / overhead)	No Fire Tank	
	a) If yes, specify the distance from the building	Not applicable	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	None	
	c) Specify the condition of the reservoir	Not applicable	
43.	Is any public or other water storage facility available nearby?	Yes	Specify the distance from the building → 100 mtr
	a) Is it readily accessible?	Yes	Condition and type of the reservoir → Water body
	Are internal hydrants being provided?		
	If so, please indicate no of hydrants in each floor		
44.	Are first aid hose reels being provided? If so please indicate	No	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Not Applicable	
	b) Size (bore) and type of nozzle fitted to each hose reel	Not Applicable	
45.	Are fire hoses being provided near each hydrant? If so, please indicate	No	
	a) Total no of hoses provided near each hydrant	Not Applicable	
46.	Have wet risers/dry risers been provided?	None	
	If yes, please indicate the number of risers and internal diameter of each	Not Applicable	
47.	Has any down comer been provided? If so, please give details	No	
48.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	No	
	a) Number of pumps	Not Applicable	
	b) Size of suction and delivery connection to each pump/Output/Head	Not Applicable	
	e) Is the pump automatic in action?	Not Applicable	
	f) Is the water pressure sufficient at max distance from the pump?	Not Applicable	
49.	Sprinkler system	NO	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	NO	
	a) Type of detectors used	None	
50.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	No	
51.	Alarm receiving system	NO	

52.	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity – Found Valid till 2013	Yes	Type/ Capacity Co2 (5 Kg) DCP (5 Kg) ABC (5 Kg) ABC (2 Kg)	Number of FE 13 2 3 4 4
53.	Location and population of the FEs adequate	Near Men's hostel canteen, Electrical installation only. No other places F/Ext were found		
54.	Are Emergency Fire Alarm being provided in each floor ?	NO		
55.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No		
56.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No		
57.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available		
58.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available		
59.	Status of NOC from WBF&ES	Not available		

Part-V

Electrical, Cables and Ventilation

60.	If the building is Centrally air -conditioned, please indicate,		NO CENTRAL AC IS available in any of the buildings
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable

61.	Is there any standby source of electric supply being provided?	125 KVA	
	Is the back supply automatic?	Manual	Specify the functions that can be maintained simultaneously by such back ups ■ Emergency Light ✓ ■ Office/ Hostel/ Guest House/Quarter
62.	Location of switch- gears and transformers	Outside the building	
63.	a) Transformer capacity	250 KVA	
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c) If outside, how far is it from the building?	100 mtr	
64.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers	
65.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No Shaft	
66.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO	
67.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
68.	Whether natural ventilation is relied upon? If so, give details.	Yes	
69.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO	
70.	Whether mechanical ventilation is being coupled with automatic detection system?	Not Applicable	
71.	Whether the refuge area is being provided?	Not Applicable	
72.	Storage of combustibles materials near electrical equipment/fuse units.	No	
73.	RCCBs available??	No	
74.	Master switch in warehouses	Not applicable	
75.	Proper cable joint procedures as per manufacturer	Yes	
76.	Earthing Pit Tested??	No Record available	
77.	Use of MCB??	Yes	
78.	Bypassing of protection devices	No	
79.	Deteriorated insulation	No	
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes. Number is inadequate	
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable	
82.	Tracking possibility	Yes	
83.	Unused opening in the panels, etc.	No	

84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Switch yard and sub station	Not applicable
90.	DG operation and maintenance	Yes
91.	Reliability of the fire hydrant system	NO
92.	Emergency preparedness and response	No
93.	Availability of Evacuation plan	No
94.	Mock drill conducted??	No
95.	Awareness of the people??	Poor
96.	Sample basis validation of smoke detection system??	NO
97.	Condition of Lightning Arrestor	OK
98.	Periodic test of UPS system (as applicable)	Not applicable
99.	Handling of electrical work by competent electrician	Yes
100.	Approval of receiving station, substation and DG	Not available
101.	Storage of hazardous material, chemicals?	No
102.	Use of signage?	NO
103.	Hydrants clear, access to public thoroughfare open	No
104.	Flame & work permits (as applicable)	NO
105.	Effective internal communication and public address system	NO
106.	Colour coding system of hazardous chemical gas lines etc.	Yes
107.	Management structure, role of safety officer, fire department etc.	NO
108.	Procedure for incident investigation and control	NO

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Is Trade License available??	NO
112.	Name of the Insurance Company	None
113.	Remarks (if any). In all the Four buildings: 20. No Evacuation Drill has been conducted 21. No Fire mock drill is conducted 22. No Emergency response Plan is available 23. No signage is available 24. No Fire Extinguishers are available in Girls hostel, Guest House & staff Quarter 25. No records found checking of LPG gas pipe line 26. No Fire Alarm or PAS found 27. No trained fire fighter is available 28. 3 Nos BC type Fire Extinguishers meters are showing RED	

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Evacuation Drill has been conducted In all the Fiver buildings	Evacuation drill is to be conducted with all Occupants. Record to be maintained
2	No Fire mock drill is conducted In all the Five buildings	Fire mock drill is to be conducted periodically. Record to be maintained
3	No Emergency response Plan is available In all the Five buildings	Emergency response plan is to be prepared
4	No signage is available In all the Five buildings	Proper illuminated signage is to be put
5	No Fire Extinguishers are available in Girls hostel, Guest House & staff Quarter	Fire Extinguishers are to e provided
6	No records found checking of LPG gas pipe line	LPG Gas pipe line to be tested periodically
7	No Fire Alarm or PAS found	PAS to be introduced for quick communication
8	No trained fire fighter is available	Trained Fire fighter should be available
9	3 Nos BC type Fire Extinguishers meters are showing RED	To be refilled immediately

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NATIONAL COUNCIL OF SCIENCE



EXECUTIVE SUMMARY

Part I & II

General Information

NATIONAL COUNCIL OF SCIENCE is situated at GN 33, Sector V Salt Lake City Pin-700091 in 2.5 Acres of land & built up area is approx. 200000 Sq feet..

It has four nos of buildings 1) Main building of B+G+8 where workshops are situated 2) Model Depository Building of B+ G+ 6 where conference rooms & Models are stored 3) Residence Quarter of G + 9 & 4) Trainees Hostel where Canteen is situated at the top floor

Building sanction plan obtained on 11.5.2005

Clearance Certificate is not available

Last NOC from WBF & ES (Ref No WBFES/1069/Bidhan-Ins /B/87/02(423) valid upto 26.2.2004

Estimated Occupancy Load was found as

	Existing -- 125
Floating -- 10	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are Eight staircases available &. Eight nos Lifts available in all the four buildings. There are no specific refuse areas in the main building. In each floor there are Balconies which are used as Refuse area. In other building there is no such refuse areas available

No evacuation drill/mock drill& evacuation plan records were found conducted.

There is no signage available in any one of the

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers& wet risers, Sprinklers at basement & smoke detectors. But all these are found not working. Renovation/Repair work is on

Wet Riser

There is an underground tank of 250000 ltr capacity For Fire only. There are three nos pumps housed in a separate building. Main pump capacity is 45kw & that of Jockey pump is of 11kw... There is a stand by. The renovation work is on

Alternate source of water is the Water body approx. 50 mtr away from the building.

PAS is available but not functioning,.

Close circuit TV monitoring is not available

Portable fire extinguishers are found deployed at different places of the four buildings are found Expired. Fresh contract for refilling is being done.

Intelligent panels have come after repair & being reinstalled as a part of renovation

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB at the distribution board

Generally no combustible material is stored in the premises, near the Electrical installation

There is a D-G set in the Building. Transformer & switch gear are outside separate building

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 33	
2.	Premises Name (if any):	National Council of Science Museum	
3.	Name of the owner /occupier/lessee	Ministry of Culture, Govt of India	
4.	Permanent Address	GN 33, SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr.S.Selvaraj	
7.	Phone No of Contact Person	94322 26792	
8.	E-mail	mail.selvaraj@rediffmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational✓
			Institutional✓
			Assembly
			Business
			Mercantile
			Industrial)
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	2.5 Acre.	
11.	Build up area(as informed to the Auditor)	Approx 2,00,000 Sq Ft	
12.	No of Floors	1) Main Building – B +G + 8 Depository Building- B + G + 6 2) Residence Quarter – G+ 9 3) Trainee Hostel – G+ 5	
13.	Date of Sanction of Building Plan	11.5.2005	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	PROTEX	
16.	No of Security Personnel engaged	10	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	Yes	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	4
22.	No of Vehicles for which parking space is available in the premises	15
23.	Whether parking space available for visitors within the premises	Yes
24.	Place where excess vehicles (if any) are parked	Outside Road Parking area
GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA Garbage clearing system
26.	Drainage System	Connected to NDITA Drainage system
27.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	Not applicable
30.	Any Other Clearance	Not applicable

PART - II

31.	Occupancy load	(Based on Estimates)											
	Existing	B	G	1	2	3	4	5	6	7	8	9	Total
	a)Regular	8	30	5	7	V	6	6	6	6	20	X	100
	b)Floating												10
	a)Regular									X	X	X	5
	b)Floating												
	a)Regular												15
	b)Floating												
	a)Regular								X	X	X	X	5
	b)Floating												
32.	Basement	NIL											

Part- III

Provisions of means of escape

33.	Number of staircases --→Three Nos		MAIN BUILDING		
	Stairs Number		#1(Main)	#2	#3
	a)	Width of flight	1350	1020	1020
	b)	Tread width	320	290	290
	c)	Riser Height	140	140	140
	d)	Finish	Mosaic	Mosaic	Mosaic
	e)	Width of stair door (FCD)— Ordinary Door	1050	1050	1050
	f)	Height of stair head room	10	10	10
	g)	Height of stair handrail	970	950	950
	h)	Area & location & profile of Fire Refuge Area	None specified		
	i)	Width and type of door leading to Fire refugee area	NIL		
	J)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
	Number of staircases --□Three Nos		Depository Bldg- 2 nos	Residence Qtr 2 nos	Trainee Hostel-one
	Stairs Number				
	a)	Width of flight	1090	1330	1360
	b)	Tread width	260	320	320
	c)	Riser Height	160	150	150
	d)	Finish	Kota stone	Kota stone	Kota stone
	e)	Width of stair door (FCD)— Ordinary Door	NIL FCD	NIL FCD	NIL FCD
	f)	Height of stair head room	12 ft	12 ft	10 ft
	g)	Height of stair handrail	750	890	900
	h)	Area & location & profile of Fire Refuge Area	NIL	NIL	NIL
	i)	Width and type of door leading to Fire refugee area	NIL	NIL	NIL
	J)	Pressurization of staircase	NO		
	k)	Segregation of staircase	YES		
34.	Number of Lifts installed→2nos		Main Building		
	Lift-Numbers		#1	#2	Goods
	a)	Type of door	Metallic	Metallic	Collapsible
	b)	Fire resistance rating	2 Hrs	2 Hrs	
	c)	Area of lift car	1090 X 1300	1090 X 1300	2500 X 1700
	d)	Capacity (no of persons)	8	8	
	e)	Capacity(in kg)	544	544	2000
	f)	Company	OTIS	OTIS	OTIS

	g)	Is communication system, installed in the lift car?	NO	NO	NO
	h)	Is a fireman's switch being installed in the car?	NO	NO	NO
	i)	Pressurization of lift	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not Available		
35.	Number of Lifts installed→2 nos		DEPOSITORY		Res Qtr
	Lift-Numbers		#1	#2	#1 & 2
	a)	Type of door	Metallic	Metallic	Metallic
	b)	Fire resistance rating	2 hrs	2 hrs	2 hrs
	c)	Area of lift car			
	d)	Capacity (no of persons)	8	13	8
	e)	Capacity(in kg)	544	884	544
	f)	Company	OTIS	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	NO	NO	NO
	h)	Is a fireman's switch being installed in the car?	NO	NO	NO
	i)	Pressurization of lift	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not Available		
36.	Presence of proper signage in all the exit route		NO		
37.	Is it posted with illuminated signage ?		NO		
38.	Whether it is landing to fire assembly point?		NO		
39.	Any form of Public address system available ?		NO		
40.					
41.	Width form of internal road within the Premises ?		4100 mm		
42.	Width of the Entry / exit of Gate		3700mm		
43.	Height of the Entry / exit of Gate		Open to sky		

PART IV

Provision of Fire Safety Arrangement

44.	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G250,000 ltr
	a)	If yes, specify the distance from the building	40 Meter from the BLD.	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	No recommendation found	
	c)	Specify the condition of the reservoir	Satisfactory	
45.	Is any public or other water storage facility available nearby ?		Yes	■ specify the distance from the building ----50 Mtr
	a)	Is it readily accessible?	Yes	■ condition and type of the reservoir—Water body
46.	Are internal hydrants being provided ?		■ Yes	■ single_/ or twin outlets.-----Single
	If so, please indicate no of hydrants in each floor		single	
47.	Are first aid hose reels being provided ? If so please indicate		Yes	■ No of hose reels on each floor-----One in each floor
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	■ Yes To the riser	■ Bore and length of hose reel tubing on each reel----- 25mm 33Mtr
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, Jet type	
48.	Are fire hoses being provided near each hydrant? If so, please indicate		■ Yes	■ Type of hose--Canvas ■ Size of hose—mm ■ Length of hose—15 mtr
	a)	Total no of hoses provided near each hydrant	One in hydrant point	
49.	Have wet risers/dry risers been provided?		Yes_/ wet riser	
50.	If yes, please indicate the number of risers and internal diameter of each		One, 150 mm & 100 mm	
51.	Has any down comer been provided? If so, please give details		No	
52.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps	TWO, one main (60 HP), one jockey-15 HP	

	b)	Size of suction and delivery connection to each pump/Output/Head	■ Suction:150mm■ Delivery150m ■ Output of each pump: 45 Ltr /sec ■ Max head against which the pump can operate at the output mentioned in 70M		
	e)	Is the pump automatic in action?	Could not be checkedas pumps are under renovation		
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as there was no pressure gauge at the top		
53.	Sprinkler system		YES		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes, But not working		
	a)	Type of detectors used	Addressable Smoke detector		
54.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes		
	a)	Alarm receiving system	Yes		
55.	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		No No Expired _____	Number of FE Type/ Capacity All Expired Fire Extinguishers available. These are being refilled or replaced	
	Location		Stair case & in the working area		
56.	Is Emergency Fire Alarm being provided in each floor?		Yes Not <u>Working</u>	■ No. of Fire Alarm – one in each floor ■ Location of Fire Alarm—near stair case	
57.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		NO		
58.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		No		
59.	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES		Not available		

60.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
61.	Status of NOC from WBF&ES	NOC valid up to 26.2.2004 Ref WBFES/1069/Bidhan-Ins/B/87/02(423) dated 2.2.03

Part-V

Electrical, Cables and Ventilation

62.	If the building is Centrally air - conditioned, please indicate,	No Central AC
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
63.	Is there any standby source of electric supply being provided?	No
	Is the back supply automatic?	No
		Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump ■ Emergency Light ✓ ■ Lift

64.	Location of switch- gears and transformers	Outside the BLD.
	a) Transformer capacity	250 KVA
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	No
	c) If outside, how far is it from the building?	10 mtr
65.	What precautions is taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers
66.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Electrical shafts are not sealed.
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
69.	Whether natural ventilation is relied upon? If so, give details.	Yes
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
71.	Whether mechanical ventilation is being coupled with automatic detection system?	NA
72.	Whether the refuge area is being provided?	NO
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available??	NO
75.	Master switch in warehouses	NA
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested??	Records are not available
78.	Use of MCB??	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
82.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO- not done in Cable shaft
83.	Tracking possibility	Yes

84.	Unused opening in the panels, etc.	No
85.	Possibility of ground fault/short circuit	No
86.	Mechanical protection to cables	Yes
87.	Loose terminations due to improper supports, crimping	NO
88.	Improper gland installation, wrong lug size	NO
89.	Over-rated uses, wrongly set protection relays, etc.	NO
90.	Earthing layout & it's effectiveness	Yes but Earth pit test report not found
91.	Switch yard and sub station	Yes
92.	DG operation and maintenance	NA
93.	Reliability of the fire hydrant system	yes
94.	Emergency preparedness and response	NO
95.	Availability of Evacuation plan	NO
96.	Mock drill conducted??	NO
97.	Awareness of the people??	Poor
98.	Sample basis validation of smoke detection system??	NO
99.	Storage if hazardous material, chemicals??	NO
100.	Use of signage??	None
101.	Hydrants clear, access to public thorough fare open	Yes
102.	Flame & work permits (as applicable)	Hot work is being done at workshop. No Hot work permit system is available
103.	Effective internal communication and public address system	NO
104.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
105.	Management structure, role of safety officer, fire department etc.	NO
106.	Procedure for incident investigation and control	NO

PART- VI

Other Information

107.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from WBF&ES NOC
108.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
109.	Is Trade License available??	NO	
110.	Name of the Insurance Company	NO	
111.	Remarks (if any) 51. No Fire mock drill has been conducted 52. No Evacuation drill has been conducted 53. Proper illuminated signage on all exit route was not found. 54. Riser, MCPs, Smoke detectors are not working		

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire mock drill has been conducted	Fire Mock drill is to be conducted periodically. Record is to be maintained
2	No Evacuation drill has been conducted	Evacuation drill is to be conducted periodically with all occupants. Record is to be maintained
3	Proper illuminated signage on all exit route was not found	Proper illuminated signage on all exit route to be displayed
4	Wet Riser, MCPs, Smoke detectors are not working	Order has been placed & work is on for renovation

Auditor

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

ASRAM BUILDING



EXECUTIVE SUMMARY

Part I & II

General Information

ASRAM Building is situated at GN 34/2, Sector V, Salt Lake, Kolkata- 91. The structure is G+6& built up area is 15343.5m²M² in total 4038.435M² of land.

There is no central AC system in the buildings.

Sanction date of building plan is 23.3.85

OC(Occupational Certificate) for both the buildings is 12.12.2005

NOC memo no WBF& ES/ DG/ FP/2174/ 12/ Cal-B/ 88/01 (182), Dt- 06.07.2012

Valid up to 06.07.2013

OC received from Bidhan Nagar Municipality for ground & 1st floor vide memo no 1773(3) BM (p) dt31.05.2015, OC for rest floors are applied for

Estimated Occupancy Load was found as

Existing -- 1920

Floating -- 70

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

In the Indismart Hotel there are four stair cases & 2Lifts are available.

Last Evacuation Drill has been conducted on

There is no Signage available in the both the building except one at the hotel lobby

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

In the ASRAM BUILDING Provision for Fire safety arrangement includes are Wet riser ,Smoke detector, Sprinkler, MCPs

There are 86 Nos fire extinguishers are available in the common areas & in Electrical installations. & in the offices

In the AsramBuilding there is an underground200000 ltr capacity. Alternate source of water is the Water body approx.50 mtr away

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board

Earth pits were not found marked and tested.

Generally no combustible material is stored in the premises, near the Electrical installation

There is a DG supply at Asram Building as an alternate source of power supply

PART VI

OTHER INFORMATION

The building is under insurance with National Insurance company

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 34/2	
2.	Premises Name (if any):	Ashram Building	
3.	Name of the owner /occupier/lessee	Institute of Engg. Management Ref Off: 120, SDF, Sector V, Salt Lake, Kolkata-700091	
4.	Permanent Address	GN 34/2, Sector V, Salt lake, Kolkata- 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Indranil Banerjee	
7.	Phone No of Contact Person	9433700384	
8.	E-mail	director@iemcal.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational✓
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	(4038.435m ²)	
11.	Build up area(as informed to the Auditor)	(15343.5m ²)	
12.	No of Floors	G+6	
13.	Date of Sanction of Building Plan	Date:23.05.2005	
14.	Whether P.O.C/OC received from local body?	Yes/No	OC Issuing Authority Bidhan Nagar Municipality/ NDITA: OC received form ground & 1st floor vide memo no 1773(3) BM (p) dt31.05.2015, OC for rest floors are applied for
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	1) Pyrenees security services Pvt. ltd 2) Trident Security & allied security Pvt. ltd.	
16.	No of Security Personnel engaged	4 person (day) + 4 person (night)	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	No	

19	Whether Metal detectors are used at the entry point	No
20	Whether Monitoring System through Close circuit TV available	No
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organisation	05 (five)
22	No of Vehicles for which parking space is available in the premises	40 Nos.
23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Sufficient space is available to park inside
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA Garbage clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal Road is being maintained by occupier
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load	(Biased on Estimate)						
	Existing	G	1	2	3	4	5	6
	a)Regular	500	100	400	500	200	200	20
	b)Floating							70 Mainly on ground floor

Part- III

Provisions of means of escape

32	Number of staircases --→ FOUR					
	Stairs Number		#1	#2	#3	#4
	a)	Width of flight	1830	1830	1500	1610
	b)	Tread width	310	310	285	320
	c)	Riser Height	170	170	160	170
	d)	Finish	Marble	Marble	Marble	Marble
	e)	Width of stair door (FCD)	1040	1040	1200	1200
	f)	Height of stair head room	12mm	12 mm	10 mm	10 mm
	g)	Height of stair handrail	890	890	890	890
	h)	Area & location & profile of Fire Refuge Area	No refuge area			
	i)	Width and type of door leading to Fire refugee area	Not Applicable			
	J)	Pressurization of staircase	No			
	k)	Segregation of staircase	Yes			
33	Number of Lifts installed→ 2 (two) and 1 (one) new is being installed					
	Lift-Numbers		#1	#2		
	a)	Type of door	Sliding		Collapsible	
	b)	Fire resistance rating	2 hr.		-	
	c)	Area of lift car	1550x1150mm ²		1150x950 mm ²	
	d)	Capacity (no of persons)	10		06	
	e)	Capacity(in kg)	680		408	
	f)	Company	Adams Elevator Co. Ltd (ANL 2965), (ANL 2933)			
	g)	Is communication system, installed in the lift car?	No		No	
	h)	Is a fireman's switch being installed in the car?	Yes		Yes	
	i)	Pressurization of lift	No		No	
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Yes	Reference No: Left 2 'C' Form details Regn. No 20090207465 (15239) vailid up to 13.08.2012 Lift 1'C' Form details Regn. No- 201002075597 (16785) valid up to 17.08.2013.		
34.	Presence of proper signage in all the exit route		No (signage found only in office of AdityaBirla and first source)			
35.	Is it posted with illuminated signage?		No			
36.	Whether it is landing to fire assembly point?		No			
37.	Any form of Public address system available?		No			
38.	Width form of internal road within the Premises?		6000 mm Cemented (concrete)			
39.	Width of the Entry / exit of Gate		Entry- 4200 mm Exit- 4500 mm			
40.	Height of the Entry / exit of Gate		Open to sky			

PART IV

Provision of Fire Safety Arrangement

41.	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes	U/G200000 Ltr. O/H: 20000 Lit
	a) If yes, specify the distance from the building	Beside the building about 1 m	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	Yes: verified from the provisional NOC	
	c) Specify the condition of the reservoir	Satisfactory	
42.	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building: 50 Meters
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir: Water boy
43.	Are internal hydrants being provided ?	Yes	Single
	If so, please indicate no of hydrants in each floor	Double	
44.	Are first aid hose reels being provided ? If so please indicate	Yes	No of hose reels on each floor :2 (two)
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel:25mm-30mm
	b) Size (bore) and type of nozzle fitted to each hose reel	5mm- spray type	
45.	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	Type of hose:Convas Size of hose:63mm Length of hose:15m
	a) Total no of hoses provided near each hydrant	One	
46.	Have wet risers/dry risers been provided?	Yes	
	If yes, please indicate the number of risers and internal diameter of each	Four rises- two for hydrant- 150 two for sprinklers- 100m	
47.	Has any down comer been provided? If so, please give details	No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes	
	a) Number of pumps: 1 (one) main, 1 Jockey, 1 Diesel (Stand by) 1 for sprinkler		
	b) Size of suction and delivery connection to each pump/Output/Head	Suction: 200 Delivery: 150 Output of each pump: Main- 70m Jockey- 70m Diesel- 80m Max head against which the pump can operate at the output mentioned in: Main- 45 KW Jockey- 7.5 KW Diesel- 65 HP Sprinkle- 55KW	
	e) Is the pump automatic in action?	Yes	
	f) Is the water pressure sufficient at max distance from the pump?	Not available	

48.	Sprinkler system		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes	
	a) Type of detectors used	Only sprinkler no smoke detector are filled.	
49.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	No	
50.	Alarm receiving system	No	
51.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes	Number of FE Type/ Capacity Water CO ₂ - 9 ltr. 86 DCP-5Kg 24 Nos. CO ₂ -4.5 Kg 37 Nos. CO ₂ - 22.5 ltr 14 Nos. Foam- 9 ltr 02 Nos. 09 Nos. Yes 02.01.2014 and 15.10.2013
52.	Location and population of the FEs adequate	Yes	
53.	Are Emergency Fire Alarm being provided in each floor ?	Yes/No	No. of Fire Alarm: Only one Location of Fire Alarm: Entrance in each floor
54.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes 1) Shrikrishna Dutta 2) Dilip Das 3) Abhijit Ghose	
55.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Last done on 06.10.2012	
56.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Yes	
57.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No	
58.	Status of NOC from WBF&ES	NOC memo no WBF& ES/ DG/ FP/2174/ 12/ Cal-B/ 88/01 (182), Dt- 06.07.2012 Valid up to 06.07.2013	

Part-V

Electrical, Cables and Ventilation

59.	If the building is Centrally air - conditioned, please indicate,		No		
	a)	Material used for construction of ducts and its fittings	Not applicable		
	b)	Type of tinning used for ducts	Not applicable		
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d)	How the lagging is secured?	Not applicable		
	e)	If false ceiling is there?	Not applicable		
	f)	Material used for false ceiling	Not applicable		
	g)	Is a separate AHU being provided in each floor	Not applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
60.	Is there any standby source of electric supply being provided?		Yes	DG Capacity: 2 Nos, 600 KVA, 450 KVA	UPS Capacity: Small for individual offices.
61.	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light ✓ ■Lift ✓ ■Partly to Office ■ Others✓	
62.	Location of switch- gears and transformers		Inside the building		
63.	a)	Transformer capacity	100 KVA, 11 KV		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Separated by brick wall on 3 sides and MS Shutters at entrance		
	c)	If outside, how far is it from the building?	-		
64.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Sand bucket and potable five extinguishers are kept. No automatic CO ₂ ore DCP is present.		
	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Not sealed		

65.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No
66.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	No
67.	Whether natural ventilation is relied upon? If so, give details.	Yes, windows are provided
68.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
69.	Whether mechanical ventilation is being coupled with automatic detection system?	No
70.	Whether the refuge area is being provided?	No
71.	Storage of combustibles materials near electrical equipment/fuse units.	NO
72.	RCCBs available??	No
73.	Master switch in warehouses	Not applicable
74.	Proper cable joint procedures as per manufacturer	Yes
75.	Earthling Pit Tested??	No records found
76.	Use of MCB??	Yes
77.	Bypassing of protection devices	No
78.	Deteriorated insulation	No
79.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
80.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
81.	Tracking possibility	No
82.	Unused opening in the panels, etc.	One found is lift room
83.	Possibility of ground fault/short circuit	No
84.	Mechanical protection to cables	Yes
85.	Loose terminations due to improper supports, crimping	Not found
86.	Improper gland installation, wrong lug size	Not found
87.	Over-rated uses, wrongly set protection relays, etc.	Not found
88.	Switch yard and sub station	Rubber matt not found in HT panel room.
89.	DG operation and maintenance	AMC with Volvo (manufacturer)
90.	Reliability of the fire hydrant system	Yes
91.	Emergency preparedness and response	Yes
92.	Availability of Evacuation plan	Yes but not displayed
93.	Mock drill conducted??	Yes done on 06.10.2012
94.	Awareness of the people??	Yes
95.	Sample basis validation of smoke detection system??	No Smoke detector except in two rented offices
96.	Condition of Lightning Arrestor	Satisfactory
97.	Periodic test of UPS system (as applicable)	-

98.	Handling of electrical work by competent electrician	Yes
99.	Approval of receiving station, substation and DG	Approval for substation found ref: AK/ 1166, Dt- 23.06.2008, for DG applied on 18.01.11
100.	Storage if hazardous material, chemicals?	No
101.	Use of signage?	No signage found
102.	Hydrants clear, access to public thorough fare open	Yes
103.	Flame & work permits (as applicable)	No
104.	Effective internal communication and public address system	No public address system is available
105.	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106.	Management structure, role of safety officer, fire department etc.	Yes
107.	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation 1) No closed circuit to monitoring system 2) Automatic CO ₂ ore DCP transformer is not provided
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Gas Bank of Macdonald	
110.	Is Trade License available??	(M/S Connaught plaza restaurant License No – 21592, valid up to 16/07/2013	
111.	Name of the Insurance Company	National Insurance Ltd	
111	Remarks (if any) Director of electricity- approval 11 KV 1000 KVA transformer- Ref No: Ak/1166, Dt- 23.06.2008 List of Tournaments: 1) Indian overseas bank- Ground floor 2) Macdonald (Connaught plaza restaurant) Gr. Floor 3) Indian Sign- 5 th Floor 4) Aditya Birla 3 rd floor. 5) First Source- 4 th & %th floor Facilities found with Macdonald (Fire Fighting) Fire extinguisher- 8 nos. Sprinkler, Smoke Detector, Heat detector, LP Gas leakage detector, Bone Pet- 2 Nos. CCTV, (Gas bank NOC Enclosed)		

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	No signage found in stair cases and Gr, 1 st 2 nd floor	Illumination signage we to be provide
2.	Lift room: a) One panel (control) door found open b) No fire extinguisher found	Fire Extinguisher is to be kept and panel room door to be kept closed properly
3.	No Close circuit TVS found	CCTV to be provided
4.	Evacuation plan not displayed	To same to displayed
5.	Automatic CO ₂ , DCP, Fire extinguisher not provided in transformer & switch gear room	Automatic CO ₂ , DCP, Fire extinguisher are to be provided in transformer & switch gear room

Auditor

Reviewer

Signature & date Inspecting and Reporting Authority With seal

**COGNIZANT TECHNOLOGY
SOLUTIONS PVT. LTD.**



EXECUTIVE SUMMARY

Part I & II

General Information

Cognizant Technology Solutions Pvt. Ltd. is situated at GN 34/3, Sector V, Salt Lake , Kolkata 700091. The Central block is surrounded by 4 nos of blocks. Total plot of land is 3.0 acre & built up area around 1,89,000 Sqft

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There are total 5 Nos of stair cases & 5nos of lift including one Goods Lift.

Periodically Mock drills & Evacuation drills are conducted. Records are maintained.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Wet Rises:

Interconnected Underground tanks of 100000 Ltr + 150000 Ltr. There are for nos of pumps including one sprinkler pump. The condition of pump tank, pipe, pipe and hydrants were found satisfactory.

The alternate source of water body is approximately 50mtr away,

Fire Extinguishers:

There are total 152 nos of different types of Fire extinguishers in the building. People are regularly trained to extinguish the fire

PART V

ELCB and RCCB are found fitted in the DB & in the lifts.

There are DG sets available as alternate source of power

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 34/3	
2.	Premises Name (if any):	Cognizant Technology Solution Pvt. Ltd	
3.	Name of the owner /occupier/lessee	Cognizant Technology Solution Pvt. Ltd	
4.	Permanent Address	GN 34/3, Sector V, Salt Lake, Kolkata-91	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Lease hold	
6.	Name of the Contact Person	SurajitChatterjee	
7.	Phone No of Contact Person	98363 72723	
8.	E-mail	surajit-2.chatterjee-2@cognizant.	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	3 Acre	
11.	Build up area(as informed to the Auditor)	189000 Sq. Ft.	
12.	No of Floors	G+6 (4blocks)	
13.	Date of Sanction of Building Plan	Date:2002	
14.	Whether P.O.C/OC received from local body?	Yes	OC Issuing Authority Bidhan Nagar Municipality/ NDITA Dated:26/02/2003
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	G4 Security	
16.	No of Security Personnel engaged	62	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	Yes	
20.	Whether Monitoring System through Close circuit TV available	Yes	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	07	
22.	No of Vehicles for which parking space is available in the premises	170	

23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Outside parking place
GENERAL MAINTENANCE		
25	Garbage Clearing	Thru Sapoi Enterprise
26	Drainage System	Connected thru Drain of NDITA
27	Maintenance of Road	Internal road are maintained by owner- condition is good
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	No
30	Any Other Clearance	No

PART - II

31	Occupancy load		(Based on Estimates)							
	Existing		G	1	2	3	4	5	6	Total
	a)Regular									
	Block A			75	75	75	75	75	75	450
	Block B			75	75	75	75	75	75	450
	Block C			58	59	58	59	58	58	350
	Block D			75	75	75	75	75	75	450
										1700
	b)Floating									
32	Basement		Nil							
	a)	If basement extends beyond building profile	Not applicable							
	b)	Use of the basement	Not applicable							
	c)	Is it being sprinkled?	Not applicable							
	d)	Whether any cubicles present in the basement?	Not applicable							
		If yes, their use to be specified	Not applicable							
	f)	Whether fire zones are defined?	Not applicable							
		If yes, please provide details	Not applicable							

Part- III

Provisions of means of escape

33	Number of staircases --→1 (one)						
	Stairs Number		#1	#2	#3	#4	#5
	a)	Width of flight (mm)	1370	1340	1310	1340	1340
	b)	Tread width (mm)	280	310	310	310	350
	c)	Riser Height (mm)	180	130	170	170	170
	d)	Finish	Marble	K.S	K.S	K.S	K.S
	e)	Width of stair door (FCD) mm	970	970	970	970	970
	f)	Height of stair head room in Ft	12	12	12	12	12
	g)	Height of stair handrail	970	850	970	970	850
	h)	Area & location & profile of Fire Refuge Area		4 th floor	4 th floor	4 th floor	4 th floor
	i)	Width and type of door leading to Fire refugee area		FCD 970 mm	FCD 970 mm	FCD 970 mm	FCD 970 mm
	J)	Pressurization of staircase	No				
	k)	Segregation of staircase	Yes				
34	Number of Lifts installed→						
	Lift-Numbers		#1	#2	#3	#4	#5
	a)	Type of door	Metallic	Metallic	Metallic	Metallic	Metallic
	b)	Fire resistance rating	2hr	2hr	2hr	2hr	2hr
	c)	Area of lift car mm X mm	1980x1570	1980x1570	1980x1570	1980x1570	1280x1820
	d)	Capacity (no of persons)	20	20	20	20	-
	e)	Capacity(in kg)	1360	1360	1360	1360	1000
	f)	Company	KONE	KONE	KONE	KONE	KONE
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Yes/No		Reference No: Valid upto:20/12/2013		
35	Presence of proper signage in all the exit route		Yes				
36	Is it posted with illuminated signage ?		Yes				
37	Whether it is landing to fire assembly point?		Yes				
38	Any form of Public address system available ?		Yes				
39	Width form of internal road within the Premises ?		6000mtr.				
40	Width of the Entry / exit of Gate		5750			5750	
41	Height of the Entry / exit of Gate		20			Open to Sky	

PART IV

Provision of Fire Safety Arrangement

Provision of Fire Safety Arrangement				
42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes/No	U/G: 100000, + 150000Ltr interconnected O/H: 100000
	a)	If yes, specify the distance from the building	8 Mtr.	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	No recommendation is available	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby?		Yes	Specify the distance from the building: 100 Mtr.
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir: waterbody
44	Are internal hydrants being provided ?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		Single	
45	Are first aid hose reels being provided? If so please indicate		Yes	No of hose reels on each floor :One in each floor
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel:25mm, 30mm
	b)	Size (bore) and type of nozzle fitted to each hose reel	5mm, Jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: common Size of hose:63mm Length of hose:15Mtr
	a)	Total no of hoses provided near each hydrant	2 (two) in each hydrant	
46	Have wet risers/dry risers been provided?		Yes-Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		One rises in each block	
47	Has any down comer been provided? If so, please give details		No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Main- 75HP Jockey- 15HP Sprinkler- 75HP Jockey- 15HP	
	a)	Number of pumps		
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: 200mm Delivery:150mm Output of each pump:40Ltr/ Sec Max head against which the pump can operate at the output mentioned in:80Mtr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
48.	Sprinkler system			
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes	
	a)	Type of detectors used	Smoke Detector-addressable	

49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes, MCP		
50	Alarm receiving system	Yes		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes	Number of FE Type/ Capacity	152
		Yes	CO ₂ (4.5) ABC (2KG) Foam (9 Ltr.) Water (5Kg) CO ₂ (5Kg) BC(5Kg)	10 85 05 10 42
52	Location and population of the FEs adequate	Yes, office area, Lift Lobby		
53	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm: In Each floor Location of Fire Alarm: in office Area	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes		
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not Available		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available		
58	Status of NOC from WBF&ES	Valid/WBF&S/324/12/Cal-P/86/2001(186), Dt- 24/09/2012		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,	Yes 245TRx2+300TR
a)	Material used for construction of ducts and its fittings	Not Available
b)	Type of tinning used for ducts	Not Available
c)	Type of lagging used, if any for insulating any portion of the duct	Glass, Wool
d)	How the lagging is secured?	Not available
e)	If false ceiling is there?	Yes
f)	Material used for false ceiling	Gypsum Board
g)	Is a separate AHU being provided in each floor	Yes in each floors

	H)	Whether automatic shutdown of AHU is coupled with detection system?	Yes		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Yes		
	j)	Will fire dampers be provided in AC duct?	Yes		
60	Is there any standby source of electric supply being provided?		Yes	DG Capacity: 750KVA, 1250KVA	UPS Capacity: 6x60KVA, 3x12KVA
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ ■Partly to Office✓ ■ Others	
61	Location of switch- gears and transformers		1500 KVA		
62	a)	Transformer capacity	1500KVA		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes		
	c)	If outside, how far is it from the building?	Inside		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguishers		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Sealed		
65	Is Earth Leakage Circuit Breaker (ELCB) in every distribution board?		ELCB in each DB		
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		
67	Whether natural ventilation is relied upon? If so, give details.		Yes		
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No		
69	Whether mechanical ventilation is being coupled with automatic detection system?		Yes		
70	Whether the refuge area is being provided?		Yes	On which floor:4th floor in each block Area of Fire Refuge Area: NA Width of Fire Refuge Area:NA	

71	Storage of combustibles materials near electrical equipment/fuse units.	NO
72	RCCBs available??	Yes on lifts
73	Master switch in warehouses	No
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthing Pit Tested??	Yes one in a year
76	Use of MCB??	Yes
77	Bypassing of protection devices	No
78	Deteriorated insulation	No
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes
81	Tracking possibility	Yes
82	Unused opening in the panels, etc.	No
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	NO
86	Improper gland installation, wrong lug size	NO
87	Over-rated uses, wrongly set protection relays, etc.	NO
88	Switch yard and sub station	Yes
89	DG operation and maintenance	Yes
90	Reliability of the fire hydrant system	Yes
91	Emergency preparedness and response	Yes
92	Availability of Evacuation plan	Yes
93	Mock drill conducted??	Yes
94	Awareness of the people??	Yes
95	Sample basis validation of smoke detection system??	Yes
96	Condition of Lightning Arrestor	Yes, once in a year
97	Periodic test of UPS system (as applicable)	Yes
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	No
100	Storage if hazardous material, chemicals?	Yes
101	Use of signage?	Yes
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	Yes
104	Effective internal communication and public address system	Yes, PA daily checked
105	Colour coding system of hazardous chemical gas lines etc.	No
106	Management structure, role of safety officer, fire department etc.	YES
107	Procedure for incident investigation and control	Yes

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
	Is Trade License available??	No
110	Name of the Insurance Company	Not available
111	Remarks (if any)A well maintained & well controlled ISO 14001& 18001 certified building The following control measures over observed: 1. Fire pump & sprinkle pumps run for 24 hr. in auto mode indications for auto mode running is given in the facility Manager's room. 2. Records of checking of Fire Extinguishers. , smoke detector ,MCP, hydrant points are maintained. 3. Controls are available as following: There is a BMS room, where all type of signals comeslike smoke detector, MCP, temp. Control of UPS room, server room etc. where from alert signals are sent 4. There is special FCD at the BMS room to evacuate last in case of emergency. 5. ELCB is installed in each floor DB & RCCB found installed in lift room supply. There are tested once in a year & report sent to their H.O 6. There are access control in all the doors . In case of Emergency there is one master switch at BMS room to deactivate the access locks of the doors.	

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

NDITA Observation tracking report (Summary Sheet)

NIL

Sl. No	OBSERVATIONS	RECOMMENDATIONS
	NIL	

Signature & date Inspecting and Reporting Authority With seal

ASYST PARK



EXECUTIVE SUMMARY

Part I & II

General Information

ASYST PARK is situated at GN 37/1, Sector V, Salt Lake, Kolkata- 91. The structure is G+7 & built up area is 6085.2 m² in total 2023.375m² of land.

The property belongs to Asyst software Pvt. Ltd of GN37/1, Sector V, Salt Lake, Kolkata- 91 and Mr. Anil Kejriwal is one of its directors who manage the building, which is used for renting purposes. The present tenants are as Follows:

1. Simpex, Joy Mining Services on the 2nd floor.
2. Viom Network- on the 4th floor.
3. As the energy on the 5th floor
4. D.G Cable Comm. Services Pvt Ltd, on the 7th floor. Who operate on 24 hrs. X 7 day's basic payee.

The 1st, 3rd and 6th floors are vacant.

Part of the ground floor is occupies for the service of the building by Asyst Software Pvt. Ltd. All the tenants are in ITES business

Asyst Software Pvt. Ltd was under company law board which was resolved since the last 1 ½ years and is now maintained by Mr. Anil kejriwal is assisted by Mr. BijayJha. The NOC of WBF&S and 'C' forms of lifts were not available but has been applied for documents of which were soon and records.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There are two stare cases which are segregated. Two lift of same captain are there side by side.

Fireman alarm is filled to both of them.

Sign apes are there but them are no illuminated and not adequate and does not lead to the assembly points.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Wet Rises:

Underground tank measures 1, 20, and 000 ltr for fire only and the pump is filled below the ground level (approx. ft.). The condition of pump tank, pipe, pipe and hydrants were found satisfactory.

The alternate source of water body is approximately 800mtr. Away, through the building on every side also has underground tank.

Fire Extinguishers:

DCP- BC type- 5 kg- 20nos- (8+ 8 on half land in of stairs on each floor ground 4 distributed at the four occupied floors.

CO₂- 4.5 KGS- near the HT and LT panel rooms.

Water CO₂- 9 L- 15 Nos.: 8 Nos. on the half landing of each floors of stare I and 7 on the half landing of each floor of stairs II

Mechanical Foam 9 L- 1 No for DG.

PART V

No ELCB or RCCB is fitting in the distribution board or any other electrical as units.

PART VI

OTHER INFORMATION

There are two DG sets of 389 KVA and 125 KVA capacities and the electrical load was found to be 425 KVA .

A fire safety audit was also conducted by OBS graphics on October 2012.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART - I

1.	Plot No/Premises No:	GN/ 1	
2.	Premises Name (if any):	Asyst Park	
3.	Name of the owner /occupier/lessee	Mr. Anil Kejriwal (Director) Asyst Software Pvt Ltd.	
4.	Permanent Address	GN/ 1, Sec V, S.L- Kol-91	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leaseholder	
6.	Name of the Contact Person	BijayJha	
7.	Phone No of Contact Person	9007264578	
8.	E-mail	bijay@asysts.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	2023.395 m ²	
11.	Build up area(as informed to the Auditor)	6085.2m ²	
12.	No of Floors	G+ 7	
13.	Date of Sanction of Building Plan	Date: 17/06/2005 vide stanchion no- V/Bm/256R ² , dated- 17/06/2005	
14.	Whether P.O.C/OC received from local body?	Yes	OC Issuing Authority Bidhan Nagar Municipality/ NDITA Dated: 16/05/2008
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Visual Secures	
16.	No of Security Personnel engaged	07	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	Not yet installed	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	15	
22.	No of Vehicles for which parking space is available in the premises	24	

23	Whether parking space available for visitors within the premises	Yes→3 cars
24	Place where excess vehicles (if any) are parked	Outsider
GENERAL MAINTENANCE		
25	Garbage Clearing	NDITA
26	Drainage System	NDITA
27	Maintenance of Road	Internal road- Maintained by housekeeper- Globellnove Services
TELEPHONE TOWER		
28	No of Towers	(Disc) of D.G cable no- towers.
29	Statutory Clearance from AAI	No
30	Any Other Clearance	No

PART – II

v- vacant

31	Occupancy load		(Attach floor wise details separately if required)							
	Existing		G	1	2	3	4	5	6	7
	a)Regular		20	V	50	V	90	80	V	60
	b)Floating									Total-300
32	Basement		No							
	a)	If basement extends beyond building profile	Not applicable							
	b)	Use of the basement	Not applicable							
	c)	Is it being sprinklered?	Not applicable							
	d)	Whether any cubicles present in the basement?	Not applicable							
		If yes, their use to be specified	Not applicable							
	f)	Whether fire zones are defined?	Not applicable							
		If yes, please provide details	Not applicable							

Part- III

Provisions of means of escape

33	Number of staircases --→ 2 (Two)			
	Stairs Number		#1	#2
	a)	Width of flight	1850	1420
	b)	Tread width	340	300
	c)	Riser Height	200	170
	d)	Finish	Marble	mosaic
	e)	Width of stair door (FCD)- Wooden door	1080	1100
	f)	Height of stair head room	121	151
	g)	Height of stair handrail	1000	940
	h)	Area & location & profile of Fire Refuge Area	5 th floor- Stare II side, 9900mmX1470	
	i)	Width and type of door leading to Fire refugee area	1100- wooden door	
	j)	Pressurization of staircase	Yes	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed→2 (two)			
	Lift-Numbers		#1	#2
	a)	Type of door	Metallic	Metallic
	b)	Fire resistance rating	2 hrs.	2 hrs.
	c)	Area of lift car	1110X1350mm ²	1110X1350mm ²
	d)	Capacity (no of persons)	8	8
	e)	Capacity(in kg)	612	612
	f)	Company	Schindler	Schindler
	g)	Is communication system, installed in the lift car?	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes
	i)	Pressurization of lift	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	No	Reference No:Reg. no- 20050207525 Valid up to:27/12/2009(lift-1)
35	Presence of proper signage in all the exit route		Yes Few are there but not adequate	
36	Is it posted with illuminated signage?		No	
37	Whether it is landing to fire assembly point?		No	
38	Any form of Public address system available ?		Yes	
39	Width form of internal road within the Premises?		3.55m(cemented tiles)	
40	Width of the Entry / exit of Gate		3400mm	4200mm
41	Height of the Entry / exit of Gate		Open to stay	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes/No	U/G: 120000 ltr.
	a)	If yes, specify the distance from the building	5 mtr.	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	Could not checked	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building: 800m
	a)	Is it readily accessible ?	Yes	Condition and type of the reservoir: Water body
44	Are internal hydrants being provided ?		Yes	Single
	If so, please indicate no of hydrants in each floor		Single	
45	Are first aid hose reels being provided ? If so please indicate		Yes	No of hose reels on each floor :1 (One)
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes/No	Bore and length of hose reel tubing on each reel: 20mm dia- 30mtrs. length
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: Canvas Size of hose: 63mm Length of hose: 15m
	a)	Total no of hoses provided near each hydrant	2 (Two)	
46	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		One, 150mm	
47	Has any down comer been provided? If so, please give details		No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps	1 main- 1 jockey- 1 standby	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: 150 m Delivery: 150m Output of each pump: 136 m ³ / hrs.- main 10.8m ³ / hrs.- jockey Max head against which the pump can operate at the output mentioned in:	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked No pressure gar. Installed at top floor	

48.	Sprinkler system			
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes		
	a) Type of detectors used			
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes		
50	Alarm receiving system	Yes		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity 01.12.2013	Yes	Number of FE Type/ Capacity DGP- BC type 5Kg 4.5 Kg CO ₂ 2 Kg CO ₂ Water CO ₂	20Nos. 04Nos. 06Nos. 15Nos
		Yes		
52	Location and population of the FEs adequate	Yes		
53	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm:Two on each floor Location of Fire Alarm:Near the two Stairs	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes		
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Yes with the stanchioned plan		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Yes, as per drawing no EQ/ AST/GA-SPR/02/ Sprinter) EQ (Ast/GA-HYD/01(Hydrant)		
58	Status of NOC from WBF&ES	NOC No- WBF&ES/ T38-08/Cal-B/43/01 (119) dt 15.05.2008 applied for renewal on 14.12.11, valid NOC Shell not yet received.		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air – conditioned, please indicate,		No
	a)	Material used for construction of ducts and its fittings	No
	b)	Type of tinning used for ducts	No
	c)	Type of lagging used, if any for insulating any portion of the duct	No
	d)	How the lagging is secured?	No
	e)	If false ceiling is there?	No
	f)	Material used for false ceiling	No
	g)	Is a separate AHU being provided in each floor	No
	H)	Whether automatic shutdown of AHU is coupled with detection system?	No
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	No
	j)	Will fire dampers be provided in AC duct?	No
60	Is there any standby source of electric supply being provided?		Yes DG Capacity: 380+125 KVA (2 Nos.)
	Is the back supply automatic?		Yes Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ ■Partly to Office✓ ■ Others✓
61	Location of switch- gears and transformers		Inside building on ground floor
62	a)	Transformer capacity	800 KVA (Air Cooled) 11 KV./ 415 V
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Separate compartments brick walled. 5" walk
	c)	If outside, how far is it from the building?	Not Applicable
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Extinguishers, Sand bucket
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-		Not sealed

	combustible, fire resisting material?	
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67	Whether natural ventilation is relied upon? If so, give details.	Yes – Windows are provided
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
69	Whether mechanical ventilation is being coupled with automatic detection system?	No
70	Whether the refuge area is being provided?	Yes On which floor:5 th Area of Fire Refuge Area:9900X 1470mm ² Width of Fire Refuge Area:1470mm
71	Storage of combustibles materials near electrical equipment/fuse units.	No
72	RCCBs available??	No
73	Master switch in warehouses	Not applicable
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthling Pit Tested??	Verification of earth pit not done
76	Use of MCB??	Yes
77	Bypassing of protection devices	Not found
78	Deteriorated insulation	Not found
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes found satisfactory
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not closed
81	Tracking possibility	No
82	Unused opening in the panels, etc.	One in LT Panel room (substation)
83	Possibility of ground fault/short circuit	Not found
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	Not Found
86	Improper gland installation, wrong lug size	Not Found
87	Over-rated uses, wrongly set protection relays, etc.	Not found
88	Switch yard and sub station	Some faults have been found reqar house keeping
89	DG operation and maintenance	AMC- Garuda Power Pvt Ltd authorised deals commits
90	Reliability of the fire hydrant system	Yes

91	Emergency preparedness and response	Yes
92	Availability of Evacuation plan	No
93	Mock drill conducted??	Yes: Last mock drill was done on 01.12.2012
94	Awareness of the people??	Yes
95	Sample basis validation of smoke detection system??	Do as per maintenance report dated 08.12,2012 (As Per report)
96	Condition of Lightening Arrestor	Ok
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Subs anon- SRDG/954, Dt- 04.05.2005 (Director of electricity)
100	Storage if hazardous material, chemicals?	No
101	Use of signage?	Few signage's were found, not adequate and does not lead to assemble report.
102	Hydrants clear, access to public thorough fare open	Yes clear access
103	Flame & work permits (as applicable)	Not applicable
104	Effective internal communication and public address system	Yes Available
105	Colour coding system of hazardous chemical gas lines etc.	Not Applicable
106	Management structure, role of safety officer, fire department etc.	No
107	Procedure for incident investigation and control	No

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation There are no rubber lined FCD in (i) every floor stair case (ii) Refuge areas
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not storage found	
	Is Trade License available??	Yes : Number- 001826 dt- 04.05.2012	
110	Name of the Insurance Company	New India Insurance	
111	Remarks (if any) 1. NOC of NBF&S are to be renewed 2. Fire checked door are to be provided in the stipulated exit point as mention in the previous NOC. 3. The refuge area on the 5th floor was totally blocked by the installation of three big size splats which are to be removed. 4. It is advisable to fit a few ELCB and RCCB in the different distribution boards. 5. The roof especially under the lift room is dumped with garbages some of which are highly combustible and a lot of smoking activity is carried here, should be stopped to prevent any mishap- It is high potential hazard. 6. The housekeeping in the transformer room, HT panel room and LT Panel room must be improved. 7. 800 KVA transformers main near trawlBann joint temperature 29°C. It appears that system load is very much unbalance. Advice to make the load balance in 3 phases.		

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	Proper rubber matt and Rubber gloves not provided in HT apnel room	Same to be provided
2.	Housekeeping extremely poor in transformer room {picture (i) & (ii)}	Transformer room should be neat and clear. All things should be cleared.
3.	Trench in LT Gear room is not properly covered One back cover is found in open (iii) & (iv)	Trench should be sealed and back cover fitted
4.	No safety switch is provided in the door of the D.G	Safety switches to be provided.
5.	Combustible garbage found under the light room. The same place is used as a smoking zone {picture (v) & (vi)}	Garbage should be cleared. Fire extinguishers to be placed.
6.	The refuge area is blocked by placing three big split AC machines.	Refuge area should be free from any observation.
7.	Transformer neutrally bar- Joint- Temp 29°C	To be covered by balance in load in 3- phases.

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

VICTORIA HOUSE



EXECUTIVE SUMMARY

Part I & II

General Information

VICTORIA HOUSE a B+ G+9 storied building is situated at GN 37/2, Sector V, Salt Lake ,Kolkata 700091 in the plot area of approx.3364.34SqMtr& build up area is around 19408.51 SqMtr

Date of Sanction of Building plan is 26.8.03

OC (OccupationalCertificate) was not available

Last **NOC from WBFES** was valid till 24.11.12(Ref WBFS/DG/PP/647/11dated 25.11.11). Thereafter Renewal application has been initiated 14.11.12

Estimated Occupancy Load Regular 1055
Floating 25

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There are three stair cases which are segregated &Four liftsare available

Illuminated Signage is there in the Emergency Exit Route.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is a Separate Fire tank of 2, 20, 00- ltr capacity is available in the ground floor.

There is wet riser available

The alternate source of water body is approximately 500mtr away,

There are total 213 nos Fire Extinguishers available throughout the building

MCPs are available in the building

PART V

ELECTRICAL

There is RCCB in the distribution board

Earth pits were found marked and tested.

Generally no combustible material is stored in the premises, near the Electrical installation

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 37/2	
2.	Premises Name (if any):	Victoria house	
3.	Name of the owner /occupier/lessee	Visim com tech integrators Ltd	
4.	Permanent Address	GN37/2 , Sector V, Salt Lake city Kolkata- 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Chiranjivchakroborty	
7.	Phone No of Contact Person	9239085635	
8.	E-mail	Chiranjiv.vision@yahoo.com	
9.	Purpose of the Land Use Entire building is rented to Tata consultancy limited	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		IT/ITES✓	
10.	Plot Area(as informed to the Auditor)	3364.34 sqm	
11.	Build up area(as informed to the Auditor)	19408.51m2	
12.	No of Floors	B+G+9	
13.	Date of Sanction of Building Plan	Date:26.08.03 vide plan no 3/BM/277 dt.26.08.03	
14.	Whether P.O.C/OC received from local body? Could not be verified as C.C not found	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Own security- 4 Top security- 40 (in each shift x 3)	
16.	No of Security Personnel engaged	(4+40) x3 shifts	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	Yes, scanner is also provided	
20.	Whether Monitoring System through Close circuit TV available	Yes	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	4 nos	
22.	No of Vehicles for which parking space is available in the premises	85 nos	
23.	Whether parking space available for visitors within the premises	Yes	

24	Place where excess vehicles (if any) are parked	Outside the building
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA Garbage clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal Road is being maintained by occupier
TELEPHONE TOWER		
28	No of Towers	Yes- One
29	Statutory Clearance from AAI	Not available
30	Any Other Clearance	Not available

PART - II

31	Occupancy load		(Based on Estimates)											
	Existing		B	G	1	2	3	4	5	6	7	8	9	T
	a)Regular		5	15	115	115	115	115	115	115	115	115	115	1055
	b)Floating		25											
32	Basement		YES											
	a)	If basement extends beyond building profile	No											
	b)	Use of the basement And pump room	Parking& Pump room											
	c)	Is it being sprinkled?	Yes											
	d)	Whether any cubicles present in the basement?	Yes Pump room											
		If yes, their use to be specified	Pump room											
	f)	Whether fire zones are defined?	No											
		If yes, please provide details	Not applicable											

Part- III

Provisions of means of escape

33	Number of staircases --→ Three - all have the same measurement				
	Stairs Number		#1 mm	#2 mm	#3 mm
	a)	Width of flight	1620	1620	1620
	b)	Tread width	300	300	300
	c)	Riser Height	160	160	160
	d)	Finish	Kota stone	Kota stone	Kota stone
	e)	Width of stair door (FCD—Glass Door in mm	1080	1080	1080
	f)	Height of stair head room	10 feet	10 feet	10 feet
	g)	Height of stair handrail	975	975	975
	h)	Area & location & profile of Fire Refuge Area	6 th & 8 th floor both work and south sides		
	i)	Width and type of door leading to Fire refugee area	1170mm – FCD glass		
	j)	Pressurization of staircase	No		
k)	Segregation of staircase	Yes			
34	Number of Lifts installed→ Four -				
	Lift-Numbers		#1 to #4		
	a)	Type of door	Metallic		
	b)	Fire resistance rating	2 hrs		
	c)	Area of lift car	1480 x1160 mm ²		
	d)	Capacity (no of persons)	10 person		
	e)	Capacity(in kg)	680 kg		
	f)	Company	OTIS		
	g)	Is communication system, installed in the lift car?	Yes		
	h)	Is a fireman’s switch being installed in the car?	Yes		
	i)	Pressurization of lift	Yes		
	j)	Whether validity of “Form-C” from appropriate authority obtained?(If yes, attach a photocopy)	Yes Copies attached	Reference No: Valid upto: (all) 27.02.13	
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it is landing to fire assembly point?		Yes		
38	Any form of Public address system available ?		Yes		
39	Width form of internal road within the Premises?		6m (east), 4.85m (south) 4.85m (West) 7.9m (north)		
40	Width of the Entry / exit of Gate		4850 mm		
41	Height of the Entry / exit of Gate		Open to sky		

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes	U/G 2,20,000 liters O/H 60,000
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	Could not be verified	
	c) Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building 500m
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir water body
44	Are internal hydrants being provided ?	Yes	Single outlets.
	If so, please indicate no of hydrants in each floor	Double (4 on ground floor)	
45	Are first aid hose reels being provided? If so please indicate	Yes	No of hose reels on each floor :Two
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: 25mm, 30 meters
	b) Size (bore) and type of nozzle fitted to each hose reel	5mm jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	Type of hose: canvas Size of hose: 63mm Length of hose: 15m
	a) Total no of hoses provided near each hydrant	Two	
46	Have wet risers been provided?	Yes 4 nos – 2 for sprinklers -2 for hydrants	
	If yes, please indicate the number of risers and internal diameter of each	sprinklers-100mm Hydrants- 150mm	
47	Has any down comer been provided? If so, please give details	No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes	
	a) Number of pumps	3- 1 main, Jockey, standby	
	b) Size of suction and delivery connection to each pump/Output/Head	Suction: 200mm Delivery: 150mm Output of each pump: 171m ³ /hr – main 70m ³ /hr-Jockey Max head against which the pump can operate at the output mentioned in: 70m for both	
	e) Is the pump automatic in action?	Yes	
	f) Is the water pressure sufficient at max distance from the pump?	could not be checked as no pressure gauge found at top floor	

48.	Sprinkler system	Yes		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Smoke detectors, Heat detectors ,LPG leak detector		
	a) Type of detectors used	Addressable		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes		
50	Alarm receiving system	Yes		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations?	Yes	Number of FE Type/ Capacity	213nos
	If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes		
52	Location and population of the FEs adequate	Yes		
53	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm: 4 Location of Fire Alarm: 2 in staircases 2in corridors	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes Last mock test done on 29.12.12		
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Verified		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Verified		
58	Status of NOC from WBF&ES	NOC memo no WBF&GS/DG/PP/647/11 at 25.11.2011 valid up to 25.11.12 Applied for renewal on 14.11.12		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,		Yes		
	a)	Material used for construction of ducts and its fittings	Aluminum sheet metal		
	b)	Type of tinning used for ducts	Not available		
	c)	Type of lagging used, if any for insulating any portion of the duct	Glass wool insulation		
	d)	How the lagging is secured?	By using were mesh and aluminum foil		
	e)	If false ceiling is there?	Yes		
	f)	Material used for false ceiling	Gypsum board		
	g)	Is a separate AHU being provided in each floor	Yes		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	No		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Yes		
	j)	Will fire dampers be provided in AC duct?	No		
60	Is there any standby source of electric supply being provided?		Yes	DG 600kVA Capacity	UPS→ 200KVA x 4 for computers monitors
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ ■Partly to Office✓ ■ Others✓	
61	Location of switch- gears and transformers		Outside the building		
62	a)	Transformer capacity	1250kva x2nos		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Separate compartments with 10” brick walls		
	c)	If outside, how far is it from the building?	8 meters (transformer)		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Auto sprinkler system		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Yes		

65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	No	
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
67	Whether natural ventilation is relied upon? If so, give details.	Yes .Enough windows with lot of ventilation	
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No: In Basement mechanical ventilation is already provided unit I.D Fan	
69	Whether mechanical ventilation is being coupled with automatic detection system?	Yes	
70	Whether the refuge area is being provided?	Yes	On which floor: 6 th & 8 th on the north and south sides Area of Fire Refuge Area: 2 7450 x1600 mm2 Width of Fire Refuge Area: 1600mm
71	Storage of combustibles materials near electrical equipment/fuse units.	No	
72	RCCBs available??	Yes	
73	Master switch in warehouses	No ware house found	
74	Proper cable joint procedures as per manufacturer	Yes	
75	Earthing Pit Tested??	Yes. Test certificate is enclosed	
76	Use of MCB??	Yes	
77	Bypassing of protection devices	No	
78	Deteriorated insulation	No	
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes	
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Only Electric distribution rooms cable passes not sealed	
81	Tracking possibility	Yes	
82	Unused opening in the panels, etc.	No	
83	Possibility of ground fault/short circuit	No	
84	Mechanical protection to cables	Yes	
85	Loose terminations due to improper supports, crimping	No	
86	Improper gland installation, wrong lug size	NO	
87	Over-rated uses, wrongly set protection relays, etc.	No	
88	Switch yard and sub station	Yes	
89	DG operation and maintenance	AMC to m/s techno com services	
90	Reliability of the fire hydrant system	Yes	
91	Emergency preparedness and response	Yes	
92	Availability of Evacuation plan	Yes	

93	Mock drill conducted??	Yes
94	Awareness of the people??	Yes
95	Sample basis validation of smoke detection system??	Yes
96	Condition of Lightning Arrestor	Satisfactory
97	Periodic test of UPS system (as applicable)	YES
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Yes
100	Storage of hazardous material, chemicals?	No
101	Use of signage?	Yes
102	Hydrants clear, access to public thoroughfare open	Yes
103	Flame & work permits (as applicable)	Yes
104	Effective internal communication and public address system	Yes
105	Colour coding system of hazardous chemical gas lines etc.	Yes
106	Management structure, role of safety officer, fire department etc.	Yes
107	Procedure for incident investigation and control	Yes File maintained and was shown to us last incident occurred on 18.02.12 and properly investigation and analysis

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation Auto ignition of co2 in LT & HT rooms not installed
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	LP gas bank on the north side of the plot.	
	Is Trade License available??	No.0743 dt.24.08.2017 valid up to 31.03.10	
110	Name of the Insurance Company	ICICI Lombard	
111	Remarks (if any) 1. Trade license renewal application for revision of task appealed and the case is in court 2. The owner of the building vision com tech integrators Ltd and the building is fully rented to TATA consultancy Ltd. 3. The application for Fire license for Gas Bank was made by T C S on 06.01.2012 but NOC could not be verified 4. Test report of relays, HT Circuit Breaker, Transformer servicing and Earth pit lest reports were verified and enclosed		

NDITA

Observation tracking report (Summary Sheet)

SL.No	OBSERVATIONS	RECOMMENDATIONS
01.	A small room the electrical distribution room has passed between floors which are not sealed	The shafts are to be sealed with fire retardant material
02.	As per NOC from WBF&ES vide this remark safety measures to be incorporated SL No.09. transformer and switch gear room to be protected with automatic co2 or DCP fire extinguished no such arrangement was found	Automatic co2 or DCP is to be installed

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

STEEL PLUS LIMITED



EXECUTIVE SUMMARY

Part I & II

General Information

STEEL PLUS LIMITED is situated at GN – 37/B, Sector V, Salt Lake, Kolkata 700091, The structure is G + 3 & built up area is 3473.28 sq meters in total 0.25 acres (1101.697 sq mtr) of land.

In the Ground floor .there are one generators, one transformer, HT room, LT room and reception.

The date of sanction of Building Plan was on 8.11.2006

There are two stair cases & one Lifts each of 8 Person carrying capacity. Form Cs are available

There is no central AC system in the building. CC TV and Public Address System is available in the building

NOC from WBF&Es is available and is valid till 27.2.13

Occupancy Load as on audit date was found as

	Existing -- 64 persons
Floating -- 6 persons	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two nos Staircases available. There are one Lifts available.

There are Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers, smoke detectors, sprinklers and wet riser fitted with hose reels and hydrants.

Wet riser

There is an Under- ground fire tank of approx. 1, 00,000 ltr capacity. There are three pumps provided to pressurize the riser.

Smoke detectors and sprinklers are installed in the building Alternate source of water is the Water body approx. 500 mtr away

Buildings is equipped with Fire detection system like smoke detectors and sprinklers .

Total 43 Nos Portable fire extinguishers are found deployed throughout the building.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation

There are one DG sets of 63 KVA capacity at the ground floor as an alternate source of supply

PART VI

OTHER INFORMATION

Nil

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN – 37/B	
2.	Premises Name (if any):	Steel Plus Limited	
3.	Name of the owner /occupier/lessee	Steel Plus Limited	
4.	Permanent Address	GN – 37/B, Sector V, Salt Lake, Kolkata – 700091.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Kaushik Dey	
7.	Phone No of Contact Person	033-23575865	
8.	E-mail	Kousik.dey.@intelibuild.com	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	0.25 acres, 1101.697 sq meters	
11.	Build up area(as informed to the Auditor)	3473.28 sq meters	
12.	No of Floors	G + 3	
13.	Date of Sanction of Building Plan	Date: 8.11.2006 vide sanctioned plan no. V/BM/230R2 dated 8.11.06	
14.	Whether P.O.C/OC received from local body? C.C	Yes	OC Issuing Authority Bidhan Nagar Municipality Dated:6.9.2003 vide memo no 3160(3)BM(P)
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Security and Investigation Bureau	
16.	No of Security Personnel engaged	3 persons, one on each shift (8 hrs)	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	Yes	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	One
22	No of Vehicles for which parking space is available in the premises	12
23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Outside road if necessary
GENERAL MAINTENANCE		
25	Garbage Clearing	Cleared through NDITA clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Own and found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

31	Occupancy load	(Biased on Estimates)				
	Existing	G	1	2	3	Total
	a)Regular	1	8	35	20	64
	b)Floating	Total- 6 persons				
32	Basement	Nil				

Part- III

Provisions of means of escape

33	Number of staircases --→ Two Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1710 mm	1710 mm
	b)	Tread width	260 mm	260 mm
	c)	Riser Height	170 mm	170 mm
	d)	Finish	Vinyl Matt	Vinyl Matt
	e)	Width of stair door (FCD)		
	f)	Height of stair head room	3657.6 mm	3657.6 mm
	g)	Height of stair handrail	850 mm	850 mm
	h)	Area & location & profile of Fire Refuge Area	No refuge area found	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	

34	Number of Lifts installed→ One only			
	Lift-Numbers		#1	
	a)	Type of door	Metallic Sliding	
	b)	Fire resistance rating	2 hours	
	c)	Area of lift car	1060 x 1250 sq mm	
	d)	Capacity (no of persons)	8	
	e)	Capacity(in kg)	544 kgs	
	f)	Company	Adams Elevators Co. Pvt. Ltd., SI No-1565	
	g)	Is communication system, installed in the lift car?	Yes	
	h)	Is a fireman's switch being installed in the car?	No	
	i)	Pressurization of lift	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Yes	Reference No:RegnNo 20030207390(9831) Valid upto:30.3.13
35	Presence of proper signage in all the exit route		Yes	
36	Is it posted with illuminated signage?		Yes	
37	Whether it is landing to fire assembly point?		No	
38	Any form of Public address system available?		Ye	
39	Width form of internal road within the Premises?		4450 mm cemented, satisfactory	
40	Width of the Entry / exit of Gate		3750 mm	
41	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G - 1,00,000 liters O/H - 2 x 5000 liters
	a)	If yes, specify the distance from the building	About 1 meter	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	1,00,000 liters	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 1. 800mtrs 2. 300 mtr
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir 1. Waterbody 2. NDITA overhead tank
44	Are internal hydrants being provided ?		Yes	Single outlet.
	If so, please indicate no of hydrants in each floor		Single	

45	Are first aid hose reels being provided? If so please indicate		Yes	No of hose reels on each floor :One	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: 25 mm, 30 meters	
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm jet type		
45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: Canvas Size of hose: 63 mm Length of hose: 15 meters	
	a)	Total no of hoses provided near each hydrant	One		
46	Have wet risers/dry risers been provided?		Yes, wet risers		
	If yes, please indicate the number of risers and internal diameter of each		One, 150 mm		
47	Has any down comer been provided? If so, please give details		No		
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes		
	a)	Number of pumps	3 nos - 1 main, 1 jockey & 1 standby(diesel)		
	b)	Size of suction and delivery connection to each pump/Output/Head Main Pump – 60 HP Jockey Pump – 15 HP, Stand By Pump – 65 HP	Suction: 150 mm Delivery: 150 mm Output of each pump: 170cubic mtr/hr Max head against which the pump can operate at the output mentioned in: 70 meter		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as no pressure gauge was found at riser head. Pressure at the ground level was 6.8 kgs/sq.cm		
48.	Sprinkler system				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Sprinklers and smoke detectors are provided on each floor		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes, 4 MCBs on each floor- 2 in offices and 2 on each stair case		
50	Alarm receiving system		Yes		
51	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity 2013(different dates)		Yes Yes	Number of FE Type/ Capacity Details are given in separate list	43 nos

52	Location and population of the FEs adequate	Yes	
53	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm: 4 nos Location of Fire Alarm: 2 nos in offices 2 nos in the two stair cases
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes	
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes, done but records are not kept	
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Yes	
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Yes	
58	Status of NOC from WBF&ES	Memo No:WBFES/DG/FP/262/12/Cal-B/19/01/(Pt-1)(270/04) dated 28.2.12 valid up to 27.2.13	

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,		No
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable

60	Is there any standby source of electric supply being provided?		Yes	DG 63 KVA Capacity	UPS Small for computers Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ ■Partly to Office_/ (only ACs are not connected) ■ Others	
61	Location of switch-gears and transformers		Ground floor inside the building		
62	a)	Transformer capacity	400 KVA		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Brick walled and effectively seperated		
	c)	If outside, how far is it from the building?	Not applicable		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Portable fire extinguishers are provided		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		The electrical cables do not pass through any ducts, they are concealed		
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No		
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		
67	Whether natural ventilation is relied upon? If so, give details.		Yes, windows are provided with cross ventilation		
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No		
69	Whether mechanical ventilation is being coupled with automatic detection system?		No		
70	Whether the refuge area is being provided?		No	On which floor: Not applicable Area of Fire Refuge Area: Not applicable Width of Fire Refuge Area: Not applicable	

71	Storage of combustibles materials near electrical equipment/fuse units.	No
72	RCCBs available??	No
73	Master switch in warehouses	Not applicable
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthing Pit Tested??	Yes, last tested in 2003 and resistance was found 0.02 ohms in 1000V meggar
76	Use of MCB??	Yes
77	Bypassing of protection devices	Not found
78	Deteriorated insulation	Not found
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Adequate
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No passes are present, only concealed wiring is done
81	Tracking possibility	N
82	Unused opening in the panels, etc.	No
83	Possibility of ground fault/short circuit	Not found
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	Not found
86	Improper gland installation, wrong lug size	Not found
87	Over-rated uses, wrongly set protection relays, etc.	Not found
88	Switch yard and sub station	Yes, found satisfactorily isolated and FEs are provided
89	DG operation and maintenance	DG is rented and maintenance is done by its owner
90	Reliability of the fire hydrant system	Yes
91	Emergency preparedness and response	No
92	Availability of Evacuation plan	No
93	Mock drill conducted??	No
94	Awareness of the people??	Nil
95	Sample basis validation of smoke detection system??	No
96	Condition of Lightning Arrestor	No lightning arrestor is found
97	Periodic test of UPS system (as applicable)	Yes
98	Handling of electrical work by competent electrician	Hired from outside when required
99	Approval of receiving station, substation and DG	Approval for substation is available vide ref.no .SRDG/577 dated 7.3.2002
100	Storage if hazardous material, chemicals?	Not found
101	Use of signage?	Yes
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	No flame and work permit procedure is followed

104	Effective internal communication and public address system	Yes
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	None found
107	Procedure for incident investigation and control	None followed

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation Automatic CO2 fire extinguisher is not installed in Transformer and HT gear room
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Nil	
	Is Trade License available??	Yes, 001815 dated 25.4.12, valid upto 31.3.13	
110	Name of the Insurance Company	Not available	
111	Remarks (if any) 1. No Assembly point demarked 2. Fireman's switch is not installed in the lift 3. Records of mock drill and evacuation drill are not kept 4. No lightning arrestor found		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	Records of Mock drill and evacuation drill are not kept	Records are to be kept and done at least once in six months
2.	No assembly point is demarked	Assembly point is to be demarked
3.	No fireman's switch is installed in the lift	Fireman's switch to be installed in lift
4.	No lightning arrestor is found	Lightning arrestor to be provided

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

GN-38/1



EXECUTIVE SUMMARY

Part I & II

General Information

This building along with factory is situated at Plot No. GN - 38/1, Sector V, Salt Lake, Kolkata 700091 since 1998. The building structure is G+1 comprising of built up area of 1861.55 sq.mtr out of 2040.16 sq.mtr of total land. There are two parts in the premises which are building and factory.

The laboratory and part office are situated at the ground floor and the major office is situated at the first floor of the building. The factory is situated in the rest of the land. The ISI Licensed products are basically water mixed product namely waterproofing compound to mix with Concrete Mortar and Concrete Admixture for sealing purposes. Altogether five gates are identified by numbers for entry and exit.

Trade License is available for the years 2011-12 vide Dated 18.10.2011 of NDITA. Application for renewal has been made in September'2012.

WBF&ES License is available for storing of chemicals vide approval Dated 14.12.2012.

WBDOE approval is available for HVI vide Dated 31.01.2012.

OC is received from Bidhan Nagar Municipality. Copy is not available. Approved Building Plan is available vide No.111 vide Dated 27.07.1998.

Occupancy Load (Existing and Floating) was estimated as 50 and 25 respectively.

Centralized HVAC system is not installed in the building.

Part III

PROVISION OF MEANS OF ESCAPE

There are total 2 nos Staircase at 2 corners of the building. Exit route signage is available without proper illumination.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement basically includes portable fire extinguisher at strategic points of ground floor, first floor, factory area and electrical installation area. Altogether 28 Nos portable fire extinguisher are deployed at different location. Periodic checking of fire extinguisher is done as evident from the internal register. Type of FE placed is found according to requirement. List of FE deployed is as follows:-

TYPE (CAPACITY) -----NO.

ABC (5KG)	-----14
ABC (2KG)	-----01
CO2 (22KG)	-----02
CO2 (6.8KG)	-----06
CO2 (4.5KG)	-----04
H2O-CO2 (22KG)	-----01

Adequate water volume is found available to cater emergency situation. Over ground Water Reservoirs capacity are 50KL (1No.) and 10KL (1No.). Overhead Water Tanks capacity is 2KL (3Nos) and 1KL (2Nos). Alternate source of water is pond about 1mtr away and large water body i.e. NOLBON about 800 mtr away. Building is equipped with Fire detection system like smoke detector (2 Nos.) at strategic locations of Ground and 1st Floor. Fire Alarm (2Nos.) and one Hooter are also available. Fire Doors are not found in the building or nearby staircase area..

PART V

ELECTRICAL FIRE HAZARDS

Dry Type Transformer (1 No. of 500KVA capacity) is installed outside of the building and DG (1 No. of 40 KVA capacity) is Installed nearby. Proper FE have been deployed in these areas. External Condition of cable is found satisfactory and Electrical Room is well equipped with proper FE. **There is no ELCB or RCCB found in the distribution board. There is no record found for measuring earth pit resistance or servicing earth pit.**

PART VI

OTHER INFORMATION

Explosive materials are not stored in the factory premises. Chemicals are stored with valid Fire License.

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GN – Block , Plot No. 38/1	
2.	Premises Name (if any):	Structural Waterproofing Co. Pvt. Ltd.	
3.	Name of the owner /occupier/lessee	Structural Waterproofing Co. Pvt. Ltd. [PARENT COMPANY - CHRYSO GROUP]	
4.	Permanent Address	GN 38/1, Sector-V, Salt lake City, Kolkata - 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. RanjanSengupta	
7.	Phone No of Contact Person	9831097083	
8.	E-mail	ranjan.sengupta@chryso-swc.com	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Principal Use✓	Business ✓
			Mercantile
		Principal Use✓	Industrial✓
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	2040.16 SqMtr	
11.	Build up area(as informed to the Auditor)	1861.55SqMtr	
12.	No of Floors	G+1	
13.	Date of Sanction of Building Plan	Date: 27.07.1998 Approved Plan No. 111 [Letter No. 397/ P]	
14.	Whether P.O.C/OC received from local body?	Yes., O.C. issuing Authority Bidhan Nagar Municipality[Copy is not available.]	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	GERMICIDE, Kolkata	
16.	No of Security Personnel engaged	4 Persons / 24 Hours	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No., Vehicles are not placed inside.	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	

20.	Whether Monitoring System through Close circuit TV available	No
VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	3
22.	No of Vehicles for which parking space is available in the premises	3
23.	Whether parking space available for visitors within the premises	N.A. / No Space
24.	Place where excess vehicles (if any) are parked	Outside
GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA
26.	Drainage System	NDITA
27.	Maintenance of Road	Own
TELEPHONE TOWER		
28.	No of Towers	Nil
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

PART - II

31.	Occupancy load		(Attach floor wise details separately if required)		
	Existing		G	1	Total
	a)Regular		20	30	50
	b)Floating		15	10	25
32.	Basement		No		
	a)	If basement extends beyond building profile	N.A.		
	b)	Use of the basement	Parking	Storage (Combustible / non combustible)	N.A
	c)	Is it being sprinklered?	N.A		
	d)	Whether any cubicles present in the basement?	N.A		
		If yes, their use to be specified	N.A		
	f)	Whether fire zones are defined?	N.A		
		If yes, please provide details	N.A		

Part- III

Provisions of means of escape

33.	Number of staircases		2 Nos.	
	Stairs Number		#1	#2
	a)	Width of flight (mm)	1350	1360
			290	300
	b)	Tread width(mm)	150	150
	c)	Riser Height(mm)	Marble	Mosaic
	d)	Finish	880	1400
	e)	Width of stair door (FCD)-mm	760	880
	f)	Height of stair handrail(mm)	15	15
	g)	Height of stair head room(ft)		
	h)	Area & location & profile of Fire Refuge Area	N.A	
	i)	Width and type of door leading to Fire refugee area	N.A	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34.	Number of Lifts installed		No Lift	
	Lift-Numbers		N.A.	
	a)	Type of door		
	b)	Fire resistance rating		
	c)	Area of lift car (mm ²)		
	d)	Capacity (no of persons)		
	e)	Capacity(in kg)		
	f)	Company		
	g)	Is communication system, installed in the lift car?		
	h)	Is a fireman's switch being installed in the car?		
	i)	Pressurization of lift		
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)		
35.	Presence of proper signage in all the exit route		Yes	
36.	Is it posted with illuminated signage?		No	
37.	Whether it is landing to fire assembly point?		Yes	
38.	Any form of Public address system available?		No / Fire Alarm& Hooter are available.	
39.	Width form of internal road within the Premises?		3500mm.	
40.	Width of the Entry / exit of Gate		4Nos./ 3500 mm , 1 No. / 2000 mm	
41.	Height of the Entry / exit of Gate		Open to sky.	

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available? (at ground level / over head)		Yes	Pond in the nearby area. 1x 40 KL [U/Reservoir] , 1X10 KL [O/Reservoir] , 3X2 KL [O/H Tank], 2X1KL [O/H Tank].
	a)	If yes, specify the distance from the building	Max 2Mtr	
	b)	If yes, specify the capacity (in litres) as approved by WBF& ES.	Data is not available.	
	c)	Specify the condition of the reservoir	Satisfactory	
43.	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building = 800Mtr
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir → Water Body / NOLBON
44.	Are internal hydrants being provided ?		No	
	If so, please indicate no of hydrants in each floor		N.A.	
45.	Are first aid hose reels being provided ? If so please indicate		No	No of hose reels on each floor :N.A.
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	No	Bore and length of hose reel tubing on each reel: N.A.
	b)	Size (bore) and type of nozzle fitted to each hose reel	N.A.	
46.	Are fire hoses being provided near each hydrant? If so, please indicate		No	Type of hose: N.A. Size of hose:N.A. Length of hose: N.A.
	a)	Total no of hoses provided near each hydrant	N.A.	
47.	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each		N.A.	
48.	Has any down comer been provided? If so, please give details		No	
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No	
	a)	Number of pumps	N.A.	
	b)	Size of suction and delivery connection to each pump/Output/Head	N.A.	
	c)	Is the pump automatic in action?	N.A.	

	d)	Is the water pressure sufficient at max distance from the pump?	N.A.		
50.	Sprinkler system				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No		
	a)	Type of detectors used	S.D. (2 Nos.) at strategic locations.		
51.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes, Fire Alarm(2Nos, 1 at G & 1 at 1 st Fl.) & Hooter (1No at 1 st Fl.)		
52.	Alarm receiving system		No		
53.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes Yes	Number of FE Type/ Capacity as Per attached List. 30.08.2013 Onwards	28Nos.
54.	Location and population of the FEs adequate		Yes		
55.	Are Emergency Fire Alarm being provided in each floor ?		Yes, 1 in each floor.		
56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		No		
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Yes , Last done on 08.07.2012. Record is maintained in the Register.		
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES		Not applicable		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Not applicable		
60.	Status of NOC from WBF&ES		Yes for 2012-2013. vide No. 46803 Dated 14.12.2012 Valid till 31.10.2013. (Copy is attached.)		

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air – conditioned, please indicate,		No
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	Not applicable
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable
62.	Is there any standby source of electric supply being provided?		Yes
	Is the back supply automatic?		No
			DG - 1No. Capacity=40KVA
			Specify the functions that can be maintained simultaneously by such back ups ▪ Fire Pump ▪ Emergency Light✓ ▪ Lift ▪ Partly to Office✓ ▪ Others /Factory Light✓
63.	Location of switch- gears and transformers		Outside the building
64.	a)	Transformer capacity	1X500 KVA , 11KV / 433V,Dry type
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	Within 1 Mtr

65.	What precautions is taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers& Sand Bracket.	
66.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No passes are present.	
67.	Is Earth Leakage Circuit Breaker (ELCB) in every distribution board?	No ELCB is installed.	
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	N.A	
69.	Whether natural ventilation is relied upon? If so, give details.	Yes Partly.Exhaust fans are installed in factory.	
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
71.	Whether mechanical ventilation is being coupled with automatic detection system?	No	
72.	Whether the refuge area is being provided?	No	N.A.
73.	Storage of combustibles materials near electrical equipment/fuse units.	No	
74.	RCCBs available??	No	
75.	Master switch in warehouses	Yes / Isolation Breaker	
76.	Proper cable joint procedures as per manufacturer	Yes	
77.	Earthing Pit Tested??	Yes	
78.	Use of MCB??	Yes	
79.	Bypassing of protection devices	No	
80.	Deteriorated insulation	N.A	
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes	
82.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No passes are present.	
83.	Tracking possibility	Not Possible	
84.	Unused opening in the panels, etc.	No	
85.	Possibility of ground fault/short circuit	No	
86.	Mechanical protection to cables	Yes	
87.	Loose terminations due to improper supports, crimping	No	

88.	Improper gland installation, wrong lug size	No
89.	Over-rated uses, wrongly set protection relays, etc.	No
90.	Switch yard and sub station	Substation of SEB found locked
91.	DG operation and maintenance	AMC to OEM Sub-Vendor
92.	Reliability of the fire hydrant system	N.A
93.	Emergency preparedness and response	Yes, Record is available at HRD. Last checking done on 11.10.2012.
94.	Availability of Evacuation plan	No. Only EXIT signage is available.
95.	Mock drill conducted??	Yes, Record is available. Last Drill was done on 08.07.2012.
96.	Awareness of the people??	Yes
97.	Sample basis validation of smoke detection system??	Conducted at the time of installation
98.	Condition of Lightning Arrestor	2 Nos at roof top.
99.	Periodic test of UPS system (as applicable)	Only for computer
100.	Handling of electrical work by competent electrician	Outside Electrical License Holder
101.	Approval of receiving station, substation and DG	Approval from WBD OE is received vide No. AH/220 Dated 31.01.2012. Copy is attached.
102.	Storage if hazardous material, chemicals?	Approval from WBF&ES is received vide No.46803 Dated 14.12.2012, valid till 31.10.2013. Copy is attached.
103.	Use of signage?	Yes
104.	Hydrants clear, access to public thorough fare open	N.A
105.	Flame & work permits (as applicable)	Yes as per procedure
106.	Effective internal communication and public address system	No
107.	Colour coding system of hazardous chemical , gas lines etc.	Yes, only on chemicals at factory for material identification for product.
108.	Management structure, role of safety officer, fire department etc.	Yes, Mr. Ranjan Sengupta
109.	Procedure for incident investigation and control	Yes, Accident with out loss time, Accident with loss time , First Aid.

PART- VI

Other Information

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NOC is not found from WBF & ES.
111.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Approval from WBF&ES for storing of chemical is obtained vide issue No. 46803 Dated 14.12.2012 . Copy is attached.
112.	Is Trade License available?	Yes , for 2011-2012 vide issue No. 001624 Dated 18.10.2011 of NDITA. Application for renewal has been made in September ' 2012. Copy is attached.
113.	Name of the Insurance Company	FUTURE GENERALLY INSURANCE CO. LTD.
114.	Remarks (if any) :- Observation (Tracking Summary Sheet) is attached.	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA OBSERVATIONS TRACKING REPORT(SUMMARY SHEET)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	Conditions of Smoke Detector are not known.	It should be checked and record is to be maintained.
2	Trained fire fighting personnel are not available.	HR should arrange trained personnel.
3	There is no Evacuation Plan.	Evacuation Plan should be displayed.
4	There is no illumination for signage.	Proper Illuminated signage should be displayed in every Emergency Exit route.

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

BANK OF BARODA



EXECUTIVE SUMMARY

Part I & II

General Information

BANK OF BARODA is the owner of the plot No GN 38/2. The plot area is 7508.9 sq ft & the built up area is 29029 sq ft .This building has B+G+7 floors. In the Basement there are Pump room, Paper & files are kept in the basement in a huge quantity.

There is central AC system in the building for the 1st to 7th floor. There are air handling unit in each floor, but this air handling units are not coupled with the smoke detectors.

Valid NOC from WBF&ES is not available. Last NOC is valid upto 3.3.10. Follow up is being done to get the Renewal of NOC.

Occupancy Load was found as

Existing -- 130
Floating --50

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two stair cases available. There are 3 nos lifts are available. Refuse area was found in 1st floor, 5th floor, & 7th floor. In the building there is no FCD available.

Evacuation Drill has not been conducted

There is Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers Wet riser, sprinkler, MCP, smoke detectors

There is an overhead Cemented tank of 5000 ltr capacity & an underground tank of 1, 16,000 ltr capacity

Alternate source of water is the Water body approx. 800 mtr away

52 Portable fire extinguishers are found deployed in the working area from Ground to 7th floor. in the stair case, Electrical installation, Basement storage.

PART V

ELECTRICAL FIRE HAZARDS

There is no RCCB in the distribution board found. ELCB & MCB are deployed in each floor in the DB

Generally no combustible material is stored in the premises, near the Electrical installation

There is DG supply is as alternate source of power.

The whole building is having a Central AC covering from ground floor to 7th floor

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVAY AND SAFETY AUDITREPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 38/2	
2.	Premises Name (if any):	Baroda Towers	
3.	Name of the owner /occupier/lessee	Bank of Baroda	
4.	Permanent Address	GN 38/2,Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Maj Gen (Retd) Jayant Dutta, Mr P.K.Das, Mr Gouranga Das	
7.	Phone No of Contact Person	23401721 /23401614/23401708	
8.	E-mail	Security.ez@bank of baroda.com	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Business✓(Bank Operations
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	7508.9 Sq ft	
11.	Build up area(as informed to the Auditor)	29029 Sq ft	
12.	No of Floors	B+G+7	
13.	Date of Sanction of Building Plan	■Yes ■Date 9.10.2003 From Bidhan Nagar Municipality	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Security Engineers	
16.	No of Security Personnel engaged	9	
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	YES	
20.	Whether Monitoring System through Close circuit TV available	YES	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	8	
22.	No of Vehicles for which parking space is available in the premises	6	

23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
25	Garbage Clearing	NDITA Garbage clearing system
26	Drainage System	Connected to NDITA Drainage system
27	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
28	No of Towers	No of towers: NIL
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load		(Attach floor wise details separately if required)									
	Existing		B	G	1	2	3	4	5	6	7	Total
	a)Regular		5	15	15	15	15	25	15	15	10	130
	b)Floating											50
32	Basement		YES									
	a)	If basement extends beyond building profile				No						
	b)	Use of the basement				Storage (Combustible material)				Pump House		
	c)	Is it being sprinklered?				Yes						
	d)	Whether any cubicles present in the basement?				Yes						
		If yes, their use to be specified				Cubicles are made for Pump house & storage purpose						
	f)	Whether fire zones are defined?				No						
		If yes, please provide details				Not Applicable						

Part- III

Provisions of means of escape

33	Number of staircases --→TWO Nos				
	Stairs Number		#1	#2	
	a)	Width of flight	1440mm	1700mm	
	b)	Tread width	260 mm	250 mm	
	c)	Riser Height	170 mm	180 mm	
	d)	Finish	Marble	Kota Stone	
	e)	Width of stair door (FCD)- Ordinary Door	1050 mm	1050 mm	
	f)	Height of stair head room	3500 mm	3500 mm	
	g)	Height of stair handrail	930 mm	820 mm	
	h)	Area & location & profile of Fire Refuge Area	1 st floor, 5 th floor, & 7 th floor 1 st floor→3600 X 2500 mm 5 th & 7 th floor→ 5300 mm X 2500 mm		
	i)	Width and type of door leading to Fire refugee area	Ordinary Door, 750 mm		
J)	Pressurization of staircase	No			
k)	Segregation of staircase	Yes			
34	Number of Lifts installed→Three Nos				
	Lift-		#1	#2	#3(Service Lift)
	a)	Type of door	Metallic	Metallic	Collapsible
	b)	Fire resistance rating	2Hrs	2 Hrs	NA
	c)	Area of lift car	1132 mm x 1118 mm	1132 mm x 1118 mm	110 mm X 730 mm
	d)	Capacity (no of persons)	8	8	5
	e)	Capacity(in kg)	544	544	340
	f)	Company	OMEGA	OMEGA	OMEGA
	g)	Is communication system, installed in the lift car?	YES	YES	NO
	h)	Is a fireman's switch being installed in the car?	YES	YES	NO
	i)	Pressurization of lift	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	NO	NO	NO
35	Presence of proper signage in all the exit route		Yes√		
36	Is it posted with illuminated signage ?		Yes√		
37	Whether it is landing to fire assembly point?		Yes√		
38	Any form of Public address system available ?		Yes√ at Reception		
39	Width form of internal road within the Premises ?		4400 mm		
40	Width of the Entry / exit of Gate		4400mm	6000 mm	
41	Height of the Entry / exit of Gate		Open to Sky	Open to Sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / over head)	■ Yes ✓	U/G 1,16,000 ltr O/H 5000 ltr
	a) If yes, specify the distance from the building		Adjacent to building
	b) If yes, specify the capacity (in liters) as approved by WBF & ES.		None
	c) Specify the condition of the reservoir		Satisfactory
43	Is any public or other water storage facility available nearby ?	■ Yes ✓	■ specify the distance from the building ----800 Mtr
	a) Is it readily accessible ?	■ Yes ✓	■ condition and type of the reservoir—Water body
44	Are internal hydrants being provided ?		YES
	If so, please indicate no of hydrants in each floor		One in each floor
45	Are first aid hose reels being provided? If so please indicate		YES
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?		Directly to the Riser
	b) Size (bore) and type of nozzle fitted to each hose reel		5 mm, Jet type
46	Are fire hoses being provided near each hydrant? If so, please indicate		YES
	a) Total no of hoses provided near each hydrant		Two in each Hydrant, but at three places in stair case found one in FHC
47	Have wet risers/dry risers been provided?		NO
48	If yes, please indicate the number of risers and internal diameter of each		Wet riser
49	Has any down comer been provided? If so, please give details		No
50	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No
	a) Number of pumps		4 Nos, One Main pump of 90 HP, One standby of 90* HP, One sprinkler pump of 75HP, & one Jockey pump of 15HP
	b) Size of suction and delivery connection to each pump/Output/Head		Suction -200 mm, Deliver -150 mm Main Pump Delivery- 187.9 M3/Hr Sprinkler pump Delivery- 182.9 M3/Hr Head is 84.5 Mtr Pressure is being maintained at discharge point is 7 Kg/Cm2
	e) Is the pump automatic in action?		YES
	f) Is the water pressure sufficient at max distance from the pump?		Could not be checked as no pressure gauge is at the top

51.	Sprinkler system	NO		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Not Applicable		
	a) Type of detectors used	No smoke detector found		
52	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes in each floor. But hammer is missing		
	a) Alarm receiving system	Smoke detector		
53	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	■ Yes ■ Yes 20.3.13	Number of FE Type/ Capacity Water(9 Ltr) DCP (5 Kg) Co2(\$5 Kg)	52 nos 17 20 15
	Location	in the working area, in Stair cases, Basement& in Electrical Installation		
54	Are Emergency Fire Alarm being provided in each floor ?	YES		
55	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	■ No		
56	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	■ No		
57	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available		
58	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available		
59	Status of NOC from WBF&ES	NOC valid upto 02.03.10 Ref WBFES/18268/08/Bidhan/CB/125/08 (468) dated 4.3.2009. There after reminder letter given on 12.5.2011		

Part-V

Electrical, Cables and Ventilation

60	If the building is Centrally air –conditioned, please indicate,		■YES- Central AC
	a)	Material used for construction of ducts and its fittings	Could not be accessed
	b)	Type of tinning used for ducts	Could not be accessed
	c)	Type of lagging used, if any for insulating any portion of the duct	Could not be accessed
	d)	How the lagging is secured?	Could not be accessed
	e)	If false ceiling is there?	Yes
	f)	Material used for false ceiling	Gypsum board
	g)	Is a separate AHU being provided in each floor	YES
	H)	Whether automatic shutdown of AHU is coupled with detection system?	NO
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	YES
	j)	Will fire dampers be provided in AC duct?	Yes
61	Is there any standby source of electric supply being provided?		■Yes. 125 KVA X 2 nos DG set
	Is the back supply automatic?		Yes
62	Location of switch- gears and transformers		Inside the building
63.	a)	Transformer capacity	500 KVA
64.	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes. 4hrs Fire resistant wall
65.	c)	If outside, how far is it from the building?	Not applicable
66.	What precautions is taken to prevent a possible fire in the transformers from spreading?		Fire Extinguishers only
67.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		NO
68.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes in each floor DB
69.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable
70.	Whether natural ventilation is relied upon? If so, give details.		Yes
71.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No
72.	Whether mechanical ventilation is being coupled with automatic detection system?		NO
73.	Whether the refuge area is being provided?		YES

74.	Storage of combustibles materials near electrical equipment/fuse units.	NO
75.	RCCBs available??	No
76.	Master switch in warehouses	NO
77.	Proper cable joint procedures as per manufacturer	Yes
78.	Earthing Pit Tested??	Records are not available
79.	Use of MCB??	Yes
80.	Bypassing of protection devices	NO
81.	Deteriorated insulation	NO
82.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
83.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO
84.	Tracking possibility	Yes
85.	Unused opening in the panels, etc.	No
86.	Possibility of ground fault/short circuit	No
87.	Mechanical protection to cables	Yes
88.	Loose terminations due to improper supports, crimping	NO
89.	Improper gland installation, wrong lug size	NO
90.	Over-rated uses, wrongly set protection relays, etc.	NO
91.	Earthing layout & it's effectiveness	Yes but Earth pit test report not found
92.	Switch yard and sub station	Yes
93.	DG operation and maintenance	Yes
94.	Reliability of the fire hydrant system	NO
95.	Emergency preparedness and response	NO
96.	Availibilty of Evacuation plan	NO
97.	Mock drill conducted??	NO
98.	Awareness of the people??	Poor
99.	Sample basis validation of smoke detection system??	YES
100.	Storage if hazardous material, chemicals??	NO
101.	Use of signage??	YES
102.	Hydrants clear, access to public thorough fare open	Yes
103.	Flame & work permits (as applicable)	NO
104.	Effective internal communication and public address system	YES
105.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
106.	Management structure, role of safety officer, fire department etc.	Yes. There is an exclusive Safety officer in HO who comes periodically & audit
107.	Procedure for incident investigation and control	NO

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	■Yes	All the points mentioned in NOC are being taken into action. Refer Letter dated 10.9.12 to HO
109	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
	Is Trade License available??	YES	
110	Name of the Insurance Company	Master Policy with National Insurance CO	
111	Remarks (if any) Security Head is taking action to comply the NOC points raised by WBF&ES. Order placed for illuminated signage.		

Reviewer

Auditor

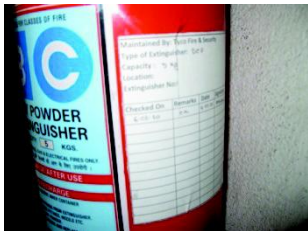
Signature & date of Inspecting and Reporting Authority With seal

NDITA

Observation tracking report (Summary Sheet)

Sl. No	OBSERVATIONS	RECOMMENDATIONS
1	Hammers are missing on each MCPs 	Hammers are to be provided for breaking the glass in need
2	Access to Emergency stair is blocked by material 	Accesses to emergency Exit should be kept absolutely free always

3	Access to Emergency stair is blocked by material 	Accesses to emergency Exit should be kept absolutely free always
4	No pressure gauge in the hydrant line at the top floor 	Pressure gauge to be provided to ascertain minimum required pressure at the top
5	Access to Emergency stair is blocked by material 	Accesses to emergency Exit should be kept absolutely free always
	Connection pipe of the hose reel is so bent that water flow is choked to Hose reel 	Flow restriction to be corrected in each floor
	At Basement Fire extinguisher is inaccessible 	Fire Extinguisher should not be kept on floor. It access to be kept clear

Basement is stored haphazardly with files & Papers 	All the papers are to be removed from the basement
Rubber mat do not cover the entire length of electrical installation 	Rubber mat is to be extended
No test date/Refill date is available in the fire extinguisher 	Refill date must be written on the extinguishers
Fire sand buckets are half filled. Some are corroded 	Sand bucket should be filled up with dry free flowing Sand. Corroded buckets are to be replaced
The AHU is not coupled with the smoke detectors in each floor	All the AHU s must be coupled with smoke detectors.
C-Form from WB Govt is not available for the Lifts	C-Certificates are to be obtained

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

TEXTILES COMMITTEE



EXECUTIVE SUMMARY

Part I & II

General Information

TEXTILES COMMITTEE is situated at GN 38/3, Sector V, Salt Lake, Kolkata 700091, The structure is G + 4 & built up area is 1800.46 sq meters.in total 697.6 sq meters of land.

In the Ground floor .there are one generator, one transformer room, LT panel room, HT panel room.

The date of sanction of Building Plan was 2.6.2005

There are two stair cases & oneLift of 9 Person carrying capacity. Form Cs has been applied for renewal.

There is no central AC system in the building. No
CC TV and Public Address System is available in the building

NOC(provisional)from WBF&Es is available on 22.5.2002 and renewal has not been applied for.

Occupancy Load as on audit date was found as

Existing -- 16 persons
Floating --Nil persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are twonos Staircases available. There is oneLift available.

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers and some smoke detectors on some floors only. Wet risers, fire pumps hose reels and hydrant pipes are provided but were found in not working condition.

Wet riser

There is an Under- ground fire tank of 1,00,000ltr capacity. There are pumps provided to pressurize the riser but are not working.

Smoke detectors are installed in some of the floors. Alternate source of water is the Water body approx 800 mtr away

Buildings is equipped with Fire detection system like smoke detectors on some floors.

Total 15Nos Portable fire extinguishers are found deployed throughout the building.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises,near the Electrical installation

There are oneDG sets of 100 KVA at the ground flooras an alternate source of supply

PART VI

OTHER INFORMATION

Nil

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN 38/3	
2.	Premises Name (if any):	Textiles Committee	
3.	Name of the owner /occupier/lessee	Textiles Committee, Lessee	
4.	Permanent Address	GN 38/3, Sector V, Salt Lake, Kolkata – 700091.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. R. Ghosh	Mr. R.R. Gorokhia
7.	Phone No of Contact Person	033-23575202	033-23575155
8.	E-mail	tecal@vsnl.net kolka.tc@gmail.com	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
		Service provider✓	Assembly
		Textile Industry✓	Business
			Mercantile
			Industrial
			Storage
		IT/ITES	
10.	Plot Area(as informed to the Auditor)	697.6 sq meters	
11.	Build up area(as informed to the Auditor)	1800.46 sq meters	
12.	No of Floors	G + 4	
13.	Date of Sanction of Building Plan	Date:2.6.2005 vide sanctioned plan no V/BM/266R	
14.	Whether P.O.C/OC received from local body?	Not available	OC Issuing Authority Bidhan Nagar Municipality/ NDITA Dated: Not available
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Visual Securas Ltd.	
16.	No of Security Personnel engaged	3 persons round the clock	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organization	Nil	

22	No of Vehicles for which parking space is available in the premises	Ten
23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Outside road
GENERAL MAINTENANCE		
25	Garbage Clearing	Given to NDITA garbage collection system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Own and found satisfactory
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

31	Occupancy load	(Biased on Estimates)					
	Existing	G	1	2	3	4	Total
	a)Regular	1	10	5	V	V	16
	b)Floating	Nil					
32	Basement	Nil					

Part- III

Provisions of means of escape

33	Number of staircases --→ Two nos			
	Stairs Number		#1	#2
	a)	Width of flight	1380 mm	1350 mm
	b)	Tread width	270 mm	270 mm
	c)	Riser Height	160 mm	150 mm
	d)	Finish	Kota Stone	Kota Stone
	e)	Width of stair door (FCD)(wooden-not FCD)	1080 mm	870 mm
	f)	Height of stair head room	3657.6 mm	3657.6 mm
	g)	Height of stair handrail	960 mm	830 mm
	h)	Area & location & profile of Fire Refuge Area	No refuge area	
		i)	Width and type of door leading to Fire refugee area	Not applicable
J)		Pressurization of staircase	No	
k)		Segregation of staircase	Yes	
34	Number of Lifts installed→ One no.			
	Lift-Numbers		#1	
	a)	Type of door	Metallic sliding	
	b)	Fire resistance rating	2 hours	
	c)	Area of lift car	1400 x 1000 sq mm	

	d)	Capacity (no of persons)	9	
	e)	Capacity(in kg)	612	
	f)	Company	Schindler	
	g)	Is communication system, installed in the lift car?	No	
	h)	Is a fireman's switch being installed in the car?	Yes	
	i)	Pressurization of lift	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	No	Reference No: Has been applied, receipt no 0253336 dated 9.1.13 Valid upto:
35	Presence of proper signage in all the exit route		No	
36	Is it posted with illuminated signage?		No	
37	Whether it is landing to fire assembly point?		No	
38	Any form of Public address system available?		No	
39	Width form of internal road within the Premises?		3960 mm	
40	Width of the Entry / exit of Gate		3445 mm	3960mm
41	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G 1,00,000 liters O/H 30,000 liters
	a)	If yes, specify the distance from the building	Less than one meter	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	1,00,000 liters	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 800 meters
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir Water body
44	Are internal hydrants being provided ?		Yes	Single outlet.
	If so, please indicate no of hydrants in each floor		Single	
45	Are first aid hose reels being provided? If so please indicate		Yes	No of hose reels on each floor :One
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: 25 mm, 30 meters
	b)	Size (bore) and type of nozzle fitted to each hose reel	5 mm, Jet type	

45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: Canvas Size of hose: 63 mm Length of hose: 15 meters
	a)	Total no of hoses provided near each hydrant	Two	
46	Have wet risers/dry risers been provided?		Yes, wet riser	
	If yes, please indicate the number of risers and internal diameter of each		100 mm	
47	Has any down comer been provided? If so, please give details		No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps 2 nos		
	b)	Size of suction and delivery connection to each pump/Output/Head Main Pump - 50 HP Jockey - 15 HP No stand by pump found	Suction: 150 mm Delivery: 150 mm Output of each pump: Could not be verified as no nameplate found Max head against which the pump can operate at the output mentioned in: Could not be verified as no name plate found	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	No, no pressure gauge found	
48.	Sprinkler system			
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes	
	a)	Type of detectors used	Smoke detectors	
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes	
50	Alarm receiving system		Yes	
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Yes except Co2 3 kgs <u>Date of Validity 8.11.13,17.10.13, 26.10.13</u>		Yes IS2878 IS2171 IS 940 Yes	Number of FE Type/ Capacity CO2 – 4,5 kgs-4 nos Co2 – 3 kgs – 4 nos DCP – 5 kgs- 3 nos WaterCo2-9 ltr-4 nos 15 nos
52	Location and population of the FEs adequate		Yes	
53	Are Emergency Fire Alarm being provided in each floor ?		Yes	No. of Fire Alarm: One on each floor Location of Fire Alarm: Near stair case no 1

54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No
56	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Yes
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Yes
58	Status of NOC from WBF&ES	Last Provisional NOC was obtained on 22.5.2002 vide memo no WBFS/B627/Cal-B/32/2002. Fresh application not yet made

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air – conditioned, please indicate,		No		
	a)	Material used for construction of ducts and its fittings	Not applicable		
	b)	Type of tinning used for ducts	Not applicable		
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable		
	d)	How the lagging is secured?	Not applicable		
	e)	If false ceiling is there?	Not applicable		
	f)	Material used for false ceiling	Not applicable		
	g)	Is a separate AHU being provided in each floor	Not applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
60	Is there any standby source of electric supply being provided?		Yes	DG 100 KVA Capacity	UPS Nil Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ ■Partly to Office✓ ■ Others✓	

61	Location of switch- gears and transformers		Inside the building	
62	a)	Transformer capacity	160 KVA	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes, in suitable separate cemented brick wall	
	c)	If outside, how far is it from the building?	Not applicable	
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Portable fire extinguisher(one)	
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Outside the building	
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No	
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable	
67	Whether natural ventilation is relied upon? If so, give details.		Yes , windows are provided	
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		No	
69	Whether mechanical ventilation is being coupled with automatic detection system?		Not applicable	
70	Whether the refuge area is being provided?		No	On which floor: Not applicable Area of Fire Refuge Area: Not applicable Width of Fire Refuge Area: Not applicable
71	Storage of combustibles materials near electrical equipment/fuse units.		No	
72	RCCBs available??		No	
73	Master switch in warehouses		No	
74	Proper cable joint procedures as per manufacturer		Yes	
75	Earthing Pit Tested??		No	
76	Use of MCB??		Yes	
77	Bypassing of protection devices		None found	
78	Deteriorated insulation		None found	
79	Selection, deployment of PFFs (Portable Fire Extinguishers)		Found adequate	
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)		Not applicable, as the passes are outside the building	
81	Tracking possibility		No	

82	Unused opening in the panels, etc.	None found
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	Not found
86	Improper gland installation, wrong lug size	No
87	Over-rated uses, wrongly set protection relays, etc.	No
88	Switch yard and sub station	Yes, inside the building
89	DG operation and maintenance	Own maintenance
90	Reliability of the fire hydrant system	No
91	Emergency preparedness and response	Nil
92	Availability of Evacuation plan	No
93	Mock drill conducted??	No
94	Awareness of the people??	Nil
95	Sample basis validation of smoke detection system??	Tested but no records are kept
96	Condition of Lightning Arrestor	Satisfactory
97	Periodic test of UPS system (as applicable)	Not applicable
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Not available
100	Storage if hazardous material, chemicals?	No
101	Use of signage?	Nil
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	No procedure is there
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	None found
107	Procedure for incident investigation and control	No procedure is there

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	■ Deviation
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not applicable	
	Is Trade License available??	Not applicable	
110	Name of the Insurance Company	No Insurance	
111	Remarks (if any) 1. GN 38/3 is a G +4 storied building with a very limited occupancy, having a NABL accredited laboratory on the 2nd floor. The third and fourth floors are vacant. The CC is not available 2. A hydrant system is present but no water pressure is maintained as the pipe line and pumps are to be repaired. There are many points where the hydrant line is open. A wet riser has risen up to the 4th floor, but some nozzles in the hose reel are missing. The whole system is to be overhauled. 3. The fire pump room has one main pump and one jockey pump. No stand by pump is provided. The pump was also not found running and the pressure was zero. 4. The laboratory has a number of electrically operated machines and ELCB is an absolute necessity. 5. No signage's are found, no assembly point demarked, no mock drill conducted, no evacuation drill conducted and also no public address system is found. 6. The provisional NOC from WBF&ES was obtained on 22.5.2002 but not applied for renewal till now.		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	Hose reels at ground floor and 2 nd floor missing	Hose reels to be provided and pipes to be checked
2.	No rubber matt in LT main panel room found	Same to be provided
3.	The hydrant line is out of order	To be repaired and maintained
4.	The pump is not running in auto mode as the hydrant line is out of order	Pressure to be maintained round the clock and pump should be in auto mode
5.	Hammers are missing in the MCPs	Same to be replaced
6.	No smoke detectors are found in transformer room and lift room	Same to be fitted and connected to the panel box
7.	The transformer room has not been provided with sand bucket and oil level was found very low	Sand bucket to be provided and oil to be filled
8.	No signage's are found	Signage's to be provided and assemblu area demarked
9.	Mock drill, evacuation drill not done and no evacuation plan found	Drills to be done periodically, and suitable evacuation plan to be made

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

MINING GEOLOGICAL



EXECUTIVE SUMMARY

Part I & II

General Information

MINING GEOLOGICAL BUILDING a G+3 storied building is situated at GN 38/4, Sector V, Salt Lake, Kolkata 700091 in the plot area of 10 Cottah of land& build up area is around 1454.24SqMtr

Date of Sanction of Building plan is 28.7.1999

OC (Occupational Certificate) received from Bidhan Nagar Municipality on 13.2.2002

NONOC from WBFES is available

Estimated Occupancy Load Regular 9
Floating 3

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There is one stair case is available. **There is no lift available**

Illuminated Signage are not there in the Emergency Exit Route. No assembly point has been unmarked

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Separate Fire tank available in the ground floor.

There is no wet riser or Down comer available

The alternate source of water body is approximately 800mtr away,

There are only 4nos Fire Extinguishers available throughout the building

MCPs& Smoke detectors are not available in the building

PART V

ELECTRICAL

There is no RCCB or ELCB in the distribution board

Earth pits were not found marked and tested.

Generally no combustible material is stored in the premises, near the Electrical installation

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN38/4	
2.	Premises Name (if any):	NONE	
3.	Name of the owner /occupier/lessee	The Mining Geological & Metallurgical Institute of India	
4.	Permanent Address	GN 38/4, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Lease Hold Land	
6.	Name of the Contact Person	Mr. G. Ghatak	
7.	Phone No of Contact Person	23573482	
8.	E-mail	omgmikolkata@gmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional ✓
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area (as informed to the Auditor)	10 Cottahs=697.698 sq.m. Ref. No. 4385- MD/7L-3/89 Dt. 16/12/89	
11.	Build up area(as informed to the Auditor)	313.56 sq.m×4	
12.	No of Floors	G+3	
13.	Date of Sanction of Building Plan	Date:28/07 /1999 Vide Plan Station no.V/BM/87R	
14.	Whether P.O.C/OC received from local body?	Yes	OC Issuing Authority ✓Bidhan Nagar Municipality Dated:13/02/2002 Memo No. 582/BM(P)
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Security & safety	
16.	No of Security Personnel engaged	One on each shift Total 3 Persons	
17.	Whether Records of Vehicles (No & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organisation	No
22	No of Vehicles for which parking space is available in the premises	4 nos
23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked	Out side in building
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA Garbage clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal Road is being maintained by occupier
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load		(Based on Estimates)
	Existing		G 1 2 3
	a)Regular		1 8 Nil =9
	b)Floating		3
32	Basement		Nil
	a)	If basement extends beyond building profile	Not Applicable
	b)	Use of the basement	Not Applicable`
	c)	Is it being sprinklered?	Not Applicable
	d)	Whether any cubicles present in the basement?	Not Applicable
		If yes, their use to be specified	Not Applicable
	f)	Whether fire zones are defined?	Not Applicable
		If yes, please provide details	Not Applicable

Part- III

Provisions of means of escape

33	Number of staircases --→ one		
	Stairs Number		#1
	a)	Width of flight	1730 mm
	b)	Tread width	300 mm
	c)	Riser Height	150 mm
	d)	Finish	Mosaic
	e)	Width of stair door (FCD)	NIL
	f)	Height of stair head room	8 ft
	g)	Height of stair handrail	1050 mm
	h)	Area & location & profile of Fire Refuge Area	Not Applicable
	i)	Width and type of door leading to Fire refugee area	Not Applicable
	J)	Pressurization of staircase	NO
	k)	Segregation of staircase	Not Applicable
34	Number of Lifts installed→ nil		
	Lift-Numbers		Not applicable
	a)	Type of door	Not applicable
	b)	Fire resistance rating	Not applicable
	c)	Area of lift car	Not applicable
	d)	Capacity (no of persons)	Not applicable
	e)	Capacity(in kg)	Not applicable
	f)	Company	Not applicable
	g)	Is communication system, installed in the lift car?	Not applicable
	h)	Is a fireman's switch being installed in the car?	Not applicable
	i)	Pressurization of lift	Not applicable
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable
35	Presence of proper signage in all the exit route		No
36	Is it posted with illuminated signage ?		No signage at all
37	Whether it is landing to fire assembly point?		No
38	Any form of Public address system available ?		No
39	Width form of internal road within the Premises ?		2900 mm
40	Width of the Entry / exit of Gate		Entry Exit 2800mm 3100mm
41	Height of the Entry / exit of Gate		Opened to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available ? (at ground level / overhead)		Yes	U/G 150000lits O/H 5000lits
	a)	If yes, specify the distance from the building	2 meter	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	None	
	c)	Specify the condition of the reservoir	Moderate	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 500 meter

				also available from next Building	
	a)	Is it readily accessible ?	Yes	Condition and type of the reservoirwater Body	
44	Are internal hydrants being provided ?		No.		
	If so, please indicate no of hydrants in each floor		Not applicable		
45	Are first aid hose reels being provided ? If so please indicate		No		
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable		
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable		
45	Are fire hoses being provided near each hydrant? If so, please indicate		No		
	a)	Total no of hoses provided near each hydrant	Not applicable		
46	Have wet risers/dry risers been provided?		None		
	If yes, please indicate the number of risers and internal diameter of each		Not applicable		
47	Has any down comer been provided? If so, please give details		No		
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No		
	a)	Number of pumps	Not applicable		
	b)	Size of suction and delivery connection to each pump/Output/Head	Not applicable		
	e)	Is the pump automatic in action?	Not Applicable		
	f)	Is the water pressure sufficient at max distance from the pump?	Not Applicable		
48.	Sprinkler system		No sprinkler facility		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Not applicable		
	a)	Type of detectors used	Not Applicable		
49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Not available		
50	Alarm receiving system		Not available		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations?		Yes	Number of FE Type/ Capacity DCP 5KG (IS 2171) ABC POWDER TYPE 5 KG (IS 13849) CO2 3 KG (IS.IS.2878)	4 nos 1 NO 2 NO
	If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity 06/08/2013		Yes		1NO

52	Location and population of the FEs adequate	No-- Insufficient Fire extinguisher
53	Are Emergency Fire Alarm being provided in each floor?	No
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No skilled firefighting person engaged round the clock
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No such arrangement is made
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Yes
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No fire detection system & fire alarm installed
58	Status of NOC from WBF&ES	Not applied so far

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,		No	
	a)	Material used for construction of ducts and its fittings	Not applicable	
	b)	Type of tinning used for ducts	Not applicable	
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable	
	d)	How the lagging is secured?	Not applicable	
	e)	If false ceiling is there?	Not applicable	
	f)	Material used for false ceiling	Not applicable	
	g)	Is a separate AHU being provided in each floor	Not applicable	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
60	Is there any standby source of electric supply being provided?		Yes	DG Capacity 5KW
	Is the back supply automatic? Not applicable		NO	Emergency Light✓
61	Location of switch- gears and transformers		NO	
62	a)	Transformer capacity	Not applicable	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c)	If outside, how far is it from the building?	Not applicable	
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Not applicable	

64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Electric cable laid on outside wall & then entered each floor conducted to MCB board telephone line are total separate route
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	There is no ELCB to any distribution board
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67	Whether natural ventilation is relied upon? If so, give details.	Yes there is a cross ventilation through windows
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
69	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
70	Whether the refuge area is being provided?	No
71	Storage of combustibles materials near electrical equipment/fuse units.	Yes main power supply distribution area location under stair case
72	RCCBs available??	No
73	Master switch in warehouses	There is no ware house
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthing Pit Tested??	earth pit testing not done
76	Use of MCB??	Yes to all distribution board of each floor
77	Bypassing of protection devices	No
78	Deteriorated insulation	No
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	One on each floor
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	yes
81	Tracking possibility	No
82	Unused opening in the panels, etc.	No
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	yes
85	Loose terminations due to improper supports, crimping	no
86	Improper gland installation, wrong lug size	No
87	Over-rated uses, wrongly set protection relays, etc.	No
88	Switch yard and sub station	No substation in the building
89	DG operation and maintenance	One small portable DG set on 5 kw available
90	Reliability of the fire hydrant system	Not applicable since system does not exist
91	Emergency preparedness and response	Not available
92	Availability of Evacuation plan	Not available

93	Mock drill conducted??	Not conducted so far
94	Awareness of the people??	To be improved
95	Sample basis validation of smoke detection system??	Not applicable since there is no such system
96	Condition of Lightning Arrestor	There is no lightning arrestor in the building
97	Periodic test of UPS system (as applicable)	Not applicable there is no such unit
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Not applicable
100	Storage of hazardous material, chemicals?	Stationary papers are kept in the pantry room
101	Use of signage?	No
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	No
104	Effective internal communication and public address system	Not available
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	No such structure is available
107	Procedure for incident investigation and control	No such structure is available

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not applicable
	Is Trade License available??	Not applicable
110	Name of the Insurance Company	Not insured
111	Remarks (if any) 1. No skilled firefighting person engaged round the clock 2. Only one person out of eight person knows how to operate portable fire extinguisher.(staff) 3. Electrical power supply main distribution switches are located under the stair case .Housekeeping in that area is very poor & more over the area is totally dark since there is no lighting arrangement. 4. In the pantry there is heater fridge with the electric board. In the same room stationary papers are stored. There is no smoke detector and fire extinguisher. 5. Safety awareness among staff is very poor since there is no documented procedure/ record of training & feedback system. 6. fire extinguisher number appears to be insufficient for building	

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	Less no of fire extinguisher in the building 2no. of fire extinguisher at each floor (5 kg capacity)	Adequate number of Fire Extinguishers to be deployed
2.		
3.	There is no electric board in fridge and heater	Provide electric board of 30mA fault current
4.	stationary papers are Stored in the pantry	Remove the stationary papers from pantry
5.	There is no lighting facility at power distribution area	Arrange for lighting system in that area
6.	There is neither smoke detector nor alarm system in the building	smoke detector and alarm system is to be provided
7.	There is no sprinkler system in the building	Provide that system

Auditors

Reviewer

Signature & date Inspecting and Reporting Authority With seal

ABP PVT. LTD



EXECUTIVE SUMMARY

Part I & II

General Information

ABP PVT. LTD. publishes newspaper daily from Plot No GN 39 ,Sector V, Salt Lake ,Kolkata 700091 .This is G+3 storied building in the plot area of approx.11361.25SqMtr& build up area is around 24051.37SqMtr

Date of Sanction of Building plan is not available

OC (OccupationalCertificate) is not available

Last **NOC from WBFES** was valid till 22.12.2012

License No. 79778 of 2011-2012 Dt. 23.11.2011 . Applied for renewal on 11-12-2012

Estimated Occupancy Load	Regular 146
	Floating 5

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There are seven stair cases which are segregated & two goods lifts are available out of which one is out of commission. **C- Certificate is not available**

Illuminated Signage is there in the Emergency Exit Route.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is a Fire tank of 125000 ltr capacity available in the ground floor.

There is a wet riser

The alternate source of water body is approximately 800mtr away,

There are total 71nos Fire Extinguishers available throughout the building

MCPs are available in the building

PART V

ELECTRICAL

There is no RCCB but ELCBs are found in the distribution board

There is no DG available. But as an alternate source of power supply there is a UPS system, which supplies power to certain M/Cs & Emergency lights

Earth pits were not found marked and tested .

Generally no combustible material is stored in the premises , near the Electrical installation

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GN-39	
2.	Premises Name (if any):	ABP Private Ltd	
3.	Name of the owner /occupier/lessee	ABP Private Ltd Lessee hold land	
4.	Permanent Address	GN-39, Pin code 700 091 sector V, Salt lake city.	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Lessee hold	
6.	Name of the Contact Person	Mr. Subhendu Das.	
7.	Phone No of Contact Person	98306 29540	
8.	E-mail	subhendu.das@abp.in	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business (Printing) ✓
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	11361.25 SqMtr	
11.	Build up area(as informed to the Auditor)	24051.37 SqMtr	
12.	No of Floors	G+3	
13.	Date of Sanction of Building Plan	Not available	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Group Four Securities	
16.	No of Security Personnel engaged	1 shift 2 nd shift Night shift = Total 24 persons 8 7 9	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	Yes	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	3 nos	
22.	No of Vehicles for which parking space is available in the premises	12 nos	

23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Side passage inside the building
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA Garbage clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal Road is being maintained by occupier
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load		(Based on Estimates)				
	Existing		G	1	2	3	Total
	a)Regular		80	45	19	2	146
	b)Floating		5				
32	Basement		No				
	a)	If basement extends beyond building profile	Not applicable				
	b)	Use of the basement	Not applicable				
	c)	Is it being sprinklered?	Not applicable				
	d)	Whether any cubicles present in the basement?	Not applicable				
		If yes, their use to be specified	Not applicable				
	f)	Whether fire zones are defined?	Not applicable				
		If yes, please provide details	Not applicable				

Part- III

Provisions of means of escape

33	Number of staircases -->								
			#1	#2	#3	#4	#5	#6	#7
	a)	Width of flight (mm)	1430	1400	1400	1400	1400	1460	1460
	b)	Tread width (mm)	260	260	260	260	260	260	260
	c)	Riser Height (mm)	130	160	160	160	160	160	160
	d)	Finish	Marble	Kota stone	Kota stone	Kota stone	Kota stone	Metallic	Metallic
	e)	Width of stair door (FCD)	NIL	NIL	NIL	NIL	NIL	1100	1100
	f)	Height of stair head room in ft	14	14	14	14	14	14	14

	g)	Height of stair hand rail (mm)	980	980	980	980	980	1090	1090
	h)	Area & location & profile of Fire Refuge Area	No refuge Area						
	i)	Width and type of door leading to Fire refugee area	Not applicable						
	J)	Pressurization of staircase	No						
	k)	Segregation of staircase	Yes						
34	Number of Lifts installed→		One hydraulic lift not in operation one 5 ton goods carrying lift						
	Lift-Numbers		#1(Goods Lift)						
	a)	Type of door	Collapsible						
	b)	Fire resistance rating	Not available						
	c)	Area of lift car in (mm)	3430 mm x 3370mm						
	d)	Capacity (no of persons)							
	e)	Capacity(in kg)	5000kg						
	f)	Company	IBIJI						
	g)	Is communication system, installed in the lift car?	No						
	h)	Is a fireman's switch being installed in the car?	No						
	i)	Pressurization of lift	No						
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not available						
35	Presence of proper signage in all the exit route		Yes Partly						
36	Is it posted with illuminated signage ?		No						
37	Whether it is landing to fire assembly point?		Assembly point not marked						
38	Any form of Public address system available?		Yes						
39	Width form of internal road within the Premises ?		East → 7000 mm , south→4500 mm						
40	Width of the Entry / exit of Gate		13000 mm						
41	Height of the Entry / exit of Gate		Open sky						

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G 125000 Liters O/H 10 KL (2 KL x 5Nos)
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Could not be collected as relevant papers were not available	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 800 meter
	a)	Is it readily accessible ?	Yes	Condition and type of the reservoir :: Water body
44	Are internal hydrants being provided ?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		one	
45	Are first aid hose reels being provided ? If so please indicate		Yes	No of hose reels on each floor :5 nos
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet? Directly connected to the riser	Yes	Bore and length of hose reel tubing on each reel: 30M layette bore: 25mm
	b)	Size (bore) and type of nozzle fitted to each hose reel	Bore : 5mm jet type	
45	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: canvas Size of hose: 63mm Length of hose: 15M
	a)	Total no of hoses provided near each hydrant	Two	
46	Have wet risers/dry risers been provided?		Yes- Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		4nos Diameter could not be checked so it concealed	
47	Has any down comer been provided? If so, please give details		No	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps	4 Nos Main, sprinkler, Jockey, DG stand by pump	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction : 250 mm , Delivery : 150 mm Discharge 171 M ³ /Hr Head height of pump: 70 mtr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
48.	Sprinkler system			
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes→ In the reel godown& mail room only	
	a)	Type of detectors used	Beam detector for equipment's only	

49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes As per drawing no GS 4 ABPL/FA/801		
50	Alarm receiving system	Yes		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity as per attached sheet	Yes Yes 2013 /14	Number of FE Type/ Capacity As per attached sheet total no 71 2013 & 2014	71
52	Location and population of the FEs adequate	Yes as per attached sheet		
53	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm: 20 Location of Fire Alarm: One each stair care	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes Records are available		
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Verified		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Verified.(Drawing GS4 ABPL/FA/001)		
58	Status of NOC from WBF&ES	License No. 79778 of 2011-2012 Dt. 23.11.2011 valid up to 22.12.2012 Applied for renewal on 11-12-2012 Form No. 3932(28)		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air -conditioned, please indicate,		Yes Production floor only
	a)	Material used for construction of ducts and its fittings	No ducts AHU installed in the production floor only
	b)	Type of tinning used for ducts	Could not be checked
	c)	Type of lagging used, if any for insulating any portion of the duct	Ceramic Insulation cold water Pipe connected to AHU
	d)	How the lagging is secured?	Well Secured
	e)	If false ceiling is there?	No
	f)	Material used for false ceiling	Not applicable
	g)	Is a separate AHU being provided in each floor	Provided on production floor only
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not at all

	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Each AHU is exclusively for a particular floor Hence no cold air directly exists.		
	j)	Will fire dampers be provided in AC duct?	Not applicable		
60	Is there any standby source of electric supply being provided?		Yes	NO DG SET	UPS√ Capacity
	Is the back supply automatic?		Yes	For some particular M/Cs Thru UPS system	
61	Location of switch- gears and transformers		Ground floor in side in building		
62	a)	Transformer capacity	2.5 MVA x 2 Oil cooled 33kv/415 volt 3ph		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes 10” wall partitions		
	c)	If outside, how far is it from the building?	Not applicable		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Co ₂ flooding system in manual operation exist. No smoke detector.		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Routes of all items are separate laid with mechanical protection		
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes For office power supply		
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable		
67	Whether natural ventilation is relied upon? If so, give details.		Yes There is cross ventilation But in transform room, there is mechanical ventilation		
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?		Records are not available		
69	Whether mechanical ventilation is being coupled with automatic detection system?		No		
70	Whether the refuge area is being provided?		No		
71	Storage of combustibles materials near electrical equipment/fuse units.		No		
72	RCCBs available??		No		
73	Master switch in warehouses		NO		
74	Proper cable joint procedures as per manufacturer		Yes		
75	Earthing Pit Tested??		No Record found		
76	Use of MCB??		No		
77	Bypassing of protection devices		No		
78	Deteriorated insulation		No		
79	Selection, deployment of PFFs (Portable Fire Extinguishers)		Yes		
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)		Yes		
81	Tracking possibility		Yes		

82	Unused opening in the panels, etc.	No
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	NO
86	Improper gland installation, wrong lug size	NO
87	Over-rated uses, wrongly set protection relays, etc.	No
88	Switch yard and sub station	Satisfactory
89	DG operation and maintenance	Not applicable since there is no D-G set. They have emergency supply line
90	Reliability of the fire hydrant system	Satisfactory
91	Emergency preparedness and response	No
92	Availability of Evacuation plan	Yes
93	Mock drill conducted??	Yes last done on 24.12.12
94	Awareness of the people??	Satisfactory
95	Sample basis validation of smoke detection system??	Smoke detector not yet commissioned
96	Condition of Lightening Arrestor	satisfactory
97	Periodic test of UPS system (as applicable)	Yes
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Yes no D-G set.
100	Storage of hazardous material, chemicals?	Paper ink/Lub oil
101	Use of signage?	Yes
102	Hydrants clear, access to public thorough fare open	Yes
103	Flame & work permits (as applicable)	Yes & maintained
104	Effective internal communication and public address system	Yes
105	Colour coding system of hazardous chemical gas lines etc.	Not applicable
106	Management structure, role of safety officer, fire department etc.	Yes → There is a safety officer
107	Procedure for incident investigation and control	Yes

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation From NOC regarding the auto fire extinguisher in the transformer room
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
	Is Trade License available??	Yes no. 0011895 dt 07.06.2012 Valid up to 31.03.2013	
110	Name of the Insurance Company	United India insurance company	
111	Remarks (if any) 1. Factory LIC. No. 14261 dt. 01.08.1999 for the year 2012 applied for renewal on 17.12.2012 2. Property valuation Rs. 2010549.00 annual Tax Amount Rs. 607688.00 3. For lift periodic maintenance monthly & safety test yearly done by Indus safety Enterprises. Last test conducted on 12.05.2012 4. There is no smoke detector on the following area a) Paper go -down b) Ink- go-down c) Waste lubricating oil storage room. 5. In waste lubricating store room there is 6 month of Lub.oil spillage of oil on the floor noticed housekeeping is very poor potential hazard 6. Loading unloading area located in front of the building found spillage of oil potential Hazard 7. No. smoke defector in LT panel room& Transformer room There is CO₂ flooding system but operated manually 8. Co₂ flooding system has two banks of co2 cylinder of 45KG & each of each bank consists of 5nos of co₂ cylinders. This system operates only in manual. There is no auto provision 9. No evidence of earth pit test report found.		

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
01.	Smoke detectors are not commissioned	To be commissioned
02.	Profuse oil spillage on the floor of waste lubricating oil store room	Housekeeping to be improved
03.	No smoke detector in Lub.oil storage room	Immediately to be installed
04.	Identification of substation earth pits were not found	Identification to be made & earth pit to be tested at least once in two years.
05.	In Sub- Station there is manual co ₂ flooding system	This system should be made in auto operation.
06.	No smoke detector in sub station	Should be installed

Reviewer

Auditor

Signature & date of Inspecting and Reporting Authority With seal

SDF BUILDING



EXECUTIVE SUMMARY

Part I & II

General Information

SDF Building is situated at GP, Sector V, Salt Lake, Kolkata 700091 since 1991, The structure is G + 5 & built up area is 23200 sqmtr , in total 2.397 Acres of land. The building is divided by two wings, Eastern wing & Western wing. At the ground floor the owner of the House WEBEL is situated. Rest of the building is rented out to different IT & ITES companies. The major rented companies are the Tata communication Services at 4th & 5th floor and TCS at 3rd floor of the Western wings. There are total 4 nos gates, out of which two gates are operational

There is no central AC system in the building.

OC(Occupational Certificate) is not available

NOC from WBF & ES is not available, provisional certificate obtained dated - 19.06.2012

Based on estimates **Occupancy Load** was found as

Existing -- 3000
Floating -- 500

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are total 5 nos Staircases are available at 5 corners of the building. Altogether four (4) nos passenger Lift and two (2) nos goods lift are available. These Lifts do not have C-Certificates from Govt. of west Bengal.

No Evacuation Drill has been conducted so far but the Tata Communication Ltd & TCS have conducted the Evacuation on their own.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is the Down comer & portable fire extinguishers. However the tenant like TCS & Tata communication Ltd are having their Own fleet of Fire extinguishers, Smoke detector, MCPs & Fire alarm.

Down comer:

In both the wings there are two nos tanks in each wings. Each tank has capacity of 10,000 ltr .There is no pump for boosting up the pressure in the pipe line of the down comer. But there is no pressure gauge at the end for checking the pressure at the bottom. The pressure is dependent on gravity only .The conditions of the pipes are not satisfactory. Out of 4 nos down comer two have been plugged for leakage.

There is no Sprinkler system

Alternate source of water is the Water body approx.100 mtr away

Buildings is not equipped with Fire detection system like smoke detectors.

56Nos Portable fire extinguishers are found deployed near the common areas. Refilling date is valid till July 2013. Apart from the above fire extinguishers TCS is having 33 nos Fire Extinguishers & Tata communications Ltd is having 36 nos of Fire extinguishers. Apart from the above each tenant is having their own Fire extinguishers .

MCPs are not available in the common areas.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises,near the Electrical installation

There is no DG supply available. But Tata Communications Ltd is having their own set of DGs as alternate source of power.

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GP	
2.	Premises Name (if any):	SDF Building	
3.	Name of the owner /occupier/lessee	WEBEL	
4.	Permanent Address	GP,Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrManash Das	
7.	Phone No of Contact Person	98308 98602	
8.	E-mail	Manas.das@webelindia.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	2.397 Acres	
11.	Build up area(as informed to the Auditor)	23200 SqMtr	
12.	No of Floors	G+5	
13.	Date of Sanction of Building Plan	Date: sanction was in 1991. Copy not available	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	Star Securities. Tenants have their own set of securities.	
16	No of Security Personnel engaged	27 (including Gun men)	
17	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18	Whether records of Visitors entering into the building are kept	No	
19	Whether Metal detectors are used at the entry point	Yes	
20	Whether Monitoring System through Close circuit TV available	Yes	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organisation	One + Vehicles of the Tenants	
22	No of Vehicles for which parking space is available in the premises	Approx 100	
23	Whether parking space available for visitors within the premises	Yes	
24	Place where excess vehicles (if any) are parked	Outside the building	

GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA Garbage clearing system
26	Drainage System	Connected to the drainage system
27	Maintenance of Road	Internal Road is maintained by the owner. Condition is satisfactory
TELEPHONE TOWER		
28	No of Towers	Two Nos
29	Statutory Clearance from AAI	Not available. Tata communication said it is with H.O
30	Any Other Clearance	Not available. Tata communication said it is with H.O

PART - II

31	Occupancy load		(Based on Estimates). Total No is divided by no of floors						
	Existing		G	1	2	3	4	5	Total
	a)Regular		500	500	500	500	500	500	3000
	b)Floating								500
32	Basement		NIL						
	a)	If basement extends beyond building profile	Not Applicable						
	b)	Use of the basement	Not Applicable						
	c)	Is it being sprinklered?	Not Applicable						
	d)	Whether any cubicles present in the basement?	Not Applicable						
		If yes, their use to be specified	Not Applicable						
	f)	Whether fire zones are defined?	Not Applicable						
		If yes, please provide details	Not Applicable						

Part- III

Provisions of means of escape

34	Number of staircases --→5 Nos						
	Stairs Number	#1	#2	#3	#4	#5	
	a) Width of flight (mm)	1850	1850	1850	1850	1850	
	b) Tread width(mm)	270	270	270	270	270	
	c) Riser Height(mm)	160	160	160	160	160	
	d) Finish	Mosaic	Mosaic	Mosaic	Mosaic	Mosaic	
	e) Width of stair door (FCD)	NIL	NIL	NIL	NIL	NIL	
	f) Height of stair handrail(mm)	1000	1000	1000	1000	1000	
	g) Height of stair head room(ft)	15	15	15	15	15	
	h) Area & location & profile of Fire Refuge Area		NIL				
	i) Width and type of door leading to Fire refugee area		Not applicable				
	j) Pressurization of staircase		No				
	k) Segregation of staircase		Yes				
35	Number of Lifts installed→ 5 Nos						
	Lift-Numbers	#1	#2	#3	#4	# 5	#6
	a) Type of door	Metallic	Metallic	Metallic	Metallic	Collapsible	Collapsible
	b) Fire resistance rating	2 hrs	2 hrs	2 hrs	2 hrs	NA	NA
	c) Area of lift car (mm ²)	2050 X1550	2050 X1550	2050 X1550	2050 X1550	1700 X 2000	1700 X 2000
	d) Capacity (no of persons)	20	20	20	20	Goods	Goods
	e) Capacity(in kg)	1360	1360	1360	1360	1500	1500
	f) Company	IBIJI	IBIJI	IBIJI	IBIJI	OTIS	OTIS
	g) Is communication system, installed in the lift car?		None of the Lift cars is having communication system				
	h) Is a fireman's switch being installed in the car?		None of the Lift cars is having Fire Man's switch				
	i) Pressurization of lift		NO				

	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)		Not available for none of the Lifts
36		Presence of proper signage in all the exit route		No
37		Is it posted with illuminated signage ?		No
38		Whether it is landing to fire assembly point?		No
39		Any form of Public address system available ?		No. Except in TCS on 3 rd floor
40		Width form of internal road within the Premises ?		5300 mm
41		Width of the Entry / exit of Gate		7000 mm/ 2 Nos.Rest two gates are inoperative
42		Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

43	Is any water reservoir for firefighting available ? (at ground level / over head)		Yes/No	U/G→There is no fire tank O/H→ 40000 Ltr in 4 tanks 2Nos 7.5 HP Pump is for O/H Tank Filling.
	a)	If yes, specify the distance from the building	Not applicable	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	No such recommendation is found	
	c)	Specify the condition of the reservoir	Satisfactory	
44	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building→ 100 Mtr
	a)	Is it readily accessible ?	Yes	Condition and type of the reservoir→ Water Body
45	Are internal hydrants being provided ?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		Single	

46	Are first aid hose reels being provided ? If so please indicate		Yes	No of hose reels on each floor : one
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: → 20 mm, 30 mtr
	b)	Size (bore) and type of nozzle fitted to each hose reel	5mm, Jet Type	
47	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: canvas Size of hose: 63 mm Length of hose: 15 Mtr
	a)	Total no of hoses provided near each hydrant	One	
48	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each		Not applicable	
49	Has any down comer been provided? If so, please give details		Yes. 4 Nos	
50	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		NO	
	a)	Number of pumps	Not applicable	
	b)	Size of suction and delivery connection to each pump/Output/Head	Not applicable	
	e)	Is the pump automatic in action?	Not applicable	
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable	
51	Sprinkler system		NO	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No	
	a)	Type of detectors used	NIL	
52	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		No	
53	Alarm receiving system		No	
54	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations?		Yes	Number of FE Type/ Capacity CO2(4.5 Kg) 1 CO2(2 Kg) 17 A type(9 Ltr) 14 DCP(5 Kg) 24
	If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes 18.7.2013	These covers G+1+2 in Western & G to 5 in Eastern Wings Apart from the above the Tenants are having their own fleet of Fire extinguishers which are not accounted here.

55	Location and population of the FEs adequate	Yes, in all the common areas & own office.
56	Are Emergency Fire Alarm being provided in each floor ?	NO
57	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No
58	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No
59	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available
60	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
61	Status of NOC from WBF&ES	Not available

Part-V

Electrical, Cables and Ventilation

62	If the building is Centrally air –conditioned, please indicate,	NO CENTRAL AC IS AVAILABLE
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
63	Is there any standby source of electric supply being provided?	No
64	Is the back supply automatic?	Not applicable
65	Location of switch- gears and transformers	Outside the main building
69	a) Transformer capacity	315 KVA X 11Nos(1Stand by. Out of 11 nos)
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c) If outside, how far is it from the building?	3 Mtr
70	What precautions are taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers

71.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Gap is found in the cable shaft
72.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Not installed
73.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
74.	Whether natural ventilation is relied upon? If so, give details.	Yes
75.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No such plan
76.	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
77.	Whether the refuge area is being provided?	There is no Refuse area
78.	Storage of combustibles materials near electrical equipment/fuse units.	NO
79.	RCCBs available??	Not found installed
80.	Master switch in warehouses	Not applicable
81.	Proper cable joint procedures as per manufacturer	Yes
82.	Earthing Pit Tested??	No such record is found
83.	Use of MCB??	YES
84.	Bypassing of protection devices	No such incidence found
85.	Deteriorated insulation	No such incidence found
86.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
87.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO- Gap found
88.	Tracking possibility	YES
89.	Unused opening in the panels, etc.	No unusual opening is found
90.	Possibility of ground fault/short circuit	No such possibility found at this moment
91.	Mechanical protection to cables	Yes
92.	Loose terminations due to improper supports, crimping	No such loose termination found after testing with infra red gun
93.	Improper gland installation, wrong lug size	No such loose improper gland installation found after testing with infra red gun
94.	Over-rated uses, wrongly set protection relays, etc.	Not found
95.	Switch yard and sub station	Substation found locked but ladder found kept in front of electrical installation
96.	DG operation and maintenance	No DG available.Tenants DG [500 KVA x 2 & 150 KVA x 2] is under AMC
97.	Reliability of the fire hydrant system	Very poor. Pipe condition is bad. Two of the down comers have been found plugged
98.	Emergency preparedness and response	Not available

99.	Availability of Evacuation plan	Not available except Tata communications Ltd
100.	Mock drill conducted??	Not done except Tata communications Ltd & TCS
101.	Awareness of the people??	Poor
102.	Sample basis validation of smoke detection system??	Not applicable Except two tenants
103.	Condition of Lightning Arrestor	There are 4 nos Lightning arrestors found but continuity has not been tested for a long time. 6Nos. Aviation Light are installed in the roof top.
104.	Periodic test of UPS system (as applicable)	Individual Tenants have their own system
105.	Handling of electrical work by competent electrician	Yes. Has valid License
106.	Approval of receiving station, substation and DG	Not applicable except Tata communications Ltd
107.	Storage if hazardous material, chemicals?	None
108.	Use of signage?	NIL
109.	Hydrants clear, access to public thorough fare open	YES
110.	Flame & work permits (as applicable)	Not applicable
111.	Effective internal communication and public address system	Not available except in TCS in 3 rd floor
112.	Colour coding system of hazardous chemical gas lines etc.	Not applicable
113.	Management structure, role of safety officer, fire department etc.	Not available
114.	Procedure for incident investigation and control	Not available

PART- VI

Other Information

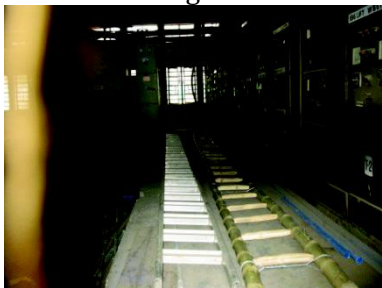
115	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No NOCfound from WBF &ES
116	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
	Is Trade License available??	NO
117	Name of the Insurance Company	NO
118	Remarks (if any) The management is planning to upgrade fire protection & Fire prevention system. Enquiry has been floated accordingly as per provisional NOC no WBFES DG/FP/ 1888/12/Kol/ BB/571/ 12(571/12), Dated- 19.06.2012	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
OBSERVATIONS tracking report (Summary Sheet)

Sl. No	OBSERVATIONS	RECOMMENDATIONS
1	In the APJ Club snacks restaurant fire extinguisher in the kitchen found empty. 	Filled up Fire extinguishers should be available in the kitchen
2	In the APJ Club snacks restaurant fire extinguisher is blocked by other material in the dining room 	Access to Fire Extinguishers must be kept free always
3	In the main building ground floor fire extinguishers access is blocked by junk material 	Access to Fire Extinguishers must be kept free always
4	Ladders are kept in front of Electrical installation at ground floor 	Ladders should be kept in front of Electrical Installation
5	The condition of the hose reel sets are very bad. These don't swing.	Needs maintenance/Replacement

6	Condition of the down comer pipes are very bad	Needs maintenance/Replacement
7	There is no pump to boost the pressure in the pipe line for the top floor	Pump should be installed to boost up the pressure
8	There is no smoke detector	Smoke detector with alarm should be installed
9	There is no sprinkler system or the wet riser	It is better to install wet riser along with sprinkler system
10	There is no MCP	MCP is to be installed with hooter
11	There is no Fire Alarm	Fire alarm is to be installed
12	There is no trained fire fighter	Fire fighters should be regularly trained
13	No evacuation drill has been conducted	Evacuation drill of the building to be conducted at a regular interval. Records to be maintained
14	No fire mock drill has been conducted	Fire mock drill is to be conducted at a regular interval. Records are to be maintained
15	There is no signage	Proper Illuminated signage to be displayed in every Emergency Exit route
16	There is no floor plan available	Floor plan is to be displayed in each floor in each wing
17	There is no Emergency response plan available	Emergency response plan is to be made

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

INFINITY THINK TANK



EXECUTIVE SUMMARY

Part I & II

INFINITY THINK TANK is situated at GP A-3, Sector V, Salt Lake, Kolkata 700091, There are two building T1 of 11 floors & T2 of 18 floors in 1.92 acres of plot of land. The base garage being common to both the T1 & T2 towers. Total built up area is around approx. 2, 44,356.69Sq ft.

There are central **AC system** in the both the buildings, having separate AHU in each floor.

OC (Occupation Certificate is not available)

NOC from WBF & ES is valid up to 6.5.2013. Ref: WBFES/DG/FP/1193/12.

Estimated Occupancy Load was found as

Existing -- 2300
Floating -- 70

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are total 4 Nos Staircases available. There are 8 nos Lifts available. There is L shaped refuses area in 6th & 8th floor in T1 tower & 6th, 8th, 12th in T2 tower.

Evacuation Drill is being conducted in every 6 months.

There is Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no provision for Fire safety arrangement in the building, like Fire Extinguishers, MCPs, Smoke detectors, Fire hydrants & sprinklers.

Alternate source of water is the Water body approx. 100 mtr away

PART V

ELECTRICAL FIRE HAZARDS

There are ELCB & RCCB available in the distribution board

Generally no combustible material is stored in the premises, near the Electrical installation

There are DG supplies available as an alternate source of Power supply.

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GP A-3	
2.	Premises Name (if any):	Infinity think tank	
3.	Name of the owner /occupier/lessee	Infinity Infotech parks Ltd	
4.	Permanent Address	GP A-3, Sector V, salt lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrBipulTarafdar	
7.	Phone No of Contact Person	98316 98924	
8.	E-mail	btarafdar@infinitypark.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use✓	Educational
			Institutional
			Assembly
			Business ✓
			Mercantile
			Industrial
			Storage
		IT/ITES✓	
10.	Plot Area(as informed to the Auditor)	1.92 Acres	
11.	Build up area(as informed to the Auditor)	244356.69 Sq ft	
12.	No of Floors	T1→ B+G+11 T2→ B+G+18	
13.	Date of Sanction of Building Plan	21.06.2002	
14.	Whether P.O.C/OC received from local body?	10.7.02(T1), 2.4.04,18.3.05,22.6.05.27.3.2006(final)	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	A 2 Z	
16.	No of Security Personnel engaged	23	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	Yes	
20.	Whether Monitoring System through Close circuit TV available	Yes	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	8	
22.	No of Vehicles for which parking space is available in the premises	150	
23.	Whether parking space available for visitors within the premises	No	
24.	Place where excess vehicles (if any) are parked	Outside the building	

GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA garbage clearing system
26.	Drainage System	Connected to NDITA drainage system
27.	Maintenance of Road	Internal Road is maintained by Occupier. Condition is satisfactory
TELEPHONE TOWER		
28.	No of Towers	Airtel- 1 Reliance booster
29.	Statutory Clearance from AAI	Airtel office could not show the clearance certificate as it is reported is with their H.O
30.	Any Other Clearance	Not available

PART - II

31.	Occupancy load		Based on Estimates
	Existing		Individual floor wise could not be provided
	a)Regular		2300
	b)Floating		70
32.	Basement		YES (T1 & T2 Combined)
	a)	If basement extends beyond building profile	NO
	b)	Use of the basement	Parking, AC plant,
	c)	Is it being sprinklered?	YES
	d)	Whether any cubicles present in the basement?	NO
		If yes, their use to be specified	Not applicable
	f)	Whether fire zones are defined?	NO
		If yes, please provide details	Not applicable

Part- III

Provisions of means of escape

33	Number of staircases --→ Only 4 nos		T1		T2		
	Stairs Number		#1	#2	#1	#2	
	a)	Width of flight	1680 mm	1080 mm	1680 mm	1680mm	
	b)	Tread width	260 mm	260 mm	260 mm	260 mm	
	c)	Riser Height	170 mm	160 mm	170 mm	160 mm	
	d)	Finish	Kota stone	cemented	Kota stone	Cemented	
	e)	Width of stair door (FCD)					
	f)	Height of stair head room	4000 mm	4000 mm	4000 mm	4000 mm	
	g)	Height of stair handrail	890 mm	800 mm	890 mm	800 mm	
	h)	Area & location & profile of Fire Refuge Area	L Shaped, T1→ 6 th & 8 th floor T2→ 6 th ,8 th ,12 th floor				
	i)	Width and type of door leading to Fire refugee area					
	J)	Pressurization of staircase	No				
k)	Segregation of staircase	Yes					
34	Number of Lifts installed→ 6 passenger + 2 service lifts						
	Lift-Numbers		Passenger	Passenger	service	Service	Hydraulic
			T1(1,2), T2(1,3),	T2-2	T2- 4	T1-3	T1-4
	a)	Type of door	Metallic	Metallic	Metallic	Collapsible	Metallic
	b)	Fire resistance rating	2 Hrs	2 Hrs	2 Hrs	NA	2 Hrs
	c)	Area of lift car	1700 mm X 1980 mm	1500 mm X 1700 mm	1100 mm X 1300 mm	1100 mm X 1300 mm	1100 mm X 1300 mm
	d)	Capacity (no of persons)	20	11	-	-	8
	e)	Capacity(in kg)	1360	1088	544	500	544
	f)	Company	OTIS	OTIS	OTIS	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	YES	YES	YES	YES	YES
	h)	Is a fireman's switch being installed in the car?	YES	YES	YES	YES	NO
	i)	Pressurization of lift	NO	NO	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	YES	YES	YES	YES	YES
35.	Presence of proper signage in all the exit route		YES				
36.	Is it posted with illuminated signage?		YES				
37.	Whether it is landing to fire assembly point?		YES (Two Nos)				
38.	Any form of Public address system available ?		YES				
39.	Width form of internal road within the Premises ?		6000 mm				
40.	Width of the Entry / exit of Gate		4500 mm				
41.	Height of the Entry / exit of Gate		Open to sky				

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / over head)		Yes	U/G2,50,000 Ltr O/H70000 including domestic
	a)	If yes, specify the distance from the building	Adjacent to the building	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	2,50,000 Ltr	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby?		Yes	Specify the distance from the building 100 mtr
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir water body
44	Are internal hydrants being provided ?		Yes	
	If so, please indicate no of hydrants in each floor		One in each floor in each tower T1 & T2	
45	Are first aid hose reels being provided ? If so please indicate		Yes	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Two Separate risers in T1 & T2	
	b)	Size (bore) and type of nozzle fitted to each hose reel	20 mm, 30 mtr	
46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	
	a)	Total no of hoses provided near each hydrant	one	
47	Have wet risers/dry risers been provided?		Yes -Wet risers	
	If yes, please indicate the number of risers and internal diameter of each		Two separate risers in T1 & T2	
48	Has any down comer been provided? If so, please give details		No	
49	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		yes	
	a)	Number of pumps	5 Nos Main Pump-75 HP Spare Pump-75 HP Jockey pump-15 HP Jockey Main- 15 HP Sprinkler Jockey-15 HP	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction 150 mm Delivery 150 mm Output 47 Ltr /Sec Head 80 Mtr	
	e)	Is the pump automatic in action?	YES	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes – 4 Kg/cm ² & 3.5 Kg/Cm ²	

50.	Sprinkler system	Yes
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes, Smoke detectors
	a) Type of detectors used	Addressable J,TJ,TMJ
51	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes
52	Alarm receiving system	Yes
53	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes ABC (5 Kg) →28 nos CO2 (5 Kg) →9 Nos Co2(2kg) →2 nos DCP (5 kg) →52 ns Foam (9Ltr) →3 nos Water CO2(→ 31nos 5.3.13
54	Location and population of the FEs adequate	Common areas, Electrical Installations, stair cases & own offices
55.	Are Emergency Fire Alarm being provided in each floor ?	Yes
56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes, there are 4 Nos available round the shifts
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No Yes in every Quarter. Last done on 18.1.13
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
60.	Status of NOC from WBF&ES	Yes. Valid up to 6.5.2013. Ref : WBFES/DG/FP/1193/12.

Part-V

Electrical, Cables and Ventilation

61	If the building is Centrally air - conditioned, please indicate,	YES 450 TR (two Nos) & one 270 Tr as stand by
	a) Material used for construction of ducts and its fittings	Refractory line in the cold water pipe
	b) Type of tinning used for ducts	Galvanised steel sheet is used for cold air
	c) Type of lagging used, if any for insulating any portion of the duct	Could not be checked
	d) How the lagging is secured?	Could not be checked

	e)	If false ceiling is there?	YES
	f)	Material used for false ceiling	Gypsum BOARD
	g)	Is a separate AHU being provided in each floor	Yes
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Yes
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Yes. Isolated form each floor
	j)	Will fire dampers be provided in AC duct?	Provided
62		Is there any standby source of electric supply being provided?	Yes
		Is the back supply automatic?	Yes
63		Location of switch- gears and transformers	Outside the main building
64	a)		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable
	c)	If outside, how far is it from the building?	5 mtr
65		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Automatic ABC fire extinguishers
66		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Shafts are in stair case separately Alternate floor sealed
67.		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes at main supply point
68.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
69.		Whether natural ventilation is relied upon? If so, give details.	Yes
70.		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
71.		Whether mechanical ventilation is being coupled with automatic detection system?	Yes
72.		Storage of combustibles materials near electrical equipment/fuse units.	None found
73.		RCCBs available??	Yes at main supply point
74.		Master switch in warehouses	Not applicable
75.		Proper cable joint procedures as per manufacturer	Not applicable
76.		Earthing Pit Tested??	Yes

77.	Use of MCB??	YES
78.	Bypassing of protection devices	None found
79.	Deteriorated insulation	None found
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	None found
84.	Possibility of ground fault/short circuit	None found
85.	Mechanical protection to cables	YES
86.	Loose terminations due to improper supports, crimping	None found
87.	Improper gland installation, wrong lug size	None found
88.	Over-rated uses, wrongly set protection relays, etc.	None found
89.	Switch yard and sub station	Outside the building
90.	DG operation and maintenance	Yes
91.	Reliability of the fire hydrant system	Yes
92.	Emergency preparedness and response	Yes
93.	Availability of Evacuation plan	Yes. Pasted in each floor
94.	Mock drill conducted??	Yes in every Quarter
95.	Awareness of the people??	Yes
96.	Sample basis validation of smoke detection system??	Yes
97.	Condition of Lightning Arrestor	Satisfactory
98.	Periodic test of UPS system (as applicable)	Yes
99.	Handling of electrical work by competent electrician	YES. License holder
100.	Approval of receiving station, substation and DG	Not available
101.	Storage if hazardous material, chemicals?	NO
102.	Use of signage?	Yes
103.	Hydrants clear, access to public thorough fare open	Yes
104.	Flame & work permits (as applicable)	Issued depending upon the job
105.	Effective internal communication and public address system	Yes. In BMS room
106.	Colour coding system of hazardous chemical gas lines etc.	Yes
107.	Management structure, role of safety officer, fire department etc.	Yes
108.	Procedure for incident investigation and control	There is no exact format. Investigations are done if incidence occurs

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No.
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
111.	Is Trade License available??	Not applicable
112.	Name of the Insurance Company	
113.	Remarks (if any) 1. In LT substation no smoke detector is found 2. Connection taken from a DB without a plug top	

NDITA

Nonconformity tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1.	In LT substation no smoke detector is found	Smoke detector is to be provided
2.	Connection taken from a DB without a plug top	Plug top is to be provided

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

**Centre for Development
for
Advanced Computer**



EXECUTIVE SUMMARY

Part I & II

General Information

Centre for Development for Advanced Computer is situated at E-2/1 of Block GP, Sector V, Salt Lake, Kolkata 700091, The structure is G + 2 and G + 1 & built up area is 1161sqmtr, in total 1 acre of land. There are two buildings in this plot. The main building is of G + 2, constituting the main office and building 2 is for the Canteen, AC chiller plant room, DG room, LT & HT panel room and the Transformer room. The Guest house is on the 1st floor of building 2.

There is a central **AC system** in the building

CC(Clearance Certificate) obtained directly from BidhanNagar Municipality vide memo no.2642 (3)BM(P) dated 31.8.05

Last NOC from WBF & ES (Ref No WBFES/1752/08/Cal-B///05/96(06) dated 21.7.08 was valid upto 20.7.09. There after No Valid NOC is available and application for renewal has also not been made.

Occupancy Load was found as

Existing -- 143 persons
Floating -- 20 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are three Staircases available in Bldg 1 and one in Bldg 2 totaling to four staircases. . There are only one nos Lifts available in Bldg 1. There is no refuse area and the building height is less than 25 mtr

No Evacuation Drill has been conducted so far.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers only,

Wet Riser

There is an underground tank of 50000 ltr capacity For Fire only, and an overhead tank of 15000 ltrs + 1000 ltrs capacity. There are no pumps or wet risers or down comers installed in the building right now. Work for installation for wet risers and smoke detectors are on and may be completed in another month.

Alternate source of water is the Water body approx. 300 mtr away
PAS is not available,
Close circuit TV monitoring is also not available
24 Nos Portable fire extinguishers are found deployed near the staircase & in the working area.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB but RCCBs are found in the distribution board .

Generally no combustible material is stored in the premises ,near the Electrical installation

There is one 20 KVA DG supply is as alternate source of power. This is operated in auto mode.

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	E 2/1, Block GP	
2.	Premises Name (if any):	Centre for Development of Advanced Computing	
3.	Name of the owner /occupier/lessee	Centre for Development of Advanced Computing	
4.	Permanent Address	E 2/1, Block GP ,SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold ☐	
6.	Name of the Contact Person	Mr.P.K.Sengupta	
7.	Phone No of Contact Person	98368 37915	
8.	E-mail	Pranab.sengupta@cdac.in	
9.	Purpose of the Land Use (R&D in Electronics and Software Technology)	Principal Use ☐	Residential
		Mixed Use	Educational
			Institutional ☒
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES ☒
10.	Plot Area(as informed to the Auditor)	1 acre	
11.	Build up area(as informed to the Auditor)	1161 sqmtr	
12.	No of Floors	G + 2 and G+1	
13.	Date of Sanction of Building Plan	☒ Yes ☒ Date 14.10.96 and revalidated on 13.10.06 Bidhan Nagar Municipality	
14.	Whether P.O.C/OC received from local body?	Yes Available	OC Issuing Authority Bidhan Nagar Municipality/ NDITA Dated:31.8.05 vide memo no 2642(3)Bm(P)
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Starling Security Agency	
16.	No of Security Personnel engaged	5 + 5 (day & night)	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	4
22.	No of Vehicles for which parking space is available in the premises	15
23.	Whether parking space available for visitors within the premises	Yes
24.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA Garbage clearing system
26.	Drainage System	Connected to NDITA Drainage system
27.	Maintenance of Road	Internal road maintained by owner, and the condition was found satisfactory
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	Not applicable
30.	Any Other Clearance	Not applicable

PART - II

31.	Occupancy load	(Attach floor wise details separately if required)			
	Existing	G	1	2	Total
	a)Regular	40	63	40	143
	b)Floating				20
32.	Basement	NIL			

Part- III

Provisions of means of escape

33.	Number of staircases --→Three Nos	Bldg 1 - G + 2		Bldg 2- G + 1
	Stairs Number	#1	#2 #3	#4
	a) Width of flight	1380 mm	1350 mm	1350 mm
	b) Tread width	320 mm	310 mm	250 mm
	c) Riser Height	150 mm	150 mm	160 mm
	d) Finish	Marble	Marble	Marble
	e) Width of stair door (FCD)(glass door not FCD)	1020 mm	1860 mm	1020 mm
	f) Height of stair head room	3657.6 mm	3657.6mm	2743 mm
	g) Height of stair handrail	970 mm	910 mm	780 mm
	h) Area & location & profile of Fire Refuge Area	NO Refuse Area		
	i) Width and type of door leading to Fire refugee area	Not applicable		
	J) Pressurization of staircase	Yes		No
	k) Segregation of staircase	Yes		No

34.	Number of Lifts installed→Onenos		
	Lift-Numbers		#1
	a)	Type of door	Metallic
	b)	Fire resistance rating	2 Hrs
	c)	Area of lift car	1110 x 1010 sq mm
	d)	Capacity (no of persons)	6
	e)	Capacity(in kg)	408 kg
	f)	Company	KONE
	g)	Is communication system, installed in the lift car?	Yes
	h)	Is a fireman's switch being installed in the car?	Yes
	i)	Pressurization of lift	No
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not available
35.	Presence of proper signage in all the exit route		No
36.	Is it posted with illuminated signage ?		No
37.	Whether it is landing to fire assembly point?		No
38.	Any form of Public address system available ?		No
39.	Width form of internal road within the Premises ?		3500 mm
40.	Width of the Entry / exit of Gate		4000 mm 4500 mm
41.	Height of the Entry / exit of Gate		Open to sky

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G 50,000 ltr(approx as measured from outside) O/H 5000 ltr X 3 no(Bldg 1) +1000 ltrs (Bldg 2)
	a)	If yes, specify the distance from the building	More than 70 metres	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	50,000 litres	
	c)	Specify the condition of the reservoir	Satisfactory	
43.	Is any public or other water storage facility available nearby ?		Yes	■ specify the distance from the building ----300 Mtr
	a)	Is it readily accessible ?	Yes	■ condition and type of the reservoir—Water body
44.	Are internal hydrants being provided ?		No	■ single or twin outlets.---- -Not applicable
	If so, please indicate no of hydrants in each floor		single	
45.	Are first aid hose reels being provided? If so please indicate		No	■ No of hose reels on each floor-----Not applicable

	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	■ Not applicable	■ Bore and length of hose reel tubing on each reel-- ---Not applicable
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable	
46.		Are fire hoses being provided near each hydrant? If so, please indicate	No	■ Type of hose—Not applicable ■ Size of hose— “ ■ Length of hose— “
	a)	Total no of hoses provided near each hydrant	Not applicable	
47.		Have wet risers/dry risers been provided?	No	
48.		If yes, please indicate the number of risers and internal diameter of each	Not applicable	
49.		Has any down comer been provided? If so, please give details	No	
50.		Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	No	
	a)	Number of pumps	Not applicable	
	b)	Size of suction and delivery connection to each pump/Output/Head	■ Suction:Not applicable ■ Delivery: Not applicable ■ Output of each pump: Not applicable ■ Max head against which the pump can operate at the output mentioned in—Not applicable	
	c)	Is the pump automatic in action?	Not applicable	
	d)	Is the water pressure sufficient at max distance from the pump?	Not applicable	
51.		Sprinkler system	No	
		Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No	
	a)	Type of detectors used	Not applicable	
52.		Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	No ☐	
	a)	Alarm receiving system	No ☐	
53.		Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes	Number of FE Type/ Capacity ABC 2 kgs – 7 nos ABC 5 kgs – 10 nos Clean Agent – 2kgs -6 nos
		Date of Validity Purchased on 23.9.11, and guaranteed for five years	No	
		Location		
			Outside Transformer room, LT & HT panel room, Canteen and Kitchen, Offices, Guest house and sraircases	

54.	Is Emergency Fire Alarm being provided in each floor?	☒ No ☐	☒ No. of Fire Alarm –Not applicable ☒ Location of Fire Alarm— Not applicable
55.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No	
56.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No	
57.	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available	
58.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available	
59.	Status of NOC from WBF&ES	Provisional NOC issued on 21.7.08 vide memo no.WBFES/1752/08/Cal-B/05/96(47/06) renewal not applied for	

Part-V

Electrical, Cables and Ventilation

60.	If the building is Centrally air - conditioned, please indicate,	Yes Central AC		
	a) Material used for construction of ducts and its fittings	G.I. sheet metal		
	b) Type of tinning used for ducts	Bitumen		
	c) Type of lagging used, if any for insulating any portion of the duct	Glasswool		
	d) How the lagging is secured?	Aluminium foil pasted		
	e) If false ceiling is there?	Yes		
	f) Material used for false ceiling	Gypsum Board		
	g) Is a separate AHU being provided in each floor	Yes, 2 AHUs for Gr floor & 2 AHUs for 1 st floor, 2 nd floor has big Split ACs		
	H) Whether automatic shutdown of AHU is coupled with detection system?	No		
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Isolated		
	j) Will fire dampers be provided in AC duct?	No		
61.	Is there any standby source of electric supply being provided?	Yes	DG 160 KVA Capacity	UPS ☐ 15KVA x 3 – for entire Office 6 KVA x 1 for Internet server room & 10 KVA x 1 for Training Room

	Is the back supply automatic?	No	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump ■ Emergency Light✓ ■ Lift Computers✓ (ACs are not connected)
62.	Location of switch- gears and transformers	Back side(inside Bldg 2)	
63.	a) Transformer capacity	315 KVA/11KV/433V Oil cooled type	
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Seperated by brick walls	
	c) If outside, how far is it from the building?	More than 10 metres from Bldg 1	
64.	What precautions are taken to prevent a possible fire in the transformers from spreading?	Fire extinguishers are placed Outside the shutter of Transformer room and sand buckets are placed inside	
65.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Shaft found sealed	
66.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO	
67.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
68.	Whether natural ventilation is relied upon? If so, give details.	Yes	
69.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No	
70.	Whether mechanical ventilation is being coupled with automatic detection system?	NO	
71.	Whether the refuge area is being provided?	No refuse area found and the height of the bldg is less than 25 m	
72.	Storage of combustibles materials near electrical equipment/fuse units.	No	
73.	RCCBs available??	Yes, in different D.B.s separate for Ground and 1 st floor	
74.	Master switch in warehouses	Not applicable	
75.	Proper cable joint procedures as per manufacturer	Yes	
76.	Earthing Pit Tested??	Records are not available	
77.	Use of MCB??	Yes	
78.	Bypassing of protection devices	NO	
79.	Deteriorated insulation	NO	
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES	

81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes- not done in Cable shaft
82.	Tracking possibility	No
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	NO
87.	Improper gland installation, wrong lug size	NO
88.	Over-rated uses, wrongly set protection relays, etc.	NO
89.	Condition of Lightning Arrestor	Satisfactory, but continuity test not done
90.	Periodic testing of UPS system(as applicable)	Inhouse test done
91.	Earthing layout & it's effectiveness	No, Earth pit test report not found
92.	Switch yard and sub station	Yes, Transformer is fitted with buckles relay
93.	DG operation and maintenance	Yes, by the internal staff
94.	Reliability of the fire hydrant system	Not applicable
95.	Emergency preparedness and response	NO
96.	Availibility of Evacuation plan	NO
97.	Mock drill conducted??	NO
98.	Awareness of the people??	NIL
99.	Sample basis validation of smoke detection system??	Not applicable
100.	Storage if hazardous material, chemicals??	No
101.	Use of signage??	NO
102.	Hydrants clear, access to public thorough fare open	Not applicable
103.	Flame & work permits (as applicable)	NO
104.	Effective internal communication and public address system	No
105.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
106.	Management structure, role of safety officer, fire department etc.	NO
107.	Procedure for incident investigation and control	NO

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	■ Yes✓	■ Deviation from WBF&ES NOC
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
110.	Is Trade License available??	Not available	
111.	Name of the Insurance Company	Yes, New India Assurance	
112.	Remarks (if any) 55. No Fire mock drill has been conducted 56. No Evacuation drill has been conducted 57. There is no fire pump installed in the building though work for installation is going on. 58. No MCPs are provided 59. No CC TV camera is provided 60. No public address system is provided 61. Smoke detectors are not provided 62. There is no rubbermat in front of the Transformer 63. Almost no signages are present. 64. Escape route Passage is blocked by cartons and rejected furniture in the ground floor. 23 ACs AHU is not connected with any detection system		

Auditor

Reviewer

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire mock drill has been conducted	Fire Mock drill is to be conducted periodically. Record is to be maintained
2	No Evacuation drill has been conducted	Evacuation drill is to be conducted periodically with all occupants. Record is to be maintained
3	No MCPs are found	Same to be installed
4	No PAS found	Same to be installed
5	No CC TV found	Same to be installed
6	No smoke detectors found	Same to be installed
7	Escape route found blocked in  Ground floor	To be made free from any obstructions
8	ACs Chiller room housekeeping is extremely poor	To be rectified
9	No rubber matt found I Transformer room	Same to be provided

Auditor

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

NETGURU INDIA



EXECUTIVE SUMMARY

Part I & II

General Information

Netguru India is situated at E 2-4,Block GP, Sector V, Salt Lake, Kolkata 700091 ,The structure is G + 5 & built up area is approx. 2394 sqmtr , in total 1029sqmtr of land.

This property is taken in lease from WEBEL and the 3rd,4th,5th.and 6th floors are used for own purpose. The 1st and 2nd floor is rented to M/s HimadriInfotechPvtLtd.,andHimadriWebtechPvtLtd..The ***date of sanction*** of the building plan was ***31.10.97***

In the Ground floor there is the parking space, pump room, Transformer room, LT Panel room, HT Panel room ad reception. All the floors are occupied and have a low occupancy load. The is ***no central AC system*** in the building

CC (Clearance Certificate) obtained directly from Bidhan Nagar Municipalityvide memo no 1676(3)BM(P) dated 26.4.99 & Tax bill amounts to Rs 21522.00 per quarter after rebate.

NOC from WBF & ES (Ref No WBFES/5505/12/Cal/B/118/2000(15) dated 19.12.12is valid upto 18.12.13.

Certificate of Enlistment for the year is of No 002087 dated28.9.12 and is valid till 31.3.13

Occupancy Load was found as

Existing -- 132 persons
Floating -- 6 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two Staircasesavailable. There isone no. Lift available. **There is no refuse area though the buildingand height is less than 25 mtr**

No Evacuation Drill has been conducted so far.

There arevery few Signages available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers & wet risers, smoke detectors and MCPs. Smoke detectors found in the reception area was tested in our presence and was found OK. Control panel was found installed.

Wet Riser

There is an underground tank of 80,000 ltr capacity for Fire only. There are two nos pumps housed in the ground floor beside the parking space. One main pump capacity is 60 HP & that of Jockey pump is of 15 HP. There is a spare pump available of 15 HP capacity..

Alternate source of water is the Water body approx 50 mtr away

PAS is available,.

Close circuit TV monitoring is not available

28 Nos Portable fire extinguishers are found deployed near the staircase & in the working area and lift rooms.

PART V

ELECTRICAL FIRE HAZARDS

There is an ELCB installed in the LT control panel RCCBs installed in the distribution board of every floor separately found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is one 60 KVA DG supply is as alternate source of power. This is operated manually

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	E 2-4, Block GP	
2.	Premises Name (if any):	Netguruindia Building	
3.	Name of the owner /occupier/lessee	Netguru Limited	
4.	Permanent Address	E 2-4, Block GP ,SectorV, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrAshisChakroborty	
7.	Phone No of Contact Person	98301 56617	
8.	E-mail	ashis@netguru.com	
9.	Purpose of the Land Use	Principal Use✓	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES✓
10.	Plot Area(as informed to the Auditor)	1029 sqmtr	
11.	Build up area(as informed to the Auditor)	399 x 6sqmtr = 2394 sqmtr	
12.	No of Floors	G + 5	
13.	Date of Sanction of Building Plan	Yes ■Date 31.10.97 Bidhan Nagar Municipality	
14.	Whether P.O.C/OC received from local body?	Yes Available	OC Issuing Authority Bidhan Nagar Municipality/ Dated:26.4.99 vide memo no 1676(3)Bm(P)
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Indus Security Consultant Services	
16.	No of Security Personnel engaged	4 persons round the clock	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	

20.	Whether Monitoring System through Close circuit TV available	No
VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	6
22.	No of Vehicles for which parking space is available in the premises	20
23.	Whether parking space available for visitors within the premises	Yes, if vacant
24.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
25.	Garbage Clearing	NDITA Garbage clearing system
26.	Drainage System	Connected to NDITA Drainage system
27.	Maintenance of Road	Internal road maintained by owner, and the condition was found satisfactory
TELEPHONE TOWER		
28.	No of Towers	NIL
29.	Statutory Clearance from AAI	Not applicable
30.	Any Other Clearance	Not applicable

PART – II

31.	Occupancy load	(Biased on Estimate)						
	Existing	G	1	2	3	4	5	Total
	a)Regular	12	10	30	40	30	10	132
	b)Floating	6						
32.	Basement	NIL						

Part- III

Provisions of means of escape

33.	Number of staircases --→Two Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1430 mm	1400 mm
	b)	Tread width	260 mm	260 mm
	c)	Riser Height	170 mm	160 mm
	d)	Finish	Marble	Marble
	e)	Width of stair door (FCD)(glass door not FCD)	1090 mm	1090mm(FCD is fitted in Floor 1st to 5th)

	f)	Height of stair head room	12 feet	12 feet
	g)	Height of stair handrail	970 mm	910 mm
	h)	Area & location & profile of Fire Refuge Area	NO Refuse Area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	Yes	
	k)	Segregation of staircase	Yes	
34.	Number of Lifts installed→One nos			
	Lift-Numbers		#1	
	a)	Type of door	Metallic	
	b)	Fire resistance rating	2 Hrs	
	c)	Area of lift car	1110 x 13000	sq mm
	d)	Capacity (no of persons)	8	
	e)	Capacity(in kg)	544 kg	
	f)	Company	ThyssenKrupp	
	g)	Is communication system, installed in the lift car?	No	
	h)	Is a fireman’s switch being installed in the car?	Yes	
	i)	Pressurization of lift	No	
	j)	Whether validity of “Form-C” from appropriate authority obtained? (If yes, attach a photocopy of the same)	Yes, vide Registered No.15276 dated 24.8.2009 valid upto 29.3.13	
35.	Presence of proper signage in all the exit route		Very few	
36.	Is it posted with illuminated signage ?		No	
37.	Whether it is landing to fire assembly point?		No	
38.	Any form of Public address system available ?		Yes	
39.	Width form of internal road within the Premises?		5500 mm	
40.	Width of the Entry / exit of Gate		5000 mm	4800 mm
41.	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42.	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes	U/G 80,000 ltr O/H 20,000 ltr
	a) If yes, specify the distance from the building		Less than 1 metres
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.		80,000 litres
	c) Specify the condition of the reservoir		Satisfactory
43.	Is any public or other water storage facility available nearby ?	Yes	■ specify the distance from the building ----50 Mtr
	a) Is it readily accessible ?	Yes	■ condition and type of the reservoir—Water body
44.	Are internal hydrants being provided ?	Yes	■ single or twin outlets.----Single
	If so, please indicate no of hydrants in each floor		single
45.	Are first aid hose reels being provided ? If so please indicate	Yes	■ No of hose reels on each floor-----One
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	■ Bore and length of hose reel tubing on each reel--- -- 25 mm , 30 mtr
	b) Size (bore) and type of nozzle fitted to each hose reel		5 mm jet type
46.	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	■ Type of hose—Canvas ■ Size of hose— 63 mm ■ Length of hose—15 mtr
	a) Total no of hoses provided near each hydrant		one
47.	Have wet risers/dry risers been provided?		Yes , wet riser
48.	If yes, please indicate the number of risers and internal diameter of each		One, 150 mm
49.	Has any down comer been provided? If so, please give details		No
50.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes
	a) Number of pumps		One main (60HP), one jockey (15HP),and one (small)standby(15HP)
	b) Size of suction and delivery connection to each pump/Output/Head		■ Suction:150 mm ■ Delivery: 150 mm ■ Output of each pump: 38

			l/s(main), 15 l/s (jockey) ■ Max head against which the pump can operate at the output mentioned in—70 mtr(main), 30 mtr (jockey)
	e)	Is the pump automatic in action?	Yes
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be verified as pressure gauge not provided, pressure at pump room found 4 kg/sq cm
51.	Sprinkler system		No
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes
	a)	Type of detectors used	Smoke detectors

52.	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes		
	a)	Alarm receiving system	Yes		
53.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes <		

57.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
58.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
59.	Status of NOC from WBF&ES	Valid till 18.12.2013 vide Memo no . WBFES/5505/12/Cal/B/118/200 0(5) dated 19.12.12

Part-V

Electrical, Cables and Ventilation

60.	If the building is Centrally air - conditioned, please indicate,	No
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
61.	Is there any standby source of electric supply being provided?	■Yes DG60 KVA Capacity UPS✓ 6 KVA
	Is the back supply automatic?	■No Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump✓ ■Emergency Light✓ ■Lift✓ Partly to Office✓ (ACs not run)

62.	Location of switch- gears and transformers	Inside the bldg
	a) Transformer capacity	400 KVA oil cooled type
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Effectively separated by thick brick walls
	c) If outside, how far is it from the building?	Not applicable
63.	What precautions is taken to prevent a possible fire in the transformers from spreading?	Fire extinguishers and sand buckets (very poor housekeeping found)
64.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Electrical shafts are sealed
65.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO, only one found in LT control panel
66.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
67.	Whether natural ventilation is relied upon? If so, give details.	Yes
68.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
69.	Whether mechanical ventilation is being coupled with automatic detection system?	NO
70.	Whether the refuge area is being provided?	■No✓No refuse area found ,building height is below 25 mtr
71.	Storage of combustibles materials near electrical equipment/fuse units.	No
72.	RCCBs available??	Yes, in Distribution box separate for each floor
73.	Master switch in warehouses	Not applicable
74.	Proper cable joint procedures as per manufacturer	Yes
75.	Earthing Pit Tested??	No
76.	Use of MCB??	Yes
77.	Bypassing of protection devices	NO
78.	Deteriorated insulation	NO
79.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES, only in common areas

80.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes, done in Cable shaft
81.	Tracking possibility	No
82.	Unused opening in the panels, etc.	No
83.	Possibility of ground fault/short circuit	No
84.	Mechanical protection to cables	Yes
85.	Loose terminations due to improper supports, crimping	NO
86.	Improper gland installation, wrong lug size	NO
87.	Over-rated uses, wrongly set protection relays, etc.	NO
88.	Condition of lightning arrestor	Satisfactory but not tested
89.	Periodic test of UPS System(as applicable)	Yes
90.	Earthing layout & it's effectiveness	No, Earth pit test report not found
91.	Switch yard and sub station	Yes
92.	DG operation and maintenance	Yes, done by in house maintenance staff, outsourced when required
93.	Reliability of the fire hydrant system	Yes
94.	Emergency preparedness and response	NO
95.	Availibility of Evacuation plan	NO
96.	Mock drill conducted??	Yes, last done on 8.1.13
97.	Awareness of the people??	Yes
98.	Sample basis validation of smoke detection system??	Yes
99.	Storage if hazardous material, chemicals??	No
100.	Use of signage??	Very few
101.	Hydrants clear, access to public thorough fare open	Yes
102.	Flame & work permits (as applicable)	NO
103.	Effective internal communication and public address system	YES
104.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
105.	Management structure, role of safety officer, fire department etc.	NO
106.	Procedure for incident investigation and control	NO

PART- VI

Other Information

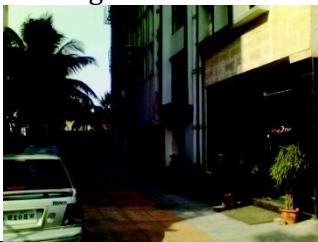
107.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation from WBF&ES NOC
108.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
109.	Is Trade License available??	YES. Enlistment for 2012-2013 no 002087 dated 28.9.12	
110.	Name of the Insurance Company	Yes,by ICICI Lombard,Policy no. 1001/64077020/01/000 from 23.3.12 to 22.3.13	
111.	Remarks (if any) 65.No Evacuation drill has been conducted 66.There is no spare fire main pump 67.The passage on the ground floor is blocked due to parking of vehicles. 68.There is no rubbermat in front of HT panel room and Transformer room 69.Housekeeping in the Transformer room and HT panel room is poor. Many unwanted things are blocking free access. 70.The Transformer room and switch gear room is not equipped with automatic CO2 or DCP		

Auditors

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	No Fire evacuation drill has been conducted	Fire evacuation drill is to be conducted periodically. Record is to be maintained
2	No evacuation plan found	Same to be made and displayed
3	There is no spare fire main pump	Spare Fire pump is to be installed
4	Parking of vehicles found in the driveway 	No parking should be done in the driveway
5	No automatic CO2 or DCP extinguishers found in Transformer room and switch gear room	Same to be provided
6	Housekeeping found poor in Transformer room and HT,LT panel rooms 	Same to be made proper for free access to sand buckets etc. 
7	No rubber mats found in Transformer room and HT panel room 	Same to be provided
8	One hose box found broken in the backside of the bldg 	To be replaced
9	Many hose pipes and nozzles are found missing due to theft	Proper arrangement to be taken and the same to be replaced
10	The fire exit route is blocked in the ground floor 	Same to be cleared to ensure easy movement

Auditors

Reviewer

Signature & date of Inspecting and Reporting Authority With seal

WDC BUILDING



EXECUTIVE SUMMARY

Part I & II

General Information

WDC building is situated at GP,J-3,Sector V, Salt Lake, Kolkata 700091 ,The structure is G + 6& built up area is 3998.55sqmtr , in total 1199.893sqmtr of land.

This building has been promoted by Shrachi Group. In 01.04.2011 WBD Man power group has taken over the possession.

1st floor to 3rd floor has been rented out to ICFAI Institute. 4th to 6th floor is being used for own purpose.

There is no central AC system in the building.

OC(Occupation Certificate) is not available .

NOC from WBF & ES is not available

Occupancy Load was found as

Existing -- 310
Floating -- 15

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two Staircases available. There are two nos Lifts available. There are refuse areas on 3rd floor & 5th floor

Evacuation Drill has been conducted On 16.7.12

Signage is available in the lobby & in the Emergency stair case

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers & wet risers, smoke detectors , MCPs.

Wet Riser

There is an underground tank of 100000 ltr capacity For Fire only. There are two nos pumps of capacity of 60 HP(One stand by)& that of Jockey pump is of 15 HP. But on the audit time these pumps are found not operating. These are run as & when required. These pumps should run in auto mode for 24 X 7 .

Alternate source of water is the Water body approx 200 mtr away

PAS is available is available only in 5th floor. This PAS system should be available throughout the building.

Close circuit TV monitoring is available

41 Nos Portable fire extinguishers are found deployed near the staircase & in the working area.

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises ,near the Electrical installation

There is one 125 KVA DG supply is as alternate source of power. This is operated manually.

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GP J-3	
2.	Premises Name (if any):	WBD Building	
3.	Name of the owner /occupier/lessee	WBD Man power Group	
4.	Permanent Address	GP J-3, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrVrijendra Kumar Dixit	
7.	Phone No of Contact Person	3018 1180	
8.	E-mail	vdixit@wdc.in	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		IT/ITES✓	
10.	Plot Area(as informed to the Auditor)	1199.55 SqMtr	
11.	Build up area(as informed to the Auditor)	3998.55 SqMtr	
12.	No of Floors	G+6	
13.	Date of Sanction of Building Plan	Date:13.11.2001 vide V/BM/217	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	G-4	GSIS
16.	No of Security Personnel engaged	7	5
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	YES	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	5	
22.	No of Vehicles for which parking space is available in the premises	20	
23.	Whether parking space available for visitors within the premises	Yes	
24.	Place where excess vehicles (if any) are parked	Outside the building	

GENERAL MAINTENANCE		
25	Garbage Clearing	Thru NDITA garbage clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal road is maintained by occupier. Condition is satisfactory
TELEPHONE TOWER		
28	No of Towers	NIL
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART - II

31	Occupancy load		(Based on Estimates)							
	Existing		Grd	1st	2nd	3rd	4th	5th	6th	Total
	a)Regular		10	50	50	50	30	60	60	310
	b)Floating									15
32	Basement		NIL							
	a)	If basement extends beyond building profile	Not applicable							
	b)	Use of the basement	Not applicable							
	c)	Is it being sprinklered?	Not applicable							
	d)	Whether any cubicles present in the basement?	Not applicable							
		If yes, their use to be specified	Not applicable							
	f)	Whether fire zones are defined?	Not applicable							
		If yes, please provide details	Not applicable							

Part- III

Provisions of means of escape

33	Number of staircases --→ Two Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1400 mm	1360 mm
	b)	Tread width	260 mm	250mm
	c)	Riser Height	160 mm	150 mm
	d)	Finish	Kota stone	Marble
	e)	Width of stair door (FCD)- NO FCD, Wooden door	1050mm	1040 mm
	f)	Height of stair head room	12 ft	12 ft
	g)	Height of stair handrail	990mm	960 mm
	h)	Area & location & profile of Fire Refuge Area	3 rd floor & 5 th floor. Lots of unwanted materials found in 3 rd floor	
	i)	Width and type of door leading to Fire refugee area	880 mm, ordinary door	
	J)	Pressurization of staircase	No	
k)	Segregation of staircase	Yes		

34	Number of Lifts installed→Two Nos			
	Lift-Numbers		#1	#2
	a)	Type of door	Metallic	Metallic
	b)	Fire resistance rating	2 hrs	2 hrs
	c)	Area of lift car	1290 mm X 1330 mm	1290 mm X 1330 mm
	d)	Capacity (no of persons)	10	10
	e)	Capacity(in kg)	680	680
	f)	Company	KONE	KONE
	g)	Is communication system, installed in the lift car?	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes
	i)	Pressurization of lift	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Yes	Reference No: 2002020777, 2002020778 Valid upto: 7.01.13
35	Presence of proper signage in all the exit route		Yes	
36	Is it posted with illuminated signage ?		Yes	
37	Whether it is landing to fire assembly point?		No	
38	Any form of Public address system available ?		Yes- only in 5 th floor	
39	Width form of internal road within the Premises ?		3700 mm	
40	Width of the Entry / exit of Gate		4800 mm	
41	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for fire fighting available ? (at ground level / over head)		Yes/No	U/G→ 1,00,000 Ltr O/H→ 15500 Ltr
	a)	If yes, specify the distance from the building	Adjacent to the building/ Pump House	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	No such Recommendation found	
	c)	Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building→ 200 Mtr
	a)	Is it readily accessible ?	Yes	Condition and type of the reservoir→ Water body
44	Are internal hydrants being provided ?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		Single	
45	Are first aid hose reels being provided? If so please indicate		Yes	No of hose reels on each floor :one
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel: in each floor

	b)	Size (bore) and type of nozzle fitted to each hose reel	20 mm, 30 mtr		
46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: canvas Size of hose: 63 mm Length of hose: 15 mtr	
	a)	Total no of hoses provided near each hydrant	One		
51	Have wet risers/dry risers been provided?		Yes- Wet Riser		
	If yes, please indicate the number of risers and internal diameter of each		one		
47	Has any down comer been provided? If so, please give details		No		
48	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes- Main pump- 60 HP Stand by pump – 60 HP Jockey Pump -15 HP		
	a)	Number of pumps	3 Nos		
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction: 150 mm Delivery: 150 mm Output of each pump: Main 40 Ltr/sec Jockey- 3 Ltr/sec Max head against which the pump can operate at the output mentioned in: 70 Mtr		
	e)	Is the pump automatic in action?	No		
	f)	Is the water pressure sufficient at max distance from the pump?	No. Pressure could not be checkedas there is no pressure gauge at the top floor		
49.	Sprinkler system		NO		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Smoke detector		
50	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes		
51	Alarm receiving system		Yes		
52	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes Yes 1.3.13	Number of FE Type/ Capacity A type(9Ltr) ABC type(5Kg) ABCtype(2kg) BC type(5kg)	41 06 02 14 19
53	Location and population of the FEs adequate		Stair case ,pump room, Electrical installation, office		
54	Are Emergency Fire Alarm being provided in each floor ?		Yes	No. of Fire Alarm:→Two Location of Fire Alarm:→In each floor	
55	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		Yes		
56	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Yes. Last done on 16.7.12		

57	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	YES
58	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
59	Status of NOC from WBF&ES	Not available

Part-V

Electrical, Cables and Ventilation

60	If the building is Centrally air –conditioned, please indicate,	No
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j) Will fire dampers be provided in AC duct?	Not applicable
61	Is there any standby source of electric supply being provided?	Yes/No
	Is the back supply automatic?	Yes
		Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump ✓ ■ Emergency Light ✓ ■ Lift ✓ ■ Partly to Office except AC ■ Others- UPS
62	Location & measurement of refuse area	5 th Floor → 9410 mm X 5100 mm
63	Location of switch- gears and transformers	Inside the building
64	a) Transformer capacity	400 KVA
65.	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	4 Hrs
66.	c) If outside, how far is it from the building?	Inside the building
67.	What precautions are taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers only

68.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Electrical shafts are not sealed	
69.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	NO	
70.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable	
71.	Whether natural ventilation is relied upon? If so, give details.	Yes	
72.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO	
73.	Whether mechanical ventilation is being coupled with automatic detection system?	NO	
74.	Whether the refuge area is being provided?	Yes	On which floor:3 rd & 5 th floor Area of Fire Refuge Area: 9410 mm X 5100 mm Width of Fire Refuge Area: 5100 mm
75.	Storage of combustibles materials near electrical equipment/fuse units.	No	
76.	RCCBs available??	No	
77.	Master switch in warehouses	Not applicable	
78.	Proper cable joint procedures as per manufacturer	Yes	
79.	Earthing Pit Tested??	NO	
80.	Use of MCB??	Yes	
81.	Bypassing of protection devices	NO	
82.	Deteriorated insulation	NO	
83.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes	
84.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO	
85.	Tracking possibility	Yes	
86.	Unused opening in the panels, etc.	NO	
87.	Possibility of ground fault/short circuit	NO	
88.	Mechanical protection to cables	Yes	
89.	Loose terminations due to improper supports, crimping	NO	
90.	Improper gland installation, wrong lug size	NO	
91.	Over-rated uses, wrongly set protection relays, etc.	NO	
92.	Switch yard and sub station	Yes	
93.	DG operation and maintenance	Yes	
94.	Reliability of the fire hydrant system	NO	
95.	Emergency preparedness and response	Yes	

96.	Availability of Evacuation plan	Yes
97.	Mock drill conducted??	Yes
98.	Awareness of the people??	Yes. Training has been provided but effectiveness has not been evaluated
99.	Sample basis validation of smoke detection system??	Yes – But no record available
100.	Condition of Lightening Arrestor	Earth pit test has not been conducted
101.	Periodic test of UPS system (as applicable)	Yes
102.	Handling of electrical work by competent electrician	Yes
103.	Approval of receiving station, substation and DG	Yes
104.	Storage of hazardous material, chemicals?	No
105.	Use of signage?	Yes
106.	Hydrants clear, access to public thorough fare open	Yes
107.	Flame & work permits (as applicable)	Not applicable
108.	Effective internal communication and public address system	Only in 5 th floor
109.	Colour coding system of hazardous chemical gas lines etc.	Not applicable
110.	Management structure, role of safety officer, fire department etc.	No
111.	Procedure for incident investigation and control	No

PART- VI

Other Information

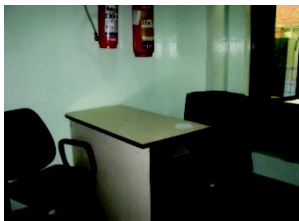
112	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No such NOC or provisional NOC is available
113	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
114	Is Trade License available??	Yes. Vide No 001980 for the year 2012-2013
115	Name of the Insurance Company	Tata AIG
	Remarks (if any) 1. Fire safety Training has been provided to all staff & security staff but effectiveness has not been evaluated. 2. Fire pump found not running 3. Stairs at 3rd floor totally blocked with tables & chairs 4. Loose wires without cover in the switch box 5. There is no pressure gauge at the top floor of the hydrant pipe 6. Nozzle is missing in the FHC 7. Open Electrical switch-Fire & shock hazard 8. Open electrical switch in the combustible material dumping at the canteen 9. 9. In the 3rd floor Fire extinguisher found expired(Tenants section) 10. In the MCP hammer is found missing at places 11. LT room access is blocked by a wooden step ladder. There is no rubber mat 12. Pump room switch is full of garbage	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Nonconformity tracking report (Summary Sheet)

Sl. No	OBSERVATIONS	RECOMMENDATIONS
	Loose wires without cover in the switch box in the pantry room at 6th floor 	Wire should be dressed. Cover is to be put back
	There is no pressure gauge at the top floor of the hydrant pipe 	A pressure gauge is to be provided at the top to check the pressure available at the furthest point
	Nozzle is missing in the FHC 	Nozzle is to be kept in Fire Hose cabinet
	Open Electrical switch-Fire & shock hazard 	Broken switch is to be replaced
	Open electrical switch in the combustible material dumping at the canteen 	Electrical switch should be kept closed. Garbage should be removed
	Stairs at 3rd floor totally blocked with tables & chairs 	Stair should be kept free alwways

	In the MCP hammer is found missing at places 	Hammer to be installed for easy breaking of glass in case of need
	LT room access is blocked by a wooden step ladder. There is no rubber mat 	Access to electrical installation should be kept always free. Rubber mat should be placed on the floor
	Pump room switch is full of garbage 	Garbage should be removed
	Fire pump found not running 	Pumps should run 24 X 7 in auto mode so that hydrant line is always charged with a certain pressure
	Fire safety Training has been provided to all staff & security staff but effectiveness has not been evaluated.	Retraining to be arranged. Effectiveness of training to be evaluated
	In the 3rd floor Fire extinguisher found expired(Tenants section) 	Fire extinguishers must be checked periodically & tagged

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

VISNU CHAMBERS



EXECUTIVE SUMMARY

Part I & II

General Information

VISNU CHAMBERS is situated at GP-J 4, at sector V , Salt lake, Kolkata 700091.

This building is in 41777 sqft of land. Build up area is 45000 sq. ft. in G+ 6 constructions. At present ground floor to 5th floor are vacant. There is a tenant (BPO) on 6th floor.

There is no central AC system in the building

OC(Occupational Certificate) has been issued by Bidhan Nagar Municipality on 7.11.2005

NOC from WBF & ES is valid upto 30.7.2013 (Ref WBFES/DG/FP/68/12/Bidhan-oB/11/04(595)

Estimated Occupancy Load was found as

	Existing -- 54
Floating -- 3	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two numbers Staircase available. There are two numbers Lift available. There are refuse area on 4th& 6th floor

No Evacuation Drill has been conducted so far.

There is Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is Wet riser, portable fire extinguishers smoke detectors, MCPs. There are 24 Nos fire extinguishers are available in the common areas & in Electrical installations. Tenant at 6th floor has their own smoke detector & fire extinguishers.

There is an underground tank of 2, 00,000ltr capacity But there is one riser in the building. Sprinkler line has branched out in the ground floor

There is Sprinkler system available

Alternate source of water is the Water body approx. 200 mtr away

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found.

Generally no combustible material is stored in the premises, near the Electrical installation

There is a DG supply of 360 KVA available

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GP – J4	
2.	Premises Name (if any):	Visnu Chambers	
3.	Name of the owner /occupier/lessee	MrRohitBajoria	
4.	Permanent Address	GP J -4, Sector- V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrN.L.Poddar	
7.	Phone No of Contact Person	98300 34874	
8.	E-mail	poddarnl@gmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business ✓
			Mercantile
			Industrial
			Storage
		IT/ITES✓	
10.	Plot Area(as informed to the Auditor)	4177Sq Ft	
11.	Build up area(as informed to the Auditor)	45000 SqFt	
12.	No of Floors	G+6	
13.	Date of Sanction of Building Plan	Not available	
14.	Whether P.O.C/OC received from local body?	7.11.2005 from Bidhan Nagar Municipality	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	NIS Facility Management Services	
16.	No of Security Personnel engaged	6	
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	YES	
20.	Whether Monitoring System through Close circuit TV available	YES	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	NIL	
22.	No of Vehicles for which parking space is available in the premises	18Nos	
23.	Whether parking space available for visitors within the premises	Yes	
24.	Place where excess vehicles (if any) are parked	Outside the building	

GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA garbage clearing System
26	Drainage System	Connected to NDITA drainage connection
27	Maintenance of Road	Internal road is being maintained by the occupier. Condition is satisfactory
TELEPHONE TOWER		
28	No of Towers	NIL
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

V= Vacant

31	Occupancy load		(Based on Estimates)							
	Existing		Gr	1	2	3	4	5	6	Total
	a)Regular		4	V	V	V	V	V	50	54
	b)Floating									3
32	Basement		NIL							
	a)	If basement extends beyond building profile	Not Applicable							
	b)	Use of the basement	Not Applicable							
	c)	Is it being sprinklered?	Not Applicable							
	d)	Whether any cubicles present in the basement?	Not Applicable							
		If yes, their use to be specified	Not Applicable							
	f)	Whether fire zones are defined?	Not Applicable							
		If yes, please provide details	Not Applicable							

Part- III

Provisions of means of escape

33	Number of staircases --→ TWO Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1330 mm	1360 mm
	b)	Tread width	260 mm	280 mm
	c)	Riser Height	160 mm	160 mm
	d)	Finish	Kota stone	Kota stone
	e)	Width of stair door (FCD)-	1020 Wooden door	910 mm FCD
	f)	Height of stair head room	12 ft	12 ft
	g)	Height of stair handrail	1010 mm	905 mm
	h)	Area & location & profile of Fire Refuge Area	On 4 th & 6 th floor 8700 mm X 1450 mm each	
	i)	Width and type of door leading to Fire refugee area	OPEN	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed → Two Nos			
	Lift-Numbers		#1	#2
	a)	Type of door	Metallic	Metallic
	b)	Fire resistance rating	2 Hrs	2 Hrs
	c)	Area of lift car	1300 mm X 1600 mm	1300 mm X 1600 mm
	d)	Capacity (no of persons)	13	13
	e)	Capacity(in kg)	844	844
35	f)	Company	Mitshubishi	Mitshubishi
	g)	Is communication system, installed in the lift car?	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes
	i)	Pressurization of lift	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Yes 20040207564(1003 4) Valid up to 21.9.13	Yes 20040207565(10035) Valid up to 21.9.13
36	Presence of proper signage in all the exit route		Yes	
37	Is it posted with illuminated signage ?		No	
38	Whether it is landing to fire assembly point?		No	
39	Any form of Public address system available ?		No	
40	Width form of internal road within the Premises ?		4100 mm	
41	Width of the Entry / exit of Gate		4150 mm	
42	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

43	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes	U/G Not available 200000 ltr O/H Not available
	a)	If yes, specify the distance from the building	Adjacent to the building	
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	No recommendation found	
	c)	Specify the condition of the reservoir	Satisfactory	
44	Is any public or other water storage facility available nearby ?		Yes	Specify the distance from the building 200mtr
	a)	Is it readily accessible?	Yes	Condition and type of the reservoir water body
45	Are internal hydrants being provided ?		Yes	
	If so, please indicate no of hydrants in each floor		one	
46	Are first aid hose reels being provided ? If so please indicate		YES	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Separate branch from Ground floor main pipe	
	b)	Size (bore) and type of nozzle fitted to each hose reel	20 mm, 30 mtr	
47	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	
	a)	Total no of hoses provided near each hydrant	one	
48	Have wet risers/dry risers been provided?		Yes –Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		one	
49	Has any down comer been provided? If so, please give details		No	
50	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes Main pump- 60 HP Stand by - 60 HP Jockey -15 HP	
	a)	Number of pumps	Three	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction -150 mm , Delivery – 150 mm Output of main pump 45 Ltr/ Sec & jockey 3.5 Ltr/ sec Head height is 70 Mtr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes – found 4 Kg/Cm ²	
51.	Sprinkler system		YES	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes. But the system found not working from Ground floor to 5 th floor which are vacant	
	a)	Type of detectors used	Addressable type smoke detector, but found not working from Ground floor to 5 th floor	

52	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes. but found not working from Ground floor to 5 th floor		
53	Alarm receiving system	Yes, but found not working from Ground floor to 5 th floor		
54	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes	Number of FE Type/ Capacity ABC type(5Kg) Foam (9 Ltr)	24 14 3
	Date of Validity	Yes	DCP (5 Kg)	7
55	Location and population of the FEs adequate	In all the stair cases & in electrical installation		
56	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm:7nos Location of Fire Alarm: stair case Near the Exit points	
57	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No		
58	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No		
59	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not Available		
60	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available		
61	Status of NOC from WBF&ES	Valid upto 30.7.13 Ref WBFES/DG/FP/68/12/Bidhan- oB/11/04(595)		

Part-V

Electrical, Cables and Ventilation

62	If the building is Centrally air - conditioned, please indicate,	No
	a) Material used for construction of ducts and its fittings	Not applicable
	b) Type of tinning used for ducts	Not applicable
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d) How the lagging is secured?	Not applicable
	e) If false ceiling is there?	Not applicable
	f) Material used for false ceiling	Not applicable
	g) Is a separate AHU being provided in each floor	Not applicable
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i) Is the ducting for each floor effectively isolated or is it continuous on more	Not applicable

		than one floor?	
	j)	Will fire dampers be provided in AC duct?	Not applicable
63		Is there any standby source of electric supply being provided?	Yes DG380 KVA But not working
		Is the back supply automatic?	Not applicable
64.		Location of switch- gears and transformers	Inside the building
65.	a)	Transformer capacity	630 KVA
66.	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes
67.	c)	If outside, how far is it from the building?	Not applicable
68.		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers
69.		Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	Not applicable
70.		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	None found
71.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not applicable
72.		Whether natural ventilation is relied upon? If so, give details.	Yes
73.		Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
74.		Whether mechanical ventilation is being coupled with automatic detection system?	NO
75.		Whether the refuge area is being provided?	Yes at 4 th & 6 th floor
76.		Storage of combustibles materials near electrical equipment/fuse units.	No
77.		RCCBs available??	None found
78.		Master switch in warehouses	Not applicable
79.		Proper cable joint procedures as per manufacturer	Yes
80.		Earthing Pit Tested??	Not done
81.		Use of MCB??	Yes
82.		Bypassing of protection devices	Not evidenced
83.		Deteriorated insulation	Not evidenced
84.		Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
85.		Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
86.		Tracking possibility	Yes
87.		Unused opening in the panels, etc.	Yes
88.		Possibility of ground fault/short circuit	Not found
89.		Mechanical protection to cables	Yes
90.		Loose terminations due to improper supports, crimping	Not found

91.	Improper gland installation, wrong lug size	Not found
92.	Over-rated uses, wrongly set protection relays, etc.	Not found
93.	Switch yard and sub station	Not applicable
94.	DG operation and maintenance	Yes with AMC
95.	Reliability of the fire hydrant system	Not applicable
96.	Emergency preparedness and response	Not available
97.	Availability of Evacuation plan	Not available
98.	Mock drill conducted??	Not Done
99.	Awareness of the people??	NIL
100.	Sample basis validation of smoke detection system??	Not carried out
101.	Condition of Lightning Arrestor	No Eart pit test has been conducted
102.	Periodic test of UPS system (as applicable)	Maintained by individual tenants
103.	Handling of electrical work by competent electrician	Yes
104.	Approval of receiving station, substation and DG	Not available
105.	Storage if hazardous material, chemicals?	None
106.	Use of signage?	Yes
107.	Hydrants clear, access to public thorough fare open	Yes
108.	Flame & work permits (as applicable)	Not applicable
109.	Effective internal communication and public address system	Taken out by CTZ on 15 th Dec 2012 when they left the house
110.	Colour coding system of hazardous chemical gas lines etc.	Not applicable
111.	Management structure, role of safety officer, fire department etc.	No
112.	Procedure for incident investigation and control	No

PART- VI

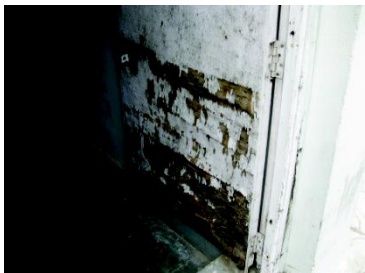
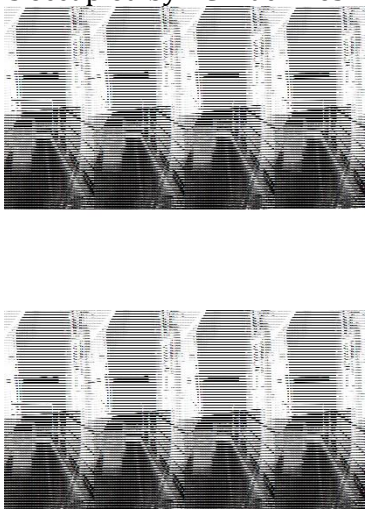
Other Information

113	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes from WBF&ES recommendation
114	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
	Is Trade License available??	No
115	Name of the Insurance Company	Tata AIG
116	Remarks (if any) 24. No Evacuation drill has been conducted 25. No mock drill has been conducted 26. No Assembly point has been enmarked 27. There is no evacuation plan is available 28. There is no fire trained person available 29. There is no ELCB or RCCB installed 30. FHC cabinet at the yard found empty 31. Emergency stair door at the roof top is found broken 32. On 6th floor the space of the refuse area is occupied by AC machines 33. Railing is to be provided on the emergency stair exit stair at the ground floor	

NDITA

Observation tracking report (Summary Sheet)

Sl. No	OBSERVATIONS	RECOMMENDATIONS
1	No Evacuation drill has been conducted	Evacuation drill is to be periodically with all occupants & record is to be maintained
2	No Fire mock drill has been conducted	To be conducted periodically & record to be maintained
3	No Assembly point has been enmarked	An assembly point is to provided outside the building with proper identification
4	There is no evacuation plan is available	Evacuation plan is to be provided in each office
5	There is no fire trained person available	Fire trained people is to be provided
6	There is no ELCB or RCCB installed	At least ELCB is to be installed
7	FHC cabinet at the yard found empty 	Hoses are to be kept FHC

8	Emergency stair door at the roof top is found broken 	Door is to be repaired
9	On 6th floor the space of the refuse area is occupied by AC machines 	Space is to be cleared by relocating the A/C Machines
10	Railing is to be provided on the emergency stair exit stair at the ground floor 	Both side railing are to be provided

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

SAMEER KOLKATA CENTRE



EXECUTIVE SUMMARY

Part I & II

General Information

SAMEER KOLKATA CENTRE is a R & D laboratory for Electronics (Micro webs) research of Department of Electronics & Information Technology , Ministry of Communication & Information Technology, Govt of India. This G+2 storied building is situated at GP L/2, Sector V, Salt Lake, Kolkata 700091 in the plot area of 2501 SqMtr& build up area is around 2406.26 SqMtr

Date of Sanction of Building plan is 7.5.2001

OC (OccupationalCertificate) received from Bidhan Nagar Municipality on 28.06.2001
Last **NOC from WBFS** was valid till 23.04.99 (Ref WBFS/9076/Cal-B/104/98 dated 24.4.98). Thereafter no action has been initiated

Estimated Occupancy Load Regular 76
Floating 10

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuge area are available as follows:

There are two stair cases which are segregated&One lift is available

There is no communication system in the lift but fitted with Fire man's switch
Illuminated Signage isnot therein the Emergency Exit Route. No assembly point
has been unmarked

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Separate Fire tank available in the ground floor.

There is no wet riser or Down comer available

The alternate source of water body is approximately 50mtr away,

There are total 16 nos Fire Extinguishers available throughout the building

MCPs are available in the building

PART V

ELECTRICAL

There is no RCCB or ELCB in the distribution board

Earth pits were not found marked and tested.

Generally no combustible material is stored in the premises, near the Electrical installation

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART – I

1.	Plot No/Premises No:	GP L-2	
2.	Premises Name (if any):	Sameer, Kolkata center	
3.	Name of the owner /occupier/lessee		
4.	Permanent Address	GP L-2, Salt Lake, Sector V, Kolkata-700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MR. S. VijayaRaghavan	
7.	Phone No of Contact Person	033-2357 4875/4894	
8.	E-mail	Not applicable	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	2501 Sq. Mtr	
11.	Build up area(as informed to the Auditor)	2406.26 Sq. Mtr	
12.	No of Floors	G=2	
13.	Date of Sanction of Building Plan	Date:07/05/2001 Sanction No V/BM/181, Dt-07/05/2001	
14.	Whether P.O.C/OC received from local body?	Yes	OC Issuing Authority Bidhan Nagar MunicipalityDated:28/06/2001
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	S & IB	
16.	No of Security Personnel engaged	06	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	02
22	No of Vehicles for which parking space is available in the premises	06
23	Whether parking space available for visitors within the premises	Yes
24	Place where excess vehicles (if any) are parked	Outside
GENERAL MAINTENANCE		
25	Garbage Clearing	Through NDITA Garbage clearing system
26	Drainage System	Connected to NDITA drainage system
27	Maintenance of Road	Internal Road is being maintained by occupier
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	Not applicable

PART – II

31	Occupancy load		(Based on Estimates)			
	Existing		G	01	02	Total
	a)Regular		12	25	12	76
	b)Floating		05	05		10
32	Basement		Nil			
	a)	If basement extends beyond building profile	Not applicable			
	b)	Use of the basement	Not applicable			
	c)	Is it being sprinkled?	Not applicable			
	d)	Whether any cubicles present in the basement?	Not applicable			
		If yes, their use to be specified	Not applicable			
	f)	Whether fire zones are defined?	Not applicable			
		If yes, please provide details	Not applicable			

Part- III

Provisions of means of escape

33	Number of staircases --→			
	Stairs Number		#1	#2
	a)	Width of flight	1780mm	1780mm
	b)	Tread width	170mm	270mm
	c)	Riser Height	160mm	160mm
	d)	Finish	Kota stone	
	e)	Width of stair door (FCD)	Nil	Nil
	f)	Height of stair head room	15 ft	15 ft
	g)	Height of stair handrail	840mm	840mm
	h)	Area & location & profile of Fire Refuge Area	Nil	Nil
	i)	Width and type of door leading to Fire refugee area	Nil	Nil
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
34	Number of Lifts installed→			
	Lift-Numbers		#1	
	a)	Type of door	Metallic	
	b)	Fire resistance rating	2 hr.	
	c)	Area of lift car	1030mmX 1050mm	
	d)	Capacity (no of persons)	06	
	e)	Capacity(in kg)	408 Kg	
	f)	Company	OTIS	
	g)	Is communication system, installed in the lift car?	No	
	h)	Is a fireman's switch being installed in the car?	Yes	
	i)	Pressurization of lift	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not available	
35	Presence of proper signage in all the exit route		None available	
36	Is it posted with illuminated signage?		None available	
37	Whether it is landing to fire assembly point?		Yes	
38	Any form of Public address system available?		No	
39	Width form of internal road within the Premises?		2590mm	
40	Width of the Entry / exit of Gate		3400 mm	
41	Height of the Entry / exit of Gate		Open to Sky	

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available? (at ground level / overhead)	NO	U/G: No Fire Tank available O/H: 5000 Ltr.
	a) If yes, specify the distance from the building		Not Applicable
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.		Not Applicable
	c) Specify the condition of the reservoir		Not Applicable
43	Is any public or other water storage facility available nearby?	Yes	Specify the distance from the building: 50 Mtr
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir: Water body
44	Are internal hydrants being provided ?		No
	If so, please indicate no of hydrants in each floor		Not applicable
45	Are first aid hose reels being provided ? If so please indicate		No
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?		Not Applicable
	b) Size (bore) and type of nozzle fitted to each hose reel		Not Applicable
45	Are fire hoses being provided near each hydrant? If so, please indicate		No
	a) Total no of hoses provided near each hydrant		Not Applicable
46	Have wet risers/dry risers been provided?		No
	If yes, please indicate the number of risers and internal diameter of each		Not Applicable
47	Has any down comer been provided? If so, please give details		No
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		No
	a) Number of pumps		Not Applicable
	b) Size of suction and delivery connection to each pump/Output/Head		Not Applicable
	e) Is the pump automatic in action?		Not Applicable
	f) Is the water pressure sufficient at max distance from the pump?		Not Applicable
48.	Sprinkler system		NIL
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes.Smoke detector Two in each floor
	a) Type of detectors used		Not Applicable

49	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.	Yes there are 6 Zone 2 (Two) MCP in each floor.		
50	Alarm receiving system	Yes		
51	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	Yes Yes	Number of FE Type/ Capacity CO ₂ - ABC- CO ₂ - 24/05/2013 ABC- 24/05/2017	16 10 6
52	Location and population of the FEs adequate	Around the common lobby. Number appears to be less		
53	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm: two Location of Fire Alarm: In each floor	
54	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	No		
55	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No		
56	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available		
57	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available		
58	Status of NOC from WBF&ES	NOC (Ref No. WBFS/ 9076/Cat-B/104/98, Dt- 24/04/98 is valid up to 23/04/99 Not favorable action has taken so far		

Part-V

Electrical, Cables and Ventilation

59	If the building is Centrally air - conditioned, please indicate,		No
	a)	Material used for construction of ducts and its fittings	Not Applicable
	b)	Type of tinning used for ducts	Not Applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not Applicable
	d)	How the lagging is secured?	Not Applicable

	e)	If false ceiling is there?	Not Applicable		
	f)	Material used for false ceiling	Not Applicable		
	g)	Is a separate AHU being provided in each floor	Not Applicable		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not Applicable		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not Applicable		
	j)	Will fire dampers be provided in AC duct?	Not Applicable		
60	Is there any standby source of electric supply being provided?		Yes	DG Capacity: 125 KVA	UPS✓ Capacity
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump ■Emergency Light ✓ ■Lift ✓ ■Partly to Office ✓ ■ Others	
61	Location of switch- gears and transformers		Outsider the building		
62	a)	Transformer capacity	200KVA. Dry type		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not Applicable		
	c)	If outside, how far is it from the building?	3 Mtr		
63	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguishers		
64	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		No such shafts available		
65	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		None found		
66	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		No		

67	Whether natural ventilation is relied upon? If so, give details.	Yes
68	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
69	Whether mechanical ventilation is being coupled with automatic detection system?	No
70	Whether the refuge area is being provided?	No
71	Storage of combustibles materials near electrical equipment/fuse units.	Not Applicable
72	RCCBs available??	Yes
73	Master switch in warehouses	Not Applicable
74	Proper cable joint procedures as per manufacturer	Yes
75	Earthen Pit Tested??	Yes, 09/10/2012
76	Use of MCB??	Yes
77	Bypassing of protection devices	None found
78	Deteriorated insulation	None found
79	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
80	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not Applicable
81	Tracking possibility	Yes
82	Unused opening in the panels, etc.	None found
83	Possibility of ground fault/short circuit	No
84	Mechanical protection to cables	Yes
85	Loose terminations due to improper supports, crimping	None found
86	Improper gland installation, wrong lug size	None found
87	Over-rated uses, wrongly set protection relays, etc.	None found
88	Switch yard and sub station	200 KVA substation approved by Regional Inspectorate organization Ref no RIO/ER/Sameer –Kolkata /251 dt 20.4.10
89	DG operation and maintenance	Maintained by Unitrade International
90	Reliability of the fire hydrant system	Not Applicable
91	Emergency preparedness and response	Not available
92	Availability of Evacuation plan	Not available
93	Mock drill conducted??	No
94	Awareness of the people??	Poor

95	Sample basis validation of smoke detection system??	Yes, 08/10/2012
96	Condition of Lightning Arrestor	Ok
97	Periodic test of UPS system (as applicable)	Yes
98	Handling of electrical work by competent electrician	Yes
99	Approval of receiving station, substation and DG	Yes
100	Storage of hazardous material, chemicals?	No
101	Use of signage?	No
102	Hydrants clear, access to public thoroughfare open	Not Applicable
103	Flame & work permits (as applicable)	Not Applicable
104	Effective internal communication and public address system	No
105	Colour coding system of hazardous chemical gas lines etc.	Not Applicable
106	Management structure, role of safety officer, fire department etc.	No
107	Procedure for incident investigation and control	No

PART- VI

Other Information

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	■ Deviation- from last NOC
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
110	Is Trade License available??	No	
111	Name of the Insurance Company	None	
112	Remarks (if any) 1. There is no signage available in the Emergency Exit route 2. No of Fire Extinguishers appears to be less in the building 3. No Evacuation drill has been conducted 4. No trained Fire Fighter is available 5. No Valid NOC from WBFES is available 6. NO VALID c-Certificate is available for the lift from WB Govt.		

NDITA
Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS	RECOMMENDATIONS
1	There is no signage available in the Emergency Exit route	Illuminated Signage to be provided in the Emergency Exit route
2	No of Fire Extinguishers appears to be less in the building	Adequate no of Fire Extinguishers to be provided
3	No Evacuation drill has been conducted	Evacuation drill is to be conducted at regular interval. Record to be maintained
4	No trained Fire Fighter is available	Trained Fire fighter is to be provided
5	No Valid NOC from WBFES is available	NOC from WBF&ES to obtained
6	NO VALID c-Certificate is available for the lift from WB Govt	C- Certificate is to be obtained for the lift

Reviewer

Auditor

Signature & date Inspecting and Reporting Authority With seal

**NOKIA SIEMENS NETWORKS
PVT. LTD**



EXECUTIVE SUMMARY

Part I & II

General Information

Nokia Siemens Networks Pvt. Ltd. is situated at GP-G, at sector V , Salt lake, Kolkata 700091.

This building is in 7.869 acres of land. Build up area is not available. There is one tenant in the compound named CHEMGEN Pharma International pvt. Ltd, who does research work on Molecules on behalf of the foreign clients.

Nokia Siemens Networks Pvt ltd is in verge of closure. For last initiative for closure operation is on. There is no sign of activity could be seen.

ChemgenPharma International Pvt Ltd is also planning to leave this place within another 4 months.

As such both the places, they are in either in closure mode or in shifting mode.

There is a central **AC system** in the Nokia Siemens Networks Pvt ltd to cover up certain portion , but it present is is found shut down. There is a system of coupling the smoke detector with AHU.

OC(Occupational Certificate)is not available

NOC from WBF & ES is valid upto 15.11.12(Ref WBFES/DG/FP/550/11/Bidhan-FB/52/06(59/06)

Estimated Occupancy Load was found as

	Existing -- 88
Floating -- 5	

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is one stair case available. **There is no Lift available.**

Evacuation Drill at has been conducted Nokia Siemens Networks Pvt in the month of May 2012. There after nothing has been done as people are going out with VRS. No Evacuation drill has been conducted at ChemgenPharma International Pvt Ltd

There is Signage available in the EXIT Route at Nokia Siemens Networks Pvt. But at ChemgenPharma International Pvt Ltd only two illuminated Exit signs noticed at the both end, but no other directional signs are available

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is Wet riser, Since this building is G+1, 10 nos fire hydrants ring covers the outside court yard. Portable fire extinguishers smoke detectors, MCPs are there but at ChemgenPharma International Pvt Ltd these are found not working.

There are 130Nos fire extinguishers are available in the common areas & in Electrical installations. Tenant has their own smoke detector & 55Nos fire extinguishers.

There is an underground tank (Two nos) of 1,00,000ltr capacity. There is no riser in the building.

There is Sprinkler system is not available

Alternate source of water is the Water body approx. 300 mtr away

PART V

ELECTRICAL FIRE HAZARDS

There is no ELCB or RCCB in the distribution board found at. Nokia Siemens Networks Pvt, but RCCB found installed at ChemgenPharma International Pvt Ltd

Total 142 earth pits were found marked at tested.

Generally no combustible material is stored in the premises ,near the Electrical installation

There is a DG supply of 360 KVA available

PART VI

OTHER INFORMATION

NIL

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	GP – G	
2.	Premises Name (if any):	NOKIA SIEMENS NETWORK	
3.	Name of the owner /occupier/lessee	NOKIA SIEMENS	
4.	Permanent Address	GP -G, Sector- V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrA.K.saraswati	
7.	Phone No of Contact Person	2357 6469	
8.	E-mail	Ambarish.saraswati@nsnl.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial✓
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	7.869 Acres	
11.	Build up area(as informed to the Auditor)	Not available	
12.	No of Floors	G+1	
13.	Date of Sanction of Building Plan	Not available	
14.	Whether P.O.C/OC received from local body?	Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Peregrien	
16.	No of Security Personnel engaged	33	
17.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
18.	Whether records of Visitors entering into the building are kept	YES	
19.	Whether Metal detectors are used at the entry point	YES	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organization	3 + 1	
22.	No of Vehicles for which parking space is available in the premises	50 Nos	
23.	Whether parking space available for visitors within the premises	Yes	
27.	Place where excess vehicles (if any) are parked	Outside the building	

GENERAL MAINTENANCE		
24	Garbage Clearing	Through NDITA garbage clearing System
25	Drainage System	Connected to NDITA drainage connection
26	Maintenance of Road	Internal road is being maintained by the occupier. Condition is satisfactory
TELEPHONE TOWER		
27	No of Towers	NIL
28	Statutory Clearance from AAI	Not applicable
29	Any Other Clearance	Not applicable

PART – II

V= Vacant

30	Occupancy load		(Based on Estimates)		
	Existing		Ground Floor	1st Floor	Total
	a)Regular		28 + 40	20	88
	b)Floating				5
31	Basement		NIL		
	a)	If basement extends beyond building profile	Not Applicable		
	b)	Use of the basement	Not Applicable		
	c)	Is it being sprinklered?	Not Applicable		
	d)	Whether any cubicles present in the basement?	Not Applicable		
		If yes, their use to be specified	Not Applicable		
	f)	Whether fire zones are defined?	Not Applicable		
		If yes, please provide details	Not Applicable		

Part- III

Provisions of means of escape

32	Number of staircases --→ TWO Nos			
	Stairs Number		#1	#2 Emergency
	a)	Width of flight	1400 mm	1240 mm
	b)	Tread width	310mm	320 mm
	c)	Riser Height	160 mm	170 mm
	d)	Finish	Marble	Cemented
	e)	Width of stair door (FCD)- Glass door only	970 mm	430 mm
	f)	Height of stair head room	12 ft	Open to sky
	g)	Height of stair handrail	900 mm	870 mm
	h)	Area & location & profile of Fire Refuge Area	NIL	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	

33	Number of Lifts installed → NIL	
	Lift-Numbers	
	a) Type of door	Not applicable
	b) Fire resistance rating	Not applicable
	c) Area of lift car	Not applicable
	d) Capacity (no of persons)	Not applicable
	e) Capacity(in kg)	Not applicable
34	f) Company	Not applicable
	g) Is communication system, installed in the lift car?	Not applicable
	h) Is a fireman's switch being installed in the car?	Not applicable
	i) Pressurization of lift	Not applicable
	j) Whether validity of "Form-C" from appropriate authority obtained?(If yes, attach a photocopy)	Not applicable
35.	Presence of proper signage in all the exit route	NO
36.	Is it posted with illuminated signage ?	No
37.	Whether it is landing to fire assembly point?	No
38.	Any form of Public address system available ?	No
39.	Width form of internal road within the Premises ?	6500 mm
40.	Width of the Entry / exit of Gate	6200 mm
41.	Height of the Entry / exit of Gate	Open to sky

PART IV

Provision of Fire Safety Arrangement

42	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes	U/G100000 ltr O/H30,000ltr
	a) If yes, specify the distance from the building	Adjacent to the building	
	b) If yes, specify the capacity (in litres) as approved by WBF & ES.	1,00,000 Ltr	
	c) Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby ?	Yes	Specify the distance from the building 300mtr
	a) Is it readily accessible ?	Yes	Condition and type of the reservoir water body
44	Are internal hydrants being provided ?	Yes only for yards	
	If so, please indicate no of hydrants in each floor	10 Nos in the yards	
45	Are first aid hose reels being provided ? If so please indicate	No	
	a) Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable	
	b) Size (bore) and type of nozzle fitted to each hose reel	Not applicable	

46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	
	a)	Total no of hoses provided near each hydrant	Two	
47	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each		Not applicable	
48	Has any down comer been provided? If so, please give details		No	
49	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	Main pump- 60 HP Stand by - 60 HP Jockey -15 HP
	a)	Number of pumps	Three	
	b)	Size of suction and delivery connection to each pump/Output/Head	Suction -150 mm , Delivery – 150 mm Output of main pump 45 Ltr/ Sec & jockey 3.5 Ltr/ sec Head height is 70 Mtr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable for the yard	
50.	Sprinkler system		No	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes. But the system found not workingat ChemgenPharma International Pvt Ltd	
	a)	Type of detectors used	Addressable type smoke detector, but found not workingat ChemgenPharma International Pvt Ltd	
51	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire? If so, please give details.		Yes. but found not workingat ChemgenPharma International Pvt Ltd	
52	Alarm receiving system		Yes, but found not workingat ChemgenPharma International Pvt Ltd	
53	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		Yes	Number of FE Type/ Capacity ABC type(5Kg) 59 DCP (5 Kg) 33 Water (9 Ltr) 41 Co2 (4.5 kg) 52
54	Location and population of the FEs adequate		In the Lab , office& in electrical installation	
55	Are Emergency Fire Alarm being provided in each floor ?		Yes	No. of Fire Alarm:8 Location of Fire Alarm:office & lab
56	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		No	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		No	
58	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES		Not Available	

59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not Available
60	Status of NOC from WBF&ES	valid upto 15.11.12 (Ref WBFES/DG/FP/550/11/Bidhan-FB/52/06(59/06)

Part-V

Electrical, Cables and Ventilation

61	If the building is Centrally air –conditioned, please indicate,		Yes in Nokia Siemens Networks ltd But not running at this moment	
	a)	Material used for construction of ducts and its fittings	Not available	
	b)	Type of tinning used for ducts	Not available	
	c)	Type of lagging used, if any for insulating any portion of the duct	Not available	
	d)	How the lagging is secured?	Not available	
	e)	If false ceiling is there?	Not available	
	f)	Material used for false ceiling	Not available	
	g)	Is a separate AHU being provided in each floor	Not applicable	
	H)	Whether automatic shutdown of AHU is coupled with detection system?	YES	
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j)	Will fire dampers be provided in AC duct?	Not applicable	
62	Is there any standby source of electric supply being provided?		Yes	DG500 KVA UPS 60 KVA
	Is the back supply automatic?		Yes	
63	Location of switch- gears and transformers		Outside the building	
64	a)	Transformer capacity	900 KVA	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not applicable	
	c)	If outside, how far is it from the building?	4 mtr	
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguishers	
66	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Not applicable	
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		None found	
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable	

69.	Whether natural ventilation is relied upon? If so, give details.	Yes
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	No
71.	Whether mechanical ventilation is being coupled with automatic detection system?	NO
72.	Whether the refuge area is being provided?	Yes at 4 th & 6 th floor
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available??	None founding Nokia Siemens but available ChemgenPharma
75.	Master switch in warehouses	Not applicable
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested??	142 nos tested in May 2011
78.	Use of MCB??	Yes
79.	Bypassing of protection devices	Not evidenced
80.	Deteriorated insulation	Not evidenced
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
82.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
83.	Tracking possibility	Yes
84.	Unused opening in the panels, etc.	No
85.	Possibility of ground fault/short circuit	Not found
86.	Mechanical protection to cables	Yes
87.	Loose terminations due to improper supports, crimping	Not found
88.	Improper gland installation, wrong lug size	Not found
89.	Over-rated uses, wrongly set protection relays, etc.	Not found
90.	Switch yard and sub station	Not applicable
91.	DG operation and maintenance	Yes with AMC
92.	Reliability of the fire hydrant system	Yes reliable
93.	Emergency preparedness and response	Yes available. Issued on 8.3.06
94.	Availability of Evacuation plan	Yes
95.	Mock drill conducted??	Last done in May 2011
96.	Awareness of the people??	Yes
97.	Sample basis validation of smoke detection system??	Not carried out
98.	Condition of Lightning Arrestor	Earth pit test has been conducted
99.	Periodic test of UPS system (as applicable)	Maintained by individual tenants
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Not available

102.	Storage if hazardous material, chemicals?	None
103.	Use of signage?	Yes
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	Not applicable
106.	Effective internal communication and public address system	Nil
107.	Colour coding system of hazardous chemical gas lines etc.	Not applicable
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	No

PART- VI

Other Information

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes from WBF&ES recommendation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No
	Is Trade License available??	No
112	Name of the Insurance Company	No
113	Remarks (if any) 34. No Evacuation drill has been conducted at ChemgenPharma International Pvt Ltd 35. No mock drill has been conducted ChemgenPharma International Pvt Ltd 36. No Assembly point has been unmarked ChemgenPharma International Pvt Ltd 37. There is no evacuation plan is available ChemgenPharma International Pvt Ltd 38. There is no fire trained person available in both companies 39. Cooking arrangement is being done with an open heater at ChemgenPharma International Pvt Ltd 40. Housekeeping is very bad in LT room of ChemgenPharma International Pvt Ltd 41. Fuse is missing on the fuse box in the extension board at ChemgenPharma International Pvt Ltd 42. Vacuum room house keeping is very poor. It has become a dumping yard at ChemgenPharma International Pvt Ltd 43. UPS room found very hot. Needs an exhaust at ChemgenPharma International Pvt Ltd 44. Smoke detector/ MCP are found not working at ChemgenPharma International Pvt Ltd 45. Some of the fire extinguishers in the Library are found expired at ChemgenPharma International Pvt Ltd	

Reviewer

Auditor

Signature& date of Inspecting and Reporting Authority With seal

NDITA
Observation tracking report (Summary Sheet)

Sl. No	OBSERVATIONS	RECOMMENDATIONS
1	No Evacuation drill has been conducted at ChemgenPharma International Pvt Ltd	Evacuation drill is to be periodically with all occupants & record is to be maintained
2	No mock drill has been conducted ChemgenPharma International Pvt Ltd	To be conducted periodically & record to be maintained
3	No Assembly point has been unmarked ChemgenPharma International Pvt Ltd	An assembly point is to provided outside the building with proper identification
4	There is no evacuation plan is available ChemgenPharma International Pvt Ltd	Evacuation plan is to be provided in each office
5	There is no fire trained person available in both companies	Fire trained people is to be provided
6	Cooking arrangement is being done with an open heater at Chemgen Pharma International Pvt Ltd 	Open heater should be removed from the LT room
7	Housekeeping is very bad in LT room of Chemgen Pharma International Pvt Ltd 	Housekeeping to be done in the LT room. Access to the front & rear of the panel should be kept clear
8	Fuse is missing on the fuse box in the extension board at Chemgen Pharma International Pvt Ltd 	Fuse to be put back

9	Vacuum room house keeping is very poor. It has become a dumping yard at Chemgen Pharma International Pvt Ltd 	Housekeeping to be done thoroughly
10	UPS room found very hot. Needs an exhaust at ChemgenPharma International Pvt Ltd	An Exhaust fan is to be installed
11	Smoke detector/ MCP are found not working at ChemgenPharma International Pvt Ltd	Smoke detectors & MCPs are to be put in order
12	Some of the fire extinguishers in the Library are found expired at ChemgenPharma International Pvt Ltd	Expired Fire extinguishers are to be replaced

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