

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

III



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

Volume III



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)

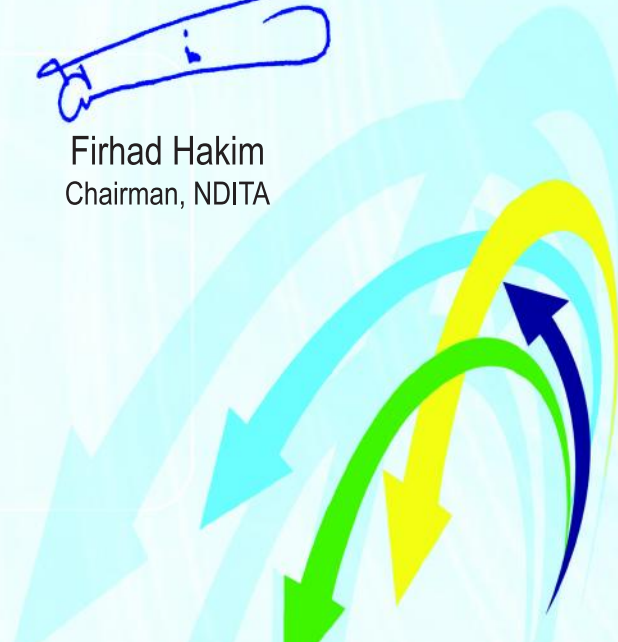


M E S S A G E

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)



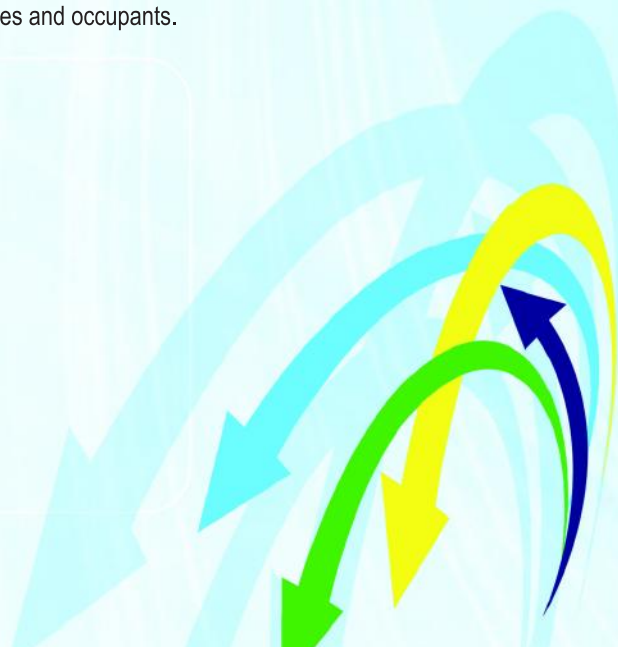


Introduction

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.

Kolkata
12-02-2014

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

MONOTEL HOTEL



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DM-02
2.	Premises Name (if any)	Mono Orion Foods IndPvt Ltd. (Monotel Hotel)
3.	Name of the owner /occupier/lessee	Mono Orion Foods Ind Pvt Ltd.
4.	Permanent Address	DM-02, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr Amitabh Ganguly
7.	Phone No of Contact Person	9331134501
8.	E-mail	gm@monotel.com , monotel@gmail.com
9.	Purpose of the Land Use	YES Residential
		Educational
		Institutional
		Assembly
		Business
		Mercantile
		Industrial
		Storage
10.	Plot Area(as informed to the Auditor)	15000 SQFT APPROX
11.	Build up area(as informed to the Auditor)	6500 SQFT APPROX
12.	No of Floors	G+08 floor
13.	Date of Sanction of Building Plan	March 2006 & amendments in December 2012.
14.	Whether P.O.C/OC received from local body?	Yes 24/12/2012
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	M/s Group Security Ltd.
16.	No. of Security Personnel engaged	05 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	YES
20.	Whether Monitoring System through Close circuit TV available	YES
VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	06 nos
22.	No of Vehicles for which parking space is available in the premises	16 (sixteen)
23.	Whether parking space available for visitors within the premises	YES
24.	Is there Place where excess vehicles (if any) can be parked	NO

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok, NDITA
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	N/A
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		As per occupancy	
	Existing		50 Approx	
	a)Regular		50 in office time app	
	b)Floating		As per occupancy	
32.	Basement		NO	
	a)	If basement extends beyond building profile	N/A	
	b)	Use of the basement	N/A	
	c)	Are sprinklers provided?	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 – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	270 mm	270 mm	N/A
	b)	Tread width	1600mm	1570mm	N/A
	c)	Riser Height	150 mm	150 mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	900 mm	940 mm	N/A
	f)	Height of stair handrail	960 mm	980 mm	N/A
	g)	Area & location & profile of Fire Refuge Area	--	On 7 th Area: 13 SQM	
	h)	Width and type of door leading to Fire refugee area	--	1000 mmFire retardant door.	
	i)	Pressurization of staircase	No 2 (Service staircase) is air pressurized.		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→		Total 03 Lifts , 02 passenger and 01 Service.		
	Lift-Numbers		#1	#2	#3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	Yes	Yes	Yes
	c)	Area of lift car	1.49sqmtr	1.49 sqmtr	2.31 sqmtr
	d)	Capacity (no of persons)	09	09	13
	e)	Capacity(in kg)	612	612	884
	f)	Company	OTIS	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Yes, DOI: 17/08/2012 Valid up to: 16/08/2013		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leads to the Fire assembly point?		NO		
38.	Any form of Public address system available?		Yes		
39.	Width form of internal road within the Premises?		3.4 meter approx.		
40.	Width of the Entry / exit of Gate		4.1 meter approx./4.1 meter approx.		
41.	Height of the Entry / exit of Gate		No upper arch.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)		Yes	U/G- 180000 liters O/H -30000 liters
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Data not provided.	
	c)	Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?		NO	
	a)	Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		1nos	

45.	Are first aid hose reels being provided? If so please indicate		Yes	1Nos of hose reels on each floor.
	a)	What is the length of hose reel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	25mmdiameter &33 metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	Hand controlled type, 9 mm diameter	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose:RRL, CanvasSize of hose:63mmLength of hose:15 m
	a)	Total no of hoses provided near each hydrant	1 nos. on floors and 02 no's on Ground level.	
47.	Have wet risers/dry risers been provided?		Yes, Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		02 Risers1 hydrant 150mm & 1 Sprinkler 150 mm diameter	
48.	Has any down comer been provided? If so, please give details		Yes, 150 mm diameter.	
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Yes	
	a)	Number of pumps	4 no.	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 50 mm for Jockey 150 mm for main pumps Delivery: 50 mm for Jockey 150 mm for main pumps Output of each pump: Jockey: Data not available on pump. Sprinkler Pump: 171 m3 per hour Hydrant Pump: 171 m3 per hour Standby Pump: 171 m3 per hour	
	e)	Is the pump automatic in action?	Automatic in action but currently in Manual mode.	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
DETECTION SYSTEM				
50.	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 and Heat Detectors installed.	
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, indicateIndicate whether the Fire extinguishers bear the ISI certification mark?	YesYes	Number of FEType/ CapacityDCP (5kg)Co2-(4.5kg)	20 no's
54.	Location and population of the FEs adequate	Not enough.		
55.	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm:In common area only but not in the Hotel Rooms.	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Yes.		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Data not provided.		
60.	Status of NOC from WBF&ES	NOC taken, Valid till 27/06/2013		

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air -conditioned, please indicate		Yes
	a)	Material used for construction of ducts and its fittings	No ducts used as the VRF (Variable Refrigeration Flow) system is installed.
	b)	Type of support used for ducts	N/A
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A
	d)	Is the lagging secured?	N/A
	e)	Is false ceiling present?	Yes
	f)	Material used for false ceiling	Gypsum board.
	g)	Is a separate AHU being provided in each floor	N/A
	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	No ducting.

		than one floor?	
	J)	Are fire dampers provided in AC duct?	NA
62.	Is there any standby source of electric supply being provided?		Yes DG: yes Capacity: 500KVA UPS Capacity: No
	Is the back supply automatic?		Yes Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: yes ■ Lift: yes ■ Partly to Office : NA ■ Others--
63.	Location of switch- gears and transformers		Ground
64.	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?	Outside
	c)	If outside, how far is it from the building?	4 mtr app
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		No specific plan.
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
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		No
69.	Whether natural ventilation is relied upon? If so, give details.		NA

70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NA
71.	Whether mechanical ventilation is being coupled with automatic detection system?	NA
72.	Whether the refuge area is being provided?	Yes
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available?	Yes
75.	Master switch in warehouses	NA
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	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	No
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	NA
91.	DG operation and maintenance	Yes, done by skilled person.
92.	Reliability of the fire hydrant system	OK
93.	Emergency preparedness and response	OK
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	Yes (2 months back)
96.	Awareness of the people?	Yes
97.	Sample basis validation of smoke detection system?	Data not provided.
98.	Condition of Lightning Arrestor	Good
99.	Periodic test of UPS system (as applicable)	Not done yet.

100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	No
103.	Use of signage?	No
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Yes
107.	Color coding system of hazardous chemical gas lines etc.	Yes, gas line yellow coloured.
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	NO

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	--	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Water tank capacity is to be displayed.
2. Fire pump should be maintained serviceable & 3.5 kg/cm² pressure maintained at top level.
3. Fire pumps are in Manual mode. They should be put in Auto mode.

B. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

C. HTRooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent..
2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

D. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

E. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

F. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

G. Stair Case & Lift Shaft.

1. Fire retardent door be fixed in the Refuge area.
2. DG exhaust lines goes through Service staircase hence the available width at the landings is limited to 970 mm.
3. Material stored in Staircase eg flower pots dustbins etc.

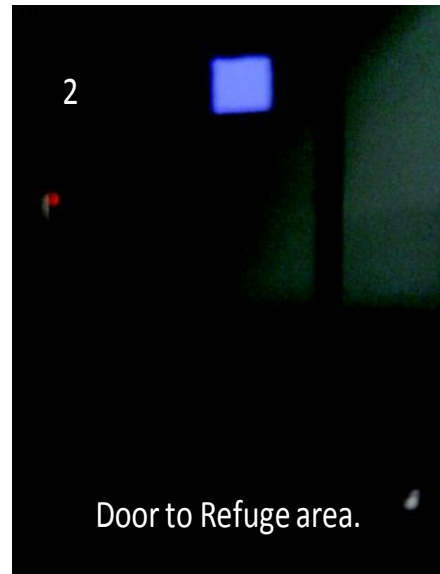
H. Assembly Area.

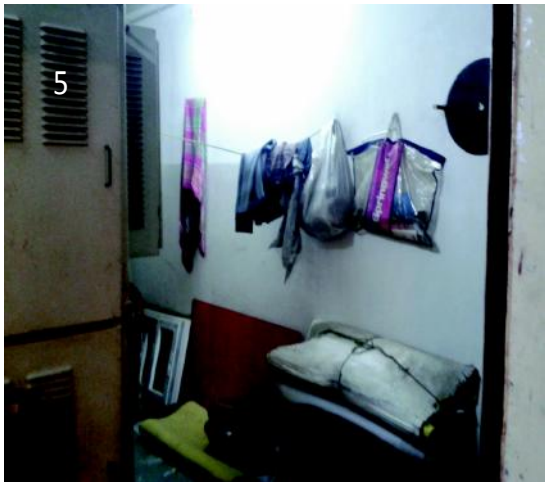
1. Assembly area is not mention in building premises. Assembly area should be indicated& maintained as per NBC part-VI

J. General:

- 1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 2) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 3) **NO SMOKING signage be displayed near gas bank.**
- 4) Proper training on Gas detection system should be provided to security and maintenance staff.
- 5) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) **Hooters or speakers not installed inside the rooms.**
- 7) Extinguishers should be kept in Control Room.

PICS FOR REFERENCE





Transformer Room



Transformer Room

CEC TECHNOLOGIES PVT LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DM-3 & 4 CES CENTRE	
2.	Premises Name (if any):	CES TECHNOLOGIES PVT. LTD.	
3.	Name of the owner /occupier/lessee	CES TECHNOLOGIES PVT. LTD.	
4.	Permanent Address	CES TECHNOLOGIES PVT. LTD.BLOCK DM3 & 4 SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	CES TECHNOLOGIES PVT. LTD.	
6.	Name of the Contact Person	Mr. Atish Raj	
7.	Phone No of Contact Person	033-40098700	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided	
11.	Build up area(as informed to the Auditor)	Data not provided	
12.	No of Floors	G+3 floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Company security	
16.	No of Security Personnel engaged	06 in each shift	
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	08
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	Is there Place where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	NO
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		70 Peoples working in office time as per given information by Client.		
	Existing		55		
	a)Regular		50		
	b)Floating		10		
32	Basement		NO		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3**PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases --→		2		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2000mm	2000mm	NA
	b)	Tread width	2000mm	300mm	NA
	c)	Riser Height	2000mm	2000mm	NA
	d)	Finish	Ground	Ground	NA
	e)	Width of stair door (FCD)	2000mm	2000mm	NA
	f)	Height of stair handrail			NA
	g)	Area & location & profile of Fire Refuge Area	1000mm	1000mm	NA
	h)	Width and type of door leading to Fire refugee area	NO	NO	NA
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	NO		
34	Number of Lifts installed→		NO		
	Lift-Numbers		1,	2	3
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A

	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	N/A		
35		Presence of proper signage in all the exit route	Yes		
36		Is it posted with illuminated signage?	Yes		
37		Whether it Leadsto theFire assembly point?	No		
38		Any form of Public address system available?	Yes		
39		Width of internal road within the Premises?	5 meter approx.		
40		Width of the Entry / exit of Gate	5 meter approx.		
41		Height of the Entry / exit of Gate	1.5 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 200000 liters O/H Approximate 60000 liter
	a)	If yes, specify the distance from the building	10 meter approx	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not mentioned	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	
	a)	Is it readily accessible?	N/A	
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	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	N/A	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	
	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		Yes	
	a)	Number of pumps	3nos	
	b)	Size of suction and delivery connection to each pump/Output.	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
50.	DETECTION 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	Addressable	
51	Are manual call boxes being installed in the building for raising an alarm in the event of outbreak of a fire?		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, indicateIndicate whether the Fire extinguishers bear the ISI certification mark?		YesYes	Number of FE Type/ CapacityCO2- 4.5kg, DCP-5 kgs& ABC-5 kgs

54	Location and population of the FEs adequate	Yes	
55	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm:Lift lobby, Staircase & office area
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Data visually checked	
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not shared with auditor	
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO	
60	Status of NOC from WBF&ES	In force , data visually checked	

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,		Yes, but not HVAC
	a)	Material used for construction of ducts and its fittings	GI material
	b)	Type of support used for ducts	BRACKET TYPE
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL, - TBC
	d)	How the lagging is secured?	Yes, Visually checked
	e)	Is false ceiling present?	Yes
	f)	Material used for false ceiling	Plaster of Paris sheet
	g)	Is a separate AHU being provided in each floor	NO
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A
	j)	Are fire dampers provided in AC duct?	N/A

62	Is there any standby source of electric supply being provided?		Yes	DG: yesCapacity :750KVA	UPS: yesCapaci ty
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups■Fire Pump: yes■Emergency Light: yes■Lift: yes■Partly to Office : yes■ Others	
63	Location of switch- gears and transformers		Separate building		
64	a)	Transformer capacity	33 KVA input		
	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?	20 m		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.		
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		
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes		
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?Whether natural ventilation is relied upon? If so, give details.		NA		

69	Whether natural ventilation is relied upon? If so, give details.	NO
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	Earthling Pit Tested?	Yes	
78	Use of MCB?	Yes	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters	
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	Switch yard and sub station	NA	

91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system??	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	YES
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	Yes
109	Procedure for incident investigation and control	Yes

Part - 6**OTHER****INFORMATION**

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Provided	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Standard pressure reading of startup of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
3. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
4. All pump input and output pipe line to be maintaining proper individual labeling & water flow direction.
5. Extinguisher are not provided in pump room. 1 DCP 10kgs & CO₂ 4.5kgs extinguisher to be provide in pump room

B. Emergency Evacuation Plan

1. Fire order was not displayed in the building at prominent locations.

D. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. Insulation mat to be provide infornt of electrical panel.
3. Accumulation of combustibile material over cable tray. Cable tray should be maintained clean & clear.
4. Extinguisher found placed infront of panel .Extinguisher should kept outside of room.
5. Exit door found obstructed. Exit door should be maintain unobstructed.
6. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

E. HTRooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT & LT Panels, LT distribution boards and essential power panels and such major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.
4. Smoke detector to be provide in HT room.

F. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally (68).

G. Transformers

Transformers to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

H. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

I. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

2. Ground floor exit door found obstructed. Main exit should be kept unobstructed.

J. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI .

K. FIRE CONTROL PANEL.

Fire control panel found in unorganized place. It should be kept in control room & round the clock manned.

L.Access Road: Fire Tender access road found blocked using as a parking. Fire tender exit road should be unobstructed

M. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear

heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower I & II.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DM-3 & 4 CES TOWER	
2.	Premises Name (if any):	CES TECHNOLOGIES PVT. LTD.	
3.	Name of the owner /occupier/lessee	CES TECHNOLOGIES PVT. LTD.	
4.	Permanent Address	CES TECHNOLOGIES PVT. LTD. BLOCK DM-3 & 4 SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	CES TECHNOLOGIES PVT. LTD.	
6.	Name of the Contact Person	Mr. Atish Raj	
7.	Phone No of Contact Person	033-40098700	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data no provided	
11.	Build up area(as informed to the Auditor)	Data not provided	
12.	No of Floors	G+8 floor	
13.	Date of Sanction of Building Plan	Data no provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Company security	
16.	No of Security Personnel engaged	06 in each shift	
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	08
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	Is there Place where excess vehicles (if any) are parked available	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	NO
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	No

Part – 2

31	Occupancy load		100 Peoples working in office time as per given information by Client.		
	Existing		100		
	a)Regular		100		
	b)Floating		50		
32	Basement		NO		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3**PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases --→		2		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2000mm	2000mm	NA
	b)	Tread width	2000mm	300mm	NA
	c)	Riser Height	2000mm	2000mm	NA
	d)	Finish	Ground	Ground	NA
	e)	Width of stair door (FCD)	2000mm	2000mm	NA
	f)	Height of stair handrail			NA
	g)	Area & location & profile of Fire Refuge Area	1000mm	1000mm	NA
	h)	Width and type of door leading to Fire refugee area	NO	NO	NA
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	No		
34	Number of Lifts installed→		2		
	Lift-Numbers		1,	2	
	a)	Type of door	SS	SS	
	b)	Fire resistance rating	02 Hrs	02 Hrs	
	c)	Area of lift car	2m	2m	
	d)	Capacity (no of persons)	16	16	
	e)	Capacity(in kg)	1600Kgs	1600 kga	
	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	YES	YES	
	j)	Whether validity of "Form-C" from appropriate authority obtained?	YES		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage ?		NO		
37	Whether it Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		5 meter approx.		
40	Width of the Entry / exit of Gate		5 meter approx.		
41	Height of the Entry / exit of Gate		1.5 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / over head)	Yes	U/G- 200000 liters O/H Approximate 60000 liter
	a) If yes, specify the distance from the building	10 meter approx	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Not mentioned	
	c) Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?	No	
	a) Is it readily accessible?	N/A	
44	Are internal hydrants being provided?	YES	SINGLE HEAD
	If so, please indicate no of hydrants in each floor	2 OUTLET	
45	Are first aid hose reels being provided? If so please indicate	YES	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	YES	30M/19MM
	b) Size (bore) and type of nozzle fitted to each hose reel	PVC 6MM	
46	Are fire hoses being provided near each hydrant? If so, please indicate	YES	Type of hose:RRL Size of hose:63MM Length of hose:7.5& 15M
	a) Total no of hoses provided near each hydrant	2	
47	Have wet risers/dry risers been provided?	YES	
	If yes, please indicate the number of risers and internal diameter of each	2	
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	3 nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump:171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
50.	DETECTION 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	Addressable	
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 whether the Fire extinguishers bear the ISI certification mark?		Yes	Yes Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs & ABC-5 kgs
54	Location and population of the FEs adequate		Yes	
55	Are Emergency Fire Alarm being provided in each floor ?		Yes	Location of Fire Alarm:Lift lobby, Staircase & office area
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?		Yes	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Data visually checked	

58	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Data not shared with auditor
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	N/A
60	Status of NOC from WBF&ES	In force , data visually checked

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,	Yes, but not HVAC		
	a) Material used for construction of ducts and its fittings	GI material		
	b) Type of support used for ducts	BRACKET TYPE		
	c) Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL		
	d) How the lagging is secured?	Yes, Visually checked		
	e) Is false ceiling present?	Yes		
	f) Material used for false ceiling	Plaster of Paris sheet		
	g) Is a separate AHU being provided in each floor	NO		
	H) Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j) Are fire dampers provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?	Yes	DG: yes Capacity:75 0KVA	UPS: yes Capacity
	Is the back supply automatic?	Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office: yes ■ Others	

63	Location of switch- gears and transformers		Separate building
64	a)	Transformer capacity	33 KVA Input
	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?	20 m
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA
69	Whether natural ventilation is relied upon? If so, give details.		NO
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
78	Use of MCB?		Yes
79	Bypassing of protection devices		NO
80	Deteriorated insulation		NO

81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted??	Yes
96	Awareness of the people??	Yes
97	Sample basis validation of smoke detection system??	Yes
98	Condition of Lightening Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	YES
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	Yes
109	Procedure for incident investigation and control	Yes

Part - 6**OTHER****INFORMATION**

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	Yes	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Provided	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Standard pressure reading of startup of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
3. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
4. All pump input and output pipe line to be maintaining proper individual labeling & water flow direction.
5. Extinguisher are not provided in pump room. 1 DCP 10kgs & CO₂ 4.5kgs extinguisher to be provide in pump room

B. Emergency Evacuation Plan

2. Fire order was not displayed in the building at prominent locations.

D. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. Insulation mat to be provide infront of electrical panel.
3. Accumulation of combustibile material over cable tray. Cable tray should be maintained clean & clear.
4. Extinguisher found placed infront of panel .Extinguisher should kept outside of room.
5. Exit door found obstructed. Exit door should be maintain unobstructed.
6. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

E. HTRooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT & LT Panels, LT distribution boards and essential power panels and such major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.
4. Smoke detector to be provide in HT room.

F. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

4. Vapor detector was not installed for Diesel Tank in DG Room. Vapor detector should be installed for diesel tank.
5. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.

6. Physical check not permitted; hence please take it up departmentally (68).

G. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

H. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

I. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors

J. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI .

K. Fire Control Panel.

Fire control panel found in unorganized place. It should be kept in control room & round the clock manned.

L. Access Road: Fire Tender access road found blocked using as a parking. Fire tender exit road should be unobstructed.

M. Refuge Area

1. Refuge area is to be maintain as per NBC part iv -2005 (4.12.3)

N. Stair Case & Lift Shaft.

1. All Lift shaft & emergency stair cases is to be maintained pressurization as per NBC part-IV 2005, 4.10.

O. Aviation Light: Aviation light not working. It should be always maintain in working condition.

P. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower I & II.

WIPRO



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	WIPRO, BLOCK-IBLOCK DM-8, SECTOR-5, SALT LAKE, KOLKATA – 91	
2.	Premises Name (if any)	WIPRO, BLOCK-I	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	WIPRO, BLOCK-IBLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/Suble ase/Any other	WIPRO SEZ.	
6.	Name of the Contact Person	MrRajib Biswas and Indranil Gangily	
7.	Phone No of Contact Person	+91 9051666339	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES

10.	Plot Area (as informed to the Auditor)	5 acres appx	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+IVfloor	
13.	Date of Sanction of Building Plan	Data no provided	
14.	Whether P.O.C/OC received from local body?	Yes	Documents not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	G4S	
16	No of Security Personnel engaged	60appx	
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	250 vehicle appx in area	
22	No of Vehicles for which parking space is available in the premises	300	

23	Whether parking space available for visitors within the premises	Yes
24	Is therePlace where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load	Approx. 200 in one shift office time
	Existing	Same
	a)Regular	Same
	b)Floating	50 appx

32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases -->		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2500mm	2000mm	2000mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair handrail	1000mm	1000mm	1000mm
	g)	Area & location & profile of Fire Refuge Area	3 rd floor		

	h)	Width and type of door leading to Fire refugee area	1500mm Glass door		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		03 passenger		
	Lift-Numbers		1	2	3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	2sq m	2 sq m	2 sq m
	d)	Capacity (no of persons)	8	8	8
	e)	Capacity (in kg)	544kgs	544kgs	544kgs
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided. However verbally mention it's available.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leadsto theFire assembly point?		Yes		
38	Any form of Public address system available?		Yes		

39	Width of internal road within the Premises?	8 meter approx.
40	Width of the Entry / exit of Gate	8 meter approx.
41	Height of the Entry / exit of Gate	NA

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available?(At ground level / over head)		Yes	U/G- 325000 liters O/H - Not specified by client
	a)	If yes, specify the distance from the building	50meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle,6mm diameter	

46	Are fire hoses being provided near each hydrant? If so, please indicate size		Yes	Type of hose:RRL Size of hose:63mm Length of hose: 7.5 m & 15 m
	a)	Total no of hoses provided near each hydrant	2 nos	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		2 nos of each side of building 150mm diameter	
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	7nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump:171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
50.	DETECTION 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	Addressable	

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 whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ CapacityCO2- 4.5kg, DCP-5 kgs & ABC-5 kgs, AFFF – 9 liters	
54	Location and population of the FEs adequate	Yes		
55	Are Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Lift lobby, Staircase & office area	
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes		
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min. twice a year)?	Data not provided, however verbally mentioned it's available.		
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	NO		
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA		
60	Status of NOC from WBF&ES	Documents not provided, however verbally mentioned it's available.		

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,		Yes, HVAC		
	a)	Material used for construction of ducts and its fittings	GI material		
	b)	Type of support used for ducts	BRACKET TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.		
	d)	Is the lagging secured?	Yes, Visually checked		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	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		
	j)	Are fire dampers provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: yes ■ Lift: yes ■ Partly to Office: yes ■ Others	

63	Location of switch- gears and transformers		In separate building
64	a)	Transformer capacity	
	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?	150mtr approx
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA
69	Whether natural ventilation is relied upon? If so, give details.		NO
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

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
78	Use of MCB?	Yes
79	Bypassing of protection devices	NO
80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & AFFF 9 liters
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system??	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No

103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Yes

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for water pumps & interlocks. Pressure gauges of Fire water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Fire pump house common for entire premises except block –vi pumps are separate.
6. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable trays & pump exhaust.
7. Operator does not have knowledge of extinguisher operation. Proper first aid training should be provided.
8. MCP found unserviceable. MCP should be maintained in serviceable condition.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building. .

C. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other essential power panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Room

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

7. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
8. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
9. Physical check not permitted, hence please take it up departmentally

F. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. All hose box not maintained by nozzle.

G. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Refuge Area

1. Refuge area found locked. It should be unlocked.

I. Stair Case & Lift Shaft.

1. All Lift shaft & emergency stair cases is to be maintained pressurization as per NBC part-IV 2005, 4.10.
2. Signage's not display. Signage's is to be providing with direction in every emergency exit & prominent location.

J. HSD Tank.

1. Hose box found without nozzle.
2. One 50 litres Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room do not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI

L. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, HSD, L.T Room & H.T Room, Parking& Reservoir water tankare commonly maintained for block-I, II, III, IV, Learning Centre, Food Court & Guest house.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	WIPRO, BLOCK-II BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
2.	Premises Name (if any):	WIPRO, BLOCK-II	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	WIPRO, BLOCK-II BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr Rajib Biswas and Indranil Ganguly	
7.	Phone No of Contact Person	+91 9051666339	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES

10.	Plot Area (as informed to the Auditor)	5 acres	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+IV floor	
13.	Date of Sanction of Building Plan	Data no provided	
14.	Whether P.O.C/OC received from local body?	Yes	Documents not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	G4S	
16	No of Security Personnel engaged	60appx	
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	250 vehicle appx in area	
22	No of Vehicles for which parking space is available in the premises	300	

23	Whether parking space available for visitors within the premises	Yes
24	Is there Place where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load	Approx. 200 in one shift office time
	Existing	Same
	a)Regular	Same
	b)Floating	50 appx

32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases -->		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2500mm	2000mm	2000mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair handrail	1000mm	1000mm	1000mm
	g)	Area & location & profile of Fire Refuge Area	3 rd floor		
	h)	Width and type of door leading to Fire refugee area	1500mm Glass door		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		

34	Number of Lifts installed→		03 passenger		
	Lift-Numbers		1	2	3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	2sq m	2 sq m	2 sq m
	d)	Capacity (no of persons)	8	8	8
	e)	Capacity (in kg)	544kgs	544kgs	544kgs
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	I)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided. However verbally mention it's available.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leads to the Fire assembly point?		Yes		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		8 meter approx.		
40	Width of the Entry / exit of Gate		8 meter approx.		
41	Height of the Entry / exit of Gate		NA		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 325000 liters O/H - No
	a)	If yes, specify the distance from the building	30meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	

43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle,6mmdia	
46	Are fire hoses being provided near each hydrant? If so, please indicate size		Yes	Type of hose: RRL Size of hose: 63mmLength of hose: 7.5 m & 15m
	a)	Total no of hoses provided near each hydrant	2 nos	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		2 nos of each side of building 150mm diameter	
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	7nos		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	Yes		
50.	DETECTION 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	Addressable		
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 whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FE Type/ Capacity CO2-4.5kg, DCP-5 kgs & ABC-5 kgs, AFFF – 9 liters	
54	Location and population of the FEs adequate		Yes		

55	Are Emergency Fire Alarm being provided in each floor ?	Yes	Location of Fire Alarm:Lift lobby, Staircase & office area
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Data not provided while the time of audit but verbally mention,its available.	
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	NO	
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO	
60	Status of NOC from WBF&ES	NOC Valid, verbally confirmed, Documents not provided	

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air -conditioned, please indicate,	Yes, HVAC
	a) Material used for construction of ducts and its fittings	GI material
	b) Type of support used for ducts	BRACKET TYPE
	c) Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL, - TBC
	d) Is the lagging secured?	Yes, Visually checked
	e) Is false ceiling present?	Yes
	f) Material used for false ceiling	Plaster of Paris sheet
	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		
	j)	Are fire dampers be provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office: yes ■ Others	
63	Location of switch- gears and transformers		In separate building		
64	a)	Transformer capacity	15KVA		
	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?	150mtr approx		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.		
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		
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes		

68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA	
69	Whether natural ventilation is relied upon? If so, give details.	NO	
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	
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	
78	Use of MCB?	Yes	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & AFFF 9 liters	
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system?	Yes

98	Condition of Lightening Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Yes

Part - 6**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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Direct Indication of water level is not available for water tank level in fire control room. Water level indication for water shall be available in water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for water pumps & interlocks. Pressure gauges of water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Fire pump house common for entire premises except block –vi pumps are separate.
6. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable tray & pump exhaust.
7. Operator do not have educate knowledge of extinguisher operation. Proper first aid training provide to operator.
8. MCP found unserviceable. MCP should be maintain in serviceable condition.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building. .

C. LT rooms

1.Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

2.LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

D. HT Rooms

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other essential power panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.

2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Room

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed out sideof D.G. Room.
3. Physical check not permitted, hence please take it up departmentally.

F. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. All hose box not maintained by nozzle.

G. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Refuge Area

1. Refuge area found locked. It should be unlocked.

I. Stair Case & Lift Shaft.

1. All Lift shaft & emergency staircases is to be maintained pressurization as per NBC part-IV 2005, 4.10.
2. Signages not display. Signage's is to be providing with direction in every emergency exit & prominent location.

J. HSD Tank.

1. Hose box found without nozzle.
2. One 50 liters Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room do not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.

M. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

O. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.

- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, HSD, L.T Room & H.T Room, Parking & Reservoir water tank are commonly maintained for block-I, II, III, IV, Learning Centre, Food Court & Guest house.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	WIPRO, BLOCK-IIIBLOCK DM-8, SECTOR-5, SALT LAKE, KOLKATA – 91.	
2.	Premises Name (if any):	WIPRO, BLOCK-III	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	WIPRO, BLOCK-IIIBLOCK DM-8, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details:Freehold/Rental/Leasehold /Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr Rajib Biswas and Indranil Ganguly	
7.	Phone No of Contact Person	+91 9051666339	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES

10.	Plot Area (as informed to the Auditor)	5 acres	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+IV floor	
13.	Date of Sanction of Building Plan	Data no provided	
14.	Whether P.O.C/OC received from local body?	Yes	Documents not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	G4S	
16	No of Security Personnel engaged	60appx	
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	250 vehicle appx in area	
22	No of Vehicles for which parking space is available in the premises	300	

23	Whether parking space available for visitors within the premises	Yes
24	Is therePlace where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load	Approx. 200 in one shift office time
	Existing	Same
	a)Regular	Same
	b)Floating	50 appx

32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases --→		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2500mm	2000mm	2000mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair handrail	1000mm	1000mm	1000mm
	g)	Area & location & profile of Fire Refuge Area	3 rd floor		

	h)	Width and type of door leading to Fire refugee area	1500mm Glass door		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		03 passenger		
	Lift-Numbers		1	2	3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	2sq m	2 sq m	2 sq m
	d)	Capacity (no of persons)	8	8	8
	e)	Capacity(in kg)	544kgs	544kgs	544kgs
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided. However verbally mention it's available.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leadsto theFire assembly point?		Yes		
38	Any form of Public address system available?		Yes		

39	Width of internal road within the Premises?	8 meter approx.
40	Width of the Entry / exit of Gate	8 meter approx.
41	Height of the Entry / exit of Gate	NA

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 325000 liters O/H - No
	a)	If yes, specify the distance from the building	40meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle,6mmdiameter	
46	Are fire hoses being provided near each hydrant? If so, please indicate size		Yes	Type of hose: RRL Size of hose: 63mmLength of hose: 7.5 m & 15m
	a)	Total no of hoses provided near each hydrant	2 nos	

47	Have wet risers/dry risers been provided?		Yes		
	If yes, please indicate the number of risers and internal diameter of each		2 nos of each side of building 150mm diameter		
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	7nos		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	Yes		
50.	DETECTION 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	Addressable		
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	Is 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 Yes	Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs & ABC-5 kgs, AFFF – 9 liters	

54	Location and population of the FEs adequate	Yes	
55	Are Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Lift lobby, Staircase & office area
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Data not provided at the time of audit but verbally mentioned, its available.	
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	NO	
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO	
60	Status of NOC from WBF&ES	NOC verbally confirmed. Documents not provided.	

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air - conditioned, please indicate,		Yes, HVAC
	a)	Material used for construction of ducts and its fittings	GI material
	b)	Type of support used for ducts	BRACKET TYPE
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL, - TBC
	d)	Is the lagging secured?	Yes, Visually checked
	e)	Is false ceiling present?	Yes

	f)	Material used for false ceiling	Plaster of Paris sheet		
	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		
	j)	Are fire dampers provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office: yes ■ Others	
63	Location of switch- gears and transformers		In separate building		
64	a)	Transformer capacity	15KVA		
	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?	150mtr approx		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.		
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		

67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes	
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA	
69	Whether natural ventilation is relied upon? If so, give details.	NO	
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	
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	
78	Use of MCB?	Yes	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	

81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & AFFF 9 liters
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes

96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system?	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Yes

Part - 6**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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Direct Indication of water level is not available for firewater tank level in fire control room. Water level indication for firewater shall be available in firewater pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Fire pump house common for entire premises except block –vi pumps are separate.
6. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable tray& pump exhaust.
7. Operator do not have educate knowledge of extinguisher operation. Proper first aid training provide to operator.
8. MCP found unserviceable. MCP should be maintained in serviceable condition.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building. .

C. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other essential power panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E DG Room

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally.

F. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. All hose box not maintained by nozzle.

G. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Refuge Area

1. Refuge area found locked. It should be unlocked.

I. Stair Case & Lift Shaft.

1. All Lift shaft & emergency staircases is to be maintained pressurization as per NBC part-IV 2005, 4.10.
2. Signages not display. Signage's is to be providing with direction in every emergency exit & prominent location.

J. HSD Tank.

1. Hose box found without nozzle.
2. One 50 litres Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room do not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

L. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, HSD, L.T Room & H.T Room, Parking & Reservoir water tank are commonly maintained for block-I, II, III, IV, Learning Centre, Food Court & Guest house.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	WIPRO, BLOCK-IVBLOCK DM-8, SECTOR-5, SALT LAKE, KOLKATA – 91	
2.	Premises Name (if any)	WIPRO, BLOCK-IV	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	WIPRO, BLOCK-IVBLOCK DM-8, SECTOR-5,, SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/ Sublease/Any other	Lease Hold	
6.	Name of the Contact Person	Mr Rajib Biswas and Indranil Ganguly	
7.	Phone No of Contact Person	+91 9051666339	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES

10.	Plot Area(as informed to the Auditor)	5 acres	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+IX floor	
13.	Date of Sanction of Building Plan	Data not provided.	
14.	Whether P.O.C/OC received from local body?	Yes	Documents not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	G4S	
16	No of Security Personnel engaged	60 appx	
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	250 vehicle appx in area	
22	No of Vehicles for which parking space is available in the premises	300	

23	Whether parking space available for visitors within the premises	Yes
24	Is there Place where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load		Approx. 200 in one shift office time		
	Existing		Same		
	a)Regular		Same		
	b)Floating		50 appx		
32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		2		
	Stairs Number		#1	#2	
	a)	Width of flight	2500mm	2500mm	
	b)	Tread width	300mm	300mm	
	c)	Riser Height	150mm	150mm	
	d)	Finish	Ground	Ground	
	e)	Width of stair door (FCD)	1500mm	1500mm	
	f)	Height of stair handrail	1000mm	1000mm	
	g)	Area & location & profile of Fire Refuge Area	3 rd floor		
	h)	Width and type of door leading to Fire refugee area	1500mm Glass door		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		03 passenger		
	Lift-Numbers		1	2	3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	2sq m	2 sq m	2 sq m
	d)	Capacity (no of persons)	8	8	8
	e)	Capacity (in kg)	544kgs	544kgs	544kgs
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Verbally confirmed. Documents not provided.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leadsto theFire assembly point?		Yes		
38	Any form of Public address system available?		Yes		

39	Width of internal road within the Premises?	8 meter approx.
40	Width of the Entry / exit of Gate	8 meter approx.
41	Height of the Entry / exit of Gate	NA

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 325000 liters O/H - No
	a)	If yes, specify the distance from the building	100meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle, 6mmdiameter	

46	Are fire hoses being provided near each hydrant? If so, please indicate size		Yes	Type of hose: RRL Size of hose: 63mm Length of hose: 7.5 m & 15 m
	a)	Total no of hoses provided near each hydrant	2 nos	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		2 nos of each side of building 150mm diameter	
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	7nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
50.	DETECTION 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	Addressable	
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 whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ CapacityCO2- 4.5kg, DCP-5 kgs & ABC-5 kgs, AFFF – 9 liters	
54	Location and population of the FEs adequate	Yes		
55	Are Emergency Fire Alarm being provided in each floor ?	Yes	Location of Fire Alarm: Lift lobby, Staircase & office area	
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes		
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min. twice a year)?	Data not provided while the time of audit but verbally mentioned, its available.		
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	NO		
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO		
60	Status of NOC from WBF&ES	NOC valid. Documents not provided		

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air -conditioned, please indicate,		Yes, HVAC	
	a)	Material used for construction of ducts and its fittings	GI material	
	b)	Type of support used for ducts	BRACKET TYPE	

	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.		
	d)	Is the lagging secured?	Yes, Visually checked		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	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		
	j)	Are fire dampers provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office: yes ■ Others	
63	Location of switch- gears and transformers		In separate building		

64	a)	Transformer capacity	15KVA
	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?	30mtr approx
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA
69	Whether natural ventilation is relied upon? If so, give details.		NO
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
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
78	Use of MCB?	Yes
79	Bypassing of protection devices	NO
80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & AFFF 9 liters
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system?	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes

104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Yes

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for firewater tank level in fire control room. Water level indication for firewater shall be available in firewater pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for water pumps & interlocks. Pressure gauges of Fire water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Fire pump house common for entire premises except block -vi pumps are separate.
6. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable tray & pump exhaust.
7. Operator do not have educate knowledge of extinguisher operation. Proper first aid training provide to operator.
8. MCP found unserviceable. MCP should be maintained in serviceable condition.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building. .

C. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other essential power panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Room

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally.

F. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. All hose box not maintained by nozzle.

G. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Refuge Area

1. Refuge area found locked. It should be unlocked.

I. Stair Case & Lift Shaft.

1. All Lift shaft & emergency staircases is to be maintained pressurization as per NBC part-IV 2005, 4.10.
2. Signages not display. Signage's is to be providing with direction in every emergency exit & prominent location.
3. Emergency number not display in lifts.

J. HSD Tank.

1. Hose box found without nozzle.
2. One 50 liters Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room do not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

L. Deluge Valve (DV).

1. DV shed not provided. DV shed is to be provided.
2. DV Panel found off. DV panel is to be maintained in on mode.
3. DV maintenance record not maintained. DV maintenance is to me maintained.
4. Security staff not aware about manual operation of Deluge Valve. Manual Operation of DV training is to be conducting for security staff.

M. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, HSD, L.T Room & H.T Room, Parking & Reservoir water tank are commonly maintained for block-I, II, III, IV, Learning Centre, Food Court & Guest house.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	WIPRO, Food Court BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
2.	Premises Name (if any):	WIPRO, Food Court	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	WIPRO, Food Court BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	Lease Hold	
6.	Name of the Contact Person	Mr Rajib Biswas and Indranil Ganguly	
7.	Phone No of Contact Person	+91 9051666339	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
		YES	Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES

10.	Plot Area(as informed to the Auditor)	5 acres	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+1floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Documents not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	G4S	
16	No of Security Personnel engaged	60appx	
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	250 vehicle appx in area	

22	No of Vehicles for which parking space is available in the premises	300
23	Whether parking space available for visitors within the premises	Yes
24	Is there Place where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	NO
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part - 2

31	Occupancy load		Approx. 50 NOS		
	Existing		Same		
	a)Regular		Same		
	b)Floating		50 appx		
32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3**PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases --→		2		
	Stairs Number		#1	#2	
	a)	Width of flight	2500mm	2500mm	
	b)	Tread width	300mm	300mm	
	c)	Riser Height	150mm	150mm	
	d)	Finish	Ground	Ground	
	e)	Width of stair door (FCD)	1500mm	1500mm	
	f)	Height of stair handrail	1000mm	1000mm	
	g)	Area & location & profile of Fire Refuge Area	NO		
	h)	Width and type of door leading to Fire refugee area			
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		NO		
	Lift-Numbers				
	a)	Type of door	NA	NA	NA
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	NA	NA	NA
	d)	Capacity (no of persons)	NA	NA	NA
	e)	Capacity(in kg)	NA	NA	NA
	f)	Company	NA	NA	NA
	g)	Is communication system, installed in the lift car?	NA	NA	NA
	h)	Is a fireman's switch being installed in the car?	NA	NA	NA
	i)	Pressurization of lift	NA	NA	NA
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NA		

35	Presence of proper signage in all the exit route	Yes
36	Is it posted with illuminated signage?	Yes
37	Whether it Leadsto theFire assembly point?	Yes
38	Any form of Public address system available?	Yes
39	Width of internal road within the Premises?	8 meter approx.
40	Width of the Entry / exit of Gate	8 meter approx.
41	Height of the Entry / exit of Gate	NA

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 325000 liters O/H - No
	a)	If yes, specify the distance from the building	20meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA

44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		1nos	
45	Are first aid hose reels being provided? If so please indicate		NO	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	NA	NA
	b)	Size (bore) and type of nozzle fitted to each hose reel	NA	
46	Are fire hoses being provided near each hydrant? If so, please indicate		NO	Type of hose: NA Size of hose: NA Length of hose: NA
	a)	Total no of hoses provided near each hydrant	NA	
47	Have wet risers/dry risers been provided?		NO	
	If yes, please indicate the number of risers and internal diameter of each		NA	
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			
	a)	Number of pumps	7nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	

50.	DETECTION 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	Addressable	
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 whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs & ABC-5 kgs, AFFF – 9 liters
54	Location and population of the FEs adequate		Yes	
55	Are Emergency Fire Alarm being provided in each floor ?		Yes	Location of Fire Alarm:Lift lobby, Staircase & office area
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?		Yes	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Record checked but data not provided. Termed as confidential.	
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES		NO	
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		NO	
60	Status of NOC from WBF&ES		Data not provided, however verbally confirmed.	

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,		Yes, HVAC		
	a)	Material used for construction of ducts and its fittings	GI material		
	b)	Type of support used for ducts	BRACKET TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.		
	d)	Is the lagging secured?	Yes, Visually checked		
	e)	Is false ceiling present?	NO		
	f)	Material used for false ceiling			
	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		
	j)	Are fire dampers provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: yes ■ Lift: yes ■ Partly to Office: yes ■ Others	

63	Location of switch- gears and transformers		In separate building
64	a)	Transformer capacity	15KVA
	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?	30mtr approx
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA
69	Whether natural ventilation is relied upon? If so, give details.		NO
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
78	Use of MCB?	Yes
79	Bypassing of protection devices	NO
80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system?	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No

103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Yes

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for water pumps & interlocks. Pressure gauges of Fire water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Fire pump house common for entire premises except block -vi pumps are separate.
6. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable tray & pump exhaust.
7. Operator do not have educate knowledge of extinguisher operation. Proper first aid training provide to operator.
8. MCP found unserviceable. MCP should be maintained in serviceable condition.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building.
2. ONE exit door is proposed to provide in ground floor.

C. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. Smoke detector not provided in panel room.
3. Duct not provided to cable in panel room.
4. One fire exit door provided to entire building. Refer additional fire exit required mandatory.
5. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT & LT Panels, LT distribution boards and essential power panels and such major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Room

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted; hence please take it up departmentally.

F. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. All hose box not maintained by nozzle.

G. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Refuge Area

1. Refuge area found locked. It should be unlocked.

I. Stair Case & Lift Shaft.

1. All Lift shaft & emergency staircases is to be maintained pressurisation as per NBC part-IV 2005, 4.10.
2. Signage's not display. Signage's is to be provide with direction in every emergency exit & prominent location.
3. Emergency number not display in lifts and intercom is not provided in lift. Emergency number & intercom is to be provided in lift.

J. HSD Tank.

1. Hose box found without nozzle.
2. One 50 liters Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room do not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

N. LPG BANK.

1. Adequate no.of DCP extinguisher are required.
2. All door & exhaust passages should be treated by quenching distance net.

L. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.

- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

- **Pump Room, DG Room, HSD, L.T Room & H.T Room, Parking & Reservoir water tank are commonly maintained for block-I, II, III, IV, Learning Centre, Food Court & Guest house.**

Clients did not allow taking photographs.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	WIPRO, Guest House BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
2.	Premises Name (if any)	WIPRO, Guest House	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	WIPRO, Guest House BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
5.	Ownership details:Freehold/Rental/Leasehold/Sub lease/Any other	Lease Hold	
6.	Name of the Contact Person	Mr Rajib Biswas and Indranil Ganguly	
7.	Phone No of Contact Person	+91 9051666339	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES

10.	Plot Area (as informed to the Auditor)	5 acres	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+III floor	
13.	Date of Sanction of Building Plan	Data not provided.	
14.	Whether P.O.C/OC received from local body?	Yes	Documents not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	G4S	
16	No of Security Personnel engaged	60appx	
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	250 vehicle appx in area	
22	No of Vehicles for which parking space is available in the premises	300	

23	Whether parking space available for visitors within the premises	Yes
24	Is therePlace where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load		Approx. 48 ROOMS ARE AVAILABLE		
	Existing		Same		
	a)Regular		Same		
	b)Floating		50 appx		
32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		1		
	Stairs Number		#1		
	a)	Width of flight	2000mm		
	b)	Tread width	300mm		
	c)	Riser Height	150mm		
	d)	Finish	Ground		
	e)	Width of stair door (FCD)	1500mm		
	f)	Height of stair handrail	1000mm		
	g)	Area & location & profile of Fire Refuge Area	NO		
	h)	Width and type of door leading to Fire refugee area			
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		01 passenger		
	Lift-Numbers		1		
	a)	Type of door	SS Door		
	b)	Fire resistance rating	NA		
	c)	Area of lift car	2sq m		
	d)	Capacity (no of persons)	8		
	e)	Capacity (in kg)	544kgs		
	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?	Data not provided. However verbally mention it's available.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leadsto theFire assembly point?		Yes		
38	Any form of Public address system available?		Yes		

39	Width of internal road within the Premises?	8 meter approx.
40	Width of the Entry / exit of Gate	8 meter approx.
41	Height of the Entry / exit of Gate	NA

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 325000 liters O/H - No
	a)	If yes, specify the distance from the building	100meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		1nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	1Nos of hose reels on each floor
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle,6mmdiameter	

46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: RRL Size of hose: 63mm Length of hose: 7.5 m & 15m
	a)	Total no of hoses provided near each hydrant	2nos	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		1nos of each side of building 150mm diameter	
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	7nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
50.	DETECTION 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	Addressable	

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 whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs & ABC-5 kgs, AFFF – 9 liters	
54	Location and population of the FEs adequate	Yes		
55	Are Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm:Lift lobby, Staircase & office area	
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes		
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Record checked but data not provided. Termed as confidential.		
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	NO		
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO		
60	Status of NOC from WBF&ES	Record checked but data not provided. Termed as confidential.		

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air -conditioned, please indicate,		Yes, HVAC	
	a)	Material used for construction of ducts and its fittings	GI material	
	b)	Type of support used for ducts	BRACKET TYPE	
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.	
	d)	Is the lagging secured?	Yes, Visually checked	
	e)	Is false ceiling present?	Yes	
	f)	Material used for false ceiling	Plaster of Paris sheet	
	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	
	j)	Are fire dampers be provided in AC duct?	No	
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: yes ■ Lift: yes ■ Partly to Office: yes ■ Others

63	Location of switch- gears and transformers		In separate building
64	a)	Transformer capacity	15KVA
	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?	30mtr approx
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA
69	Whether natural ventilation is relied upon? If so, give details.		NO
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
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
78	Use of MCB?	Yes
79	Bypassing of protection devices	NO
80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system??	Yes
98	Condition of Lightening Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes

104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Yes

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for firewater tank level in fire control room. Water level indication for firewater shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for water pumps & interlocks. Pressure gauges of fire water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Fire pump house common for entire premises except block -vi pumps are separate.
6. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable tray& pump exhaust.
7. Operator do not have educate knowledge of extinguisher operation. Proper first aid training provide to operator.
8. MCP found unserviceable. MCP should be maintained in serviceable condition.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building.
2. One exit door is proposed to provide in ground floor.

C. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. Smoke detector not provided in panel room.
3. Duct not provided to cable in panel room.
4. One fire exit door provided to entire building. Refer additional fire exit required mandatory.
5. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other essential power panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Room

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted; hence please take it up departmentally.

F. Fire Hose Boxes & Hoses

3. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
4. All hose box not maintained by nozzle.

G. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Refuge Area

1. Refuge area found locked. It should be unlocked.

I. Stair Case & Lift Shaft.

1. All Lift shaft & emergency staircases is to be maintained pressurisation as per NBC part-IV 2005, 4.10.
2. Signage's not display. Signage's is to be provided with direction in every emergency exit & prominent location.
3. Emergency number not display in lifts and intercom is not provided in lift. Emergency number & intercom is to be provided in lift.

J. HSD Tank.

1. Hose box found without nozzle.
2. One 50 liters Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room does not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

L. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, HSD, L.T Room & H.T Room, Parking & Reservoir water tank are commonly maintained for block-I, II, III, IV, Learning Centre, Food Court & Guest house.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	WIPRO, Learning Center BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
2.	Premises Name (if any)	WIPRO, Learning Center	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	WIPRO, Learning Center BLOCK DM-8, SECTOR-5, , SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease /Any other	Lease Hold	
6.	Name of the Contact Person	Mr Rajib Biswas and Indranil Ganguly	
7.	Phone No of Contact Person	+91 9051666339	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES

10.	Plot Area (as informed to the Auditor)	5 acres	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+III floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Documents not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	G4S	
16	No of Security Personnel engaged	60appx	
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	250 vehicle appx in area	
22	No of Vehicles for which parking space is available in the premises	300	

23	Whether parking space available for visitors within the premises	Yes
24	Is therePlace where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load		Approx. 200 in one shift office time		
	Existing		Same		
	a)Regular		Same		
	b)Floating		50 appx		
32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		2		
	Stairs Number		#1	#2	
	a)	Width of flight	2500mm	2500mm	
	b)	Tread width	300mm	300mm	
	c)	Riser Height	150mm	150mm	
	d)	Finish	Ground	Ground	
	e)	Width of stair door (FCD)	1500mm	1500mm	
	f)	Height of stair handrail	1000mm	1000mm	
	g)	Area & location & profile of Fire Refuge Area	3 rd floor		
	h)	Width and type of door leading to Fire refugee area	1500mm Glass door		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		03 passenger		
	Lift-Numbers		1	2	3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	2sq m	2 sq m	2 sq m
	d)	Capacity (no of persons)	8	8	8
	e)	Capacity(in kg)	544kgs	544kgs	544kgs
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided. However verbally mention it's available.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leadsto theFire assembly point?		Yes		
38	Any form of Public address system available?		Yes		

39	Width of internal road within the Premises?	8 meter approx.
40	Width of the Entry / exit of Gate	8 meter approx.
41	Height of the Entry / exit of Gate	NA

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 325000 liters O/H - No
	a)	If yes, specify the distance from the building	100meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle,6mmdiameter	

46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: RRL Size of hose: 63mmLength of hose: 7.5 m & 15m
	a)	Total no of hoses provided near each hydrant	2 nos	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		2 nos of each side of building 150mm dia	
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	7nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mmOutput of each pump: 171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
50.	DETECTION 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	Addressable	
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 whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs & ABC-5 kgs, AFFF – 9 liters	
54	Location and population of the FEs adequate	Yes		
55	Are Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Lift lobby, Staircase & office area	
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes		
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min. twice a year)?	Record checked but data not provided. Termed as confidential.		
58	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	NO		
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO		
60	Status of NOC from WBF&ES	Record checked but data not provided. Termed as confidential.		

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,		Yes, HVAC		
	a)	Material used for construction of ducts and its fittings	GI material		
	b)	Type of support used for ducts	BRACKET TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.		
	d)	Is the lagging secured?	Yes, Visually checked		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	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		
	j)	Are fire dampers provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: yes ■ Lift: yes ■ Partly to Office: yes ■ Others	

63	Location of switch- gears and transformers		In separate building
64	a)	Transformer capacity	15KVA
	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?	30mtr approx
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA
69	Whether natural ventilation is relied upon? If so, give details.		NO
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
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
78	Use of MCB?	Yes
79	Bypassing of protection devices	NO
80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & AFFF 9 liters
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system?	Yes
98	Condition of Lightening Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes

104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Yes

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for firewater tank level in fire control room. Water level indication for firewater shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for firewater pumps & interlocks. Pressure gauges of Fire water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Fire pump house common for entire premises except block –VI pumps are separate.
6. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable trays & pump exhaust.
7. Operator do not have educate knowledge of extinguisher operation. Proper first aid training provide to operator.
8. MCP found unserviceable. MCP should be maintained in serviceable condition.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building.

C. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other essential power panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Room

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally.

F. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. All hose box not maintained by nozzle.

G. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Refuge Area

1. Refuge area found locked. It should be unlocked.

I. Stair Case & Lift Shaft.

1. All Lift shaft & emergency staircases is to be maintained pressurisation as per NBC part-IV 2005, 4.10.
2. Signage's not display. Signage's is to be provided with direction in every emergency exit & prominent location.
3. Emergency number not display in lifts and intercom is not provided in lift. Emergency number & intercom is to be provided in lift.

J. HSD Tank.

1. Hose box found without nozzle.
2. One 50 liters Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room do not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

L. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, HSD, L.T Room & H.T Room, Parking & Reservoir water tank are commonly maintained for block-I, II,III,IV, Learning Centre, Food Court & Guest house.

ETERNITY BUILDING



PART – I **GENERAL INFORMATION**

1.	Plot No/Premises No:	DN-1	
2.	Premises Name (if any):	ETERNITY BUILDING	
3.	Name of the owner /occupier/lessee	CCAP LIMITED	
4.	Permanent Address	DN-1 ETERNITY BUILDING, SECTOR-5, P-62, SALT LAKE, KOLKATA – 91	
5.	Ownership details:Freehold/Rental/Leasehold/Sublease/Any other	NOKIA, HDFC, CANARA BANK , CCAP & PRIMALIN	
6.	Name of the Contact Person	Mr. A. C.DEY	
7.	Phone No of Contact Person	23673955	
8.	E-mail	info@ccapltd.in	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Mixed use	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area (as informed to the Auditor)	50000 sq/ft	
11.	Build up area (as informed to the Auditor)	35000 sq/ft	
12.	No of Floors	B+G+VII floor	
13.	Date of Sanction of Building Plan	Date: 2005	
14.	Whether P.O.C/OC received from local body?	Yes	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	GOLD STAR	
16.	No of Security Personnel engaged	AROUND 30	
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, USED HHMD	
20.	Whether Monitoring System through Close circuit TV available	Yes	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	NO
22	No of Vehicles for which parking space is available in the premises	13
23	Whether parking space available for visitors within the premises	NO
24	Place where excess vehicles (if any) are parked	NO
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	NO
29	Statutory Clearance from AAI	N/A
30	Any Other Clearance	N/A

PART - 2

31	Occupancy load		300 in office time	
	Existing		300	
	a)Regular		200	
	b)Floating		100	
32	Basement			
	a)	If basement extends beyond building profile	YES	
	b)	Use of the basement	Parking: YES	Storage of 2700 liters in DG day tank for DG use.
	c)	Are sprinklers provided?	Provided	
	d)	Whether any cubicles present in the basement?	NO	
		If yes, their use to be specified	N/A	
	f)	Whether fire zones are defined?	NO	
		If yes, please provide details	N/A	

Part- 3 PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	1500mm	1500mm	1500mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair head room			
	g)	Height of stair handrail	1000mm	1000mm	1000mm
	h)	Area & location & profile of Fire Refuge Area	21 & 28 Meter	21 & 28 Meter	21 & 28 Meter
	i)	Width and type of door leading to Fire refugee area	1500mm	1500mm	1500mm
	J)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→		03		
	Lift-Numbers		#1	#2	3#
	a)	Type of door	Metal	Metal	Metal
	b)	Fire resistance rating	YES	YES	YES
	c)	Area of lift car	02 SQM	02SQM	02SQM
	d)	Capacity (no of persons)	08	08	08
	e)	Capacity(in kg)	544	544	544
	f)	Company	OTIS	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?	YES		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it is Leads to fire assembly point?		YES		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		6meter		
40	Width of the Entry / exit of Gate		6 meter		
41	Height of the Entry / exit of Gate		10M		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / over head)		Yes	U/G- 50000 liters O/H – 50000 LIT
	a)	If yes, specify the distance from the building	4 meter approx	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	
	a)	Is it readily accessible?	N/A	
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		1 nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	1 Nos of hose reels on each floor
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	25mm diameter 30metres in length
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle, 2.5mm diameter	
46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: RRL Size of hose: 63mm Length of hose: 15 m
	a)	Total no of hoses provided near each hydrant	2 nos	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		1 nos	
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	4 nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 150mm Output of each pump: 60 HP FOR HYDRANT, 15 HP FOR JOCKEY	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	

50	DETECTION 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	Addressable	
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 whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FEType/ CapacityCO2- 4.5kg, DCP-5 , 10kgs & 9 LIT W/CO2
54	Location and population of the FEs adequate		Yes	
55	Is Emergency Fire Alarm being provided in each floor \?		Yes	No. of Fire Alarm: 24 Location of Fire Alarm: Lift lobby, Staircase & office area
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.twice a year)?		Yes	
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES		Yes	
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		YES	
60	Status of NOC from WBF&ES		Valid	

Part-5ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air –conditioned, please indicate,		N0		
	a)	Material used for construction of ducts and its fittings	N/A		
	b)	Type of tinning used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	How the lagging is secured?	N/A		
	e)	If false ceiling is there?	N/A		
	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j)	Will fire dampers be provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 200 KV	UPS: yes Capacity:
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others: YES	
63	Location of switch- gears and transformers		GROUND FLOOR		
64	a)	Transformer capacity	NOT KNOWN BY CLIENT		
	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?	ADJACENT SIDE OF BUILDING		

65	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fixed firefighting installation of DCP cylinder, Fire Extinguisher & sand buck.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes, BUT INDIVIDUAL TENANT
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA
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?	Yes
73	Storage of combustibles materials near electrical equipment/fuse units.	No
74	RCCBs available?	YES
75	Master switch in warehouses	YES
76	Proper cable joint procedures as per manufacturer	Yes
77	Earthing Pit Tested?	Yes BUT INDIVIDUAL
78	Use of MCB?	YES
79	Bypassing of protection devices	YES
80	Deteriorated insulation	YES
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & AFFF 9 liters
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	GOOD
97	Sample basis validation of smoke detection system?	NO
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	No
105	Flame & work permits (as applicable)	NA
106	Effective internal communication and public address system	Yes
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	Not Established

PART- 6 OTHER INFORMATION

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	N/A	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working but water dripping inside pressure gauge is observed. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.

B. AHU

1. Provision is available inside AHU rooms to access the auto operated AHU dampers.

C. Emergency Evacuation Plan

1. Fire order was displayed in the building at prominent locations.

D. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

E. HT Rooms

1. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.
3. High voltage electric cable not laying in proper manner. It should be lay out in cable trench.
4. As per NBC Part 4 (6.4.8.6) Main power panels such as HT & LT Panels, LT distribution boards and essential power panels and such major panels are to be

protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.

5. Smoke detector to be provide in HT room.

F. DG Room

4. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.

Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.**G. Fire Hose Boxes & Hoses**

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

H. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.
2. Exit door at HT Room, Transformer room and PLC Room are opening inside. All exit doors should open outside towards the travel direction.

I. Refuge Area

- 1 Balcony used as a refuge area in each floor & all balcony barricades railings height is required to rise.
- 2 Balcony step height is required to improved
- 3 Balcony is to be cleared from split A/C exhaust due to using as a refuge area.
- 4 Refuge area is to be maintain as per NBC part iv -2005 (4.12.3)

J. Stair Case & Lift Shaft.

1. All Lift shaft & emergency stair cases is to be maintained pressurisation as per NBC part-IV 2005, 4.10

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as a assembly area found adjacent to building. Assembly area should be indicate & maintain as per NBC part-VI .

K. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

Note:

Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower I & II.

R S SOFTWARE (PVT) LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DN-09	
2.	Premises Name (if any)	R S Software (Pvt) Ltd	
3.	Name of the owner /occupier/lessee	R S Software (Pvt) Ltd	
4.	Permanent Address	DN-09, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr C B Mitra	
7.	Phone No of Contact Person	9830109560	
8.	E-mail	chandrabhanu.n@rssoftware.co.in	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		YES	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Not Disclosed	
11.	Build up area(as informed to the Auditor)	59600 sq/ft	
12.	No of Floors	G+09	
13.	Date of Sanction of Building Plan	Not Disclosed	
14.	Whether P.O.C/OC received from local body?	--	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	M/s G4S	
16.	No. of Security Personnel engaged	12Nos	
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 Organization	10 no's	
22.	No of Vehicles for which parking space is available in the premises	16-20 app	
23.	Whether parking space available for visitors within the premises	No	

	g)	Area & location & profile of Fire Refuge Area	N/A	N/A	N/A
	h)	Width and type of door leading to Fire refugee area	N/A	N/A	N/A
	i)	Pressurization of staircase	N/A		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		02 no's		
	Lift-Numbers		#1	#2	N/A
	a)	Type of door	SS Door	SS Door	N/A
	b)	Fire resistance rating	NA	NA	N/A
	c)	Area of lift car	2sq m	2 sq m	N/A
	d)	Capacity (no of persons)	20	20	N/A
	e)	Capacity(in kg)	1360	1360	N/A
	f)	Company	KONE	KONE	N/A
	g)	Is communication system, installed in the lift car?	Yes	Yes	N/A
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	N/A
	i)	Pressurization of lift	No	No	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.		
35.	Presence of proper signage in all the exit route		Yes		
36.	Is it posted with illuminated signage?		Yes		
37.	Whether it Leads to the Fire assembly point?		NO		
38.	Any form of Public address system available?		Yes		
39.	Width form of internal road within the Premises?		NO		
40.	Width of the Entry / exit of Gate		4.5M		
41.	Height of the Entry / exit of Gate		-OPEN		

Part- 4 **PROVISION OF FIRE SAFETY ARRANGEMENT**

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	Yes	U/G- 250000 liters O/H –30000 liters
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	DATA NOT SHARED	
	c) Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?	Yes	
	a) Is it readily accessible?	Yes	
44.	Are internal hydrants being provided?	Yes	Single outlets.
	If so, please indicate no of hydrants in each floor	1nos	
45.	Are first aid hose reels being provided? If so please indicate	Yes	--
	a) What is the length of hosereel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter &33 metres in length.
	b) Size (bore) and type of nozzle fitted to each hose reel	Brass nozzle hand controlled type, 9 mm diameter	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size	Yes	Type of hose:RRL, Canvas Size of hose:63mmLength of hose:15 m
	a) Total no of hoses provided near each hydrant	02 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	01 no's	
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	3 no.	
	b) Size of suction and delivery connection to each pump/Output	Suction: 150mm Delivery: 150mmOutput of each pump: Jockey: 15 Hp Main Pump: 60 Hp	
	e) Is the pump automatic in action?	Automatic	
	f) Is the water pressure sufficient at max distance from the pump?	YES	

	DETECTION SYSTEM		
50.	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 + Heat	
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 whether the Fire extinguishers bear the ISI certification mark?	Yes	Number of FE Type/ Capacity --
54.	Location and population of the FEs adequate	Yes	
55.	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Common area.
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	No	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No	
60.	Status of NOC from WBF&ES	NOC taken.	

Part – 5

ELECTRICAL, CABLES AND

VENTILATION

61.	If the building is Centrally air – conditioned, please indicate		Yes, VRF system.
	a)	Material used for construction of ducts and its fittings	A sheets
	b)	Type of support used for ducts	BRACKET TYPE
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL
	d)	Is the lagging secured?	YES

	e)	Is false ceiling present?	Yes	
	f)	Material used for false ceiling	POP	
	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?	Yes	
	J)	Are fire dampers provided in AC duct?	Yes, manual	
62.		Is there any standby source of electric supply being provided?	Yes	DG: yesCapacity :500KVA and 400 KVA UPS Capacity: 460 KVA
		Is the back supply automatic?	Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: no ■Emergency Light: yes ■Lift: no ■Partly to Office : yes ■ Others:
63.		Location of switch- gears and transformers	Ground	
64.	a)	Transformer capacity	02 Transformers with 500KVA Capacity	
	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?	Open Room	
	c)	If outside, how far is it from the building?	Inside	
65.		What precautions will be taken to prevent a possible fire in the transformers from spreading?	PORTABLE 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	

67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	No
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?	Yes
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
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	Yes
80.	Deteriorated insulation	Yes
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	OK
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	No
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	No
87.	Loose terminations due to improper supports, crimping	No
88.	Improper gland installation, wrong lug size	Yes
89.	Over-rated uses, wrongly set protection relays, etc.	Yes
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	Yes, monthly
92.	Reliability of the fire hydrant system	YES
93.	Emergency preparedness and response	Yes
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Yes
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	OK

99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	No
103.	Use of signage?	Yes
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Yes
107.	Color coding system of hazardous chemical gas lines etc.	NA
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	Yes

Part – 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Fire pump should be maintained serviceable & 3.5 kg/cm² pressure maintained at top level.

B. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

C. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent..

2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

D. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

E. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

F. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

G. Assembly Area.

1. Assembly area is not mention in building premises. Assembly area should be indicated& maintained as per NBC part-VI.

H. General:

- 1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 2) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

JAMINI TOWER



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN-13	
2.	Premises Name (if any)	JAMINI TOWER	
3.	Name of the owner /occupier/lessee	Mr. B.P Saha	
4.	Permanent Address	JAMINI TOWER,BLOCK DN-13, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	Mr BP Saha	
7.	Phone No of Contact Person	09830011834	
8.	E-mai		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		YES	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	72000 SQF	
11.	Build up area(as informed to the Auditor)	6000 SQF	
12.	No of Floors	B+G+IX floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	ISS Security Services	
16.	No. of Security Personnel engaged	4 in single shift	
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	No	
22.	No of Vehicles for which parking space is available in the premises	20	
23.	Whether parking space available for visitors within the premises	No	
24.	Is there Place where excess vehicles (if any) can be parked	No	

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONE TOWER		
28.	No of Towers	Nil
29.	Statutory Clearance from AAI	N/A
30.	Any Other Clearance	N/A

Part – 2

31.	Occupancy load		50 in office time Appx	
	Existing		50	
	a)	Regular	50	
	b)	Floating	20	
32.	Basement		Yes	
	a)	If basement extends beyond building profile	NO	
	b)	Use of the basement	Parking	
	c)	Are sprinklers provided?	Yes	
	d)	Whether any cubicles present in the basement?	No	
		If yes, their use to be specified	N/A	
	f)	Whether fire zones are defined?	No	
		If yes, please provide details	N/A	

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	2000mm	2000mm	N/A
	b)	Tread width	300mm	300mm	N/A
	c)	Riser Height	150mm	150mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	1500mm	1500mm	N/A
	f)	Height of stair handrail	1000mm	1000mm	N/A
	g)	Area & location & profile of Fire Refuge Area	No	No	N/A
	h)	Width and type of door leading to Fire refugee area	No	No	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		

34.	Number of Lifts installed→		02 passenger		
	Lift-Numbers		#1	#2	N/A
	a)	Type of door	SS Door	N/A	N/A
	b)	Fire resistance rating	Yes	N/A	N/A
	c)	Area of lift car	1.5sq m	N/A	N/A
	d)	Capacity (no of persons)	9	N/A	N/A
	e)	Capacity(in kg)	612	N/A	N/A
	f)	Company	Otis	N/A	N/A
	g)	Is communication system, installed in the lift car?	Yes	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	N/A
	i)	Pressurization of lift	NO	NO	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.However verbally mention it's available.		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leadsto theFire assembly point?		NO		
38.	Any form of Public address system available?		Yes		
39.	Width of internal road within the Premises?		4 meter approx.		
40.	Width of the Entry / exit of Gate		4 meter approx.		
41.	Height of the Entry / exit of Gate		1 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)		Yes	U/G- 100000 liters O/H – 20000 liters
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?		NO	
	a)	Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		1nos	

45.	Are first aid hose reels being provided? If so please indicate		Yes	1Nos of hose reels on each floor.	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	Length- 30MDIA-19mm	
	b)	Size (bore) and type of nozzle fitted to each hose reel	PVC nozzle, 6mm diameter		
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose:RRLSize of hose:63mmLength of hose:15 m	
	a)	Total no of hoses provided near each hydrant	1 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 hydrant 150mm & 1 Sprinkler 100 mm diameter		
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,System not activated		
	a)	Number of pumps	3 no.		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 150mm Delivery: 100mmOutput of each pump: 2280LPM		
	e)	Is the pump automatic in action?	System not activated		
	f)	Is the water pressure sufficient at max distance from the pump?	System not activated		
DETECTION SYSTEM					
50.	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		
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, indicateIndicate whether the Fire extinguishers bear the ISI certification mark?		YesYes	Number of FEType/ CapacityWater CO2- 9 liter, DCP- 5 kgsCo2-4.5kgs	
54.	Location and population of the FEs adequate		Yes		
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	Location of Fire Alarm:Staircase	

56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Record not provided.
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No
60.	Status of NOC from WBF&ES	Record not provided.

Part – 5 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	N/A
	b) Type of support used for ducts	N/A
	c) Type of lagging used, if any for insulating any portion of the duct	N/A
	d) Is the lagging secured?	N/A
	e) Is false ceiling present?	N/A
	f) Material used for false ceiling	N/A
	g) Is a separate AHU being provided in each floor	N/A
	H) Whether automatic shutdown of AHU is coupled with detection system?	N/A
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A
	J) Are fire dampers provided in AC duct?	N/A

62.	Is there any standby source of electric supply being provided?		Yes	DG: yesCapacity:500KV A	UPS Capacity: No
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Ground		
64.	a)	Transformer capacity	500kva		
	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?	Adjacent		
65.	What precautions will be 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		
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes		
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA		
69.	Whether natural ventilation is relied upon? If so, give details.		NO		
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	Yes
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 5kgs
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	No
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	Yes
92.	Reliability of the fire hydrant system	Yes
93.	Emergency preparedness and response	No
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	No
96.	Awareness of the people?	No
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	Good
99.	Periodic test of UPS system (as applicable)	No
100.	Handling of electrical work by competent electrician	Yes

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

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS: A. Fire Water Pump House

1. Fire Pumping system is not activated.

2. Fire pump should be maintained serviceable & 3.5 kg/cm² pressure maintained at top level.

3. All pump input and output pipeline to be maintained in proper individual labeling & water flow direction.

B. Emergency Evacuation Plan

1. Fire order & evacuation plan not displayed in the building at prominent locations.

C. LT Rooms

1. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

2. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

D. HT Rooms

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent.

2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

5. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.

6. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.

Physical check not permitted, hence please take it up departmentally (68).
F. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

G. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
H. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.**I. Stair Case & Lift Shaft.**

1. Fire man switch not checked but available should be checked departmentally.**J. Assembly Area.**

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VIK. **Extinguishers.**

1. Adequate no of extinguisher is to be provide in the building.

2. Adequate no ofextinguisher are to be provided at pump room, Transformer room.

L. General:

- 8) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor. All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.

All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility

VISHNU ENTERPRISE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DN-14
2.	Premises Name (if any)	Vishnu Enterprise
3.	Name of the owner /occupier/lessee	Vishnu Enterprise
4.	Permanent Address	DN-14, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr Gautam Das
7.	Phone No of Contact Person	9831288253
8.	E-mail	Vishnudn14@gmail.com
9.	Purpose of the Land Use	Residential
		Educational
		Institutional
		Assembly
		YES Business
		Mercantile
		Industrial
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	4900 sq mtr app
11.	Build up area(as informed to the Auditor)	Data not provided
12.	No of Floors	G+09 floor
13.	Date of Sanction of Building Plan	Data not provided
14.	Whether P.O.C/OC received from local body?	No Data no provided
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	M/s PSS
16.	No. of Security Personnel engaged	12Nos
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	NO
22.	No of Vehicles for which parking space is available in the premises	14
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	02, (Vodafone and Airtel)
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		700 in office timeapx		
	Existing		700		
	a)Regular		700		
	b)Floating		100 APPX		
32.	Basement		Yes (one)		
	a)	If basement extends beyond building profile	Yes		
	b)	Use of the basement	ParkingYes		
	c)	Are sprinklers provided?	Yes		
	d)	Whether any cubicles present in the basement?	No		
		If yes, their use to be specified	N/A		
	f)	Whether fire zones are defined?	No,		
		If yes, please provide details	N/A		

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases -->		02		
	Stairs Number		#1	#2	
	a)	Width of flight	266.7mm	266.7mm	N/A
	b)	Tread width	1700mm	1700mm	N/A
	c)	Riser Height	165 mm	165 mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	1041.4 mm	1041.4 mm	N/A
	f)	Height of stair handrail	970 mm	970 mm	N/A
	g)	Area & location & profile of Fire Refuge Area	On 8 th floor	No	N/A
	h)	Width and type of door leading to Fire refugee area	1040 mmNorm al wooden door.	No	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→		02 passenger	
	Lift-Numbers		#1	#2
	a)	Type of door	SS Door	SS Door
	b)	Fire resistance rating	Yes	Yes
	c)	Area of lift car	154080 sq mm	154080 sq mm
	d)	Capacity (no of persons)	08	08
	e)	Capacity(in kg)	540 kg	540 kg
	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	Yes	Yes
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Yes.	
35.	Presence of proper signage in all the exit route		Yes	
36.	Is it posted with illuminated signage?		Yes	
37.	Whether it Leadsto theFire assembly point?		NO	
38.	Any form of Public address system available?		Yes	
39.	Width form of internal road within the Premises?		20 ft approx.	
40.	Width of the Entry / exit of Gate		20 ft approx.	
41.	Height of the Entry / exit of Gate		No upper arch.	

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefightingavailable?(At ground level / overhead)		Yes	U/G- 100000 litersO/H -
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	yes	
	c)	Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?		NO	
	a)	Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		1 nos	
45.	Are first aid hose reels being provided? If so please indicate		Yes	1 Nos of hose reels on each floor.

	a)	What is the length of hose reel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter &33 metres in length.	
	b)	Size (bore) and type of nozzle fitted to each hose reel	Brass nozzle hand controlled type, 9 mm diameter		
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose: RRL, Canvas Size of hose:63mmLength of hose:15 m	
	a)	Total no of hoses provided near each hydrant	2 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 hydrant 150mm & 1 Sprinkler 150 mm diameter		
48.	Has any down comer been provided? If so, please give details		Yes, 150 mm diameter.		
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		System active.		
	a)	Number of pumps	4 no.		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 150mmOutput of each pump: Jockey: 15 HP Sprinkler: 60 hp Hydrant Pump: 75 hp Standby pump: 75 hp		
	e)	Is the pump automatic in action?	Automatic in action		
	f)	Is the water pressure sufficient at max distance from the pump?	Yes		
DETECTION SYSTEM					
50.	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		
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, indicateIndicate whether the Fire extinguishers bear the ISI certification mark?		NoYes	Number of FEType/ CapacityWater CO2 , DCPCo2- 4.5Foam 9 litre50 litre foam extinguisher	25 no's

54.	Location and population of the FEs adequate	Yes
55.	Is Emergency Fire Alarm being provided in each floor?	Yes Location of Fire Alarm:Staircase
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Yes, as verbally told
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Yes, as verbally told by Mr S K Agrawal
60.	Status of NOC from WBF&ES	NOC taken. Dated 17/11/12

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air – conditioned, please indicate	Yes
	a) Material used for construction of ducts and its fittings	GS
	b) Type of support used for ducts	BRACKET
	c) Type of lagging used, if any for insulating any portion of the duct	SW
	d) Is the lagging secured?	Yes
	e) Is false ceiling present?	Yes
	f) Material used for false ceiling	POP and 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
	J) Are fire dampers provided in AC duct?	No

62.	Is there any standby source of electric supply being provided?		Yes	DG: yesCapacity :400KVA	UPS Capacity: No
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Ground		
64.	a)	Transformer capacity	400kva		
	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?	3 mtr		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Data not provided.		
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?		NA		
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	
73.	Storage of combustibles materials near electrical equipment/fuse units.	No	
74.	RCCBs available?	Yes	
75.	Master switch in warehouses	NA	
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	Yes	
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	No	
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	No	
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	NA
91.	DG operation and maintenance	Yes
92.	Reliability of the fire hydrant system	Yes
93.	Emergency preparedness and response	Yes
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Yes
97.	Sample basis validation of smoke detection system?	Data not provided.
98.	Condition of Lightning Arrestor	Good
99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	Yes

101.	Approval of receiving station, substation and DG	Data not provided.
102.	Storage of hazardous material, chemicals?	No
103.	Use of signage?	No
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Yes
107.	Color coding system of hazardous chemical gas lines etc.	NA
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	NA

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	--	■ Deviation Data not provided
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Water tank capacity is to be displayed.
2. Fire pump should be maintained serviceable & 3.5 kg/cm² pressure maintained at top level.
3. Fire pumps are in Manual mode. They should be put in Auto mode.

B. Emergency Evacuation Plan

1. Fire order & evacuation plan not displayed in the building at prominent locations.

C. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent..

2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

D. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

E. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

F. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

G. Stair Case & Lift Shaft.

1. Fire retardent door be fixed in the Refuge area.

H. Assembly Area.

- 1) 1. Assembly area is not mention in building premises. Assembly area should be indicated & maintained as per NBC part-VII. **General:** All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent. Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 2) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

SALTEE TECHPARK



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	DN-18	
2.	Premises Name (if any):	SALTEE TECHPARK	
3.	Name of the owner /occupier/lessee	SALTEE PARK	
4.	Permanent Address	SALTEE TECHPARK DN-18, SECTOR-5,, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	Mohan Motors, Indus net	
6.	Name of the Contact Person	Mr. Raju Banerjee	
7.	Phone No of Contact Person	09831090628	
8.	E-mail	sp@salteegroup.com	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Mixed occupied	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Not disclosed	
11.	Build up area(as informed to the Auditor)	Not disclosed	
12.	No of Floors	B+G+XIV floor	
13.	Date of Sanction of Building Plan	Date:	
14.	Whether P.O.C/OC received from local body?	Yes	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Gorkha	
16.	No of Security Personnel engaged	13 @ round 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	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 Organization	No
22	No of Vehicles for which parking space is available in the premises	40
23	Whether parking space available for visitors within the premises	No
24	Place where excess vehicles (if any) are parked available	No
GENERAL MAINTENANCE		
25	Garbage Clearing	Yes
26	Drainage System	Yes
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	01 No TATA
29	Statutory Clearance from AAI	YES
30	Any Other Clearance	Yes

Part – 2

31	Occupancy load		250 member in office time	
	Existing		250	
	a)Regular		200	
	b)Floating		100	
32	Basement		Yes	
	a)	If basement extends beyond building profile	NO	
	b)	Use of the basement	Parking: Yes	Storage: NA
	c)	Are sprinklers provided?	YES	
	d)	Whether any cubicles present in the basement?	NO	
		If yes, their use to be specified	N/A	
	f)	Whether fire zones are defined?	NO	
		If yes, please provide details	N/A	

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases -->		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2500mm	2500mm	2500mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm

	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair head room			
	g)	Height of stair handrail	1000mm	1000mm	1000mm
	h)	Area & location & profile of Fire Refuge Area			
	i)	Width and type of door leading to Fire refugee area	1500mm	1500mm	1500mm
	J)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→ 02 Nos Passenger lift &		02		
	Lift-Numbers		#1	#2	
	a)	Type of door	Movable		movable
	b)	Fire resistance rating	NA		N/A
	c)	Area of lift car	02 SQM		02 SQM
	d)	Capacity (no of persons)	15		15
	e)	Capacity(in kg)	1150		1150
	f)	Company	SCHINDLER		SCHINDLER
	g)	Is communication system, installed in the lift car?	Yes		NA
	h)	Is a fireman’s switch being installed in the car?	Yes		NA
	i)	Pressurization of lift	No		NA
	j)	Whether validity of “Form-C” from appropriate authority obtained?	Yes		yes
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage?		Yes		
37	Whether it is Leads to fire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		06 meter		
40	Width of the Entry / exit of Gate		06 meter		
41	Height of the Entry / exit of Gate		04 Meter		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for firefighting available?(at ground level / overhead)		Yes	U/G- 200000liters Approximate O/H10000 lit
	a)	If yes, specify the distance from the building	Adjacent side of the building.	
	b)	If yes, specify the capacity (in liters) as approved by WBF & ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	
	a)	Is it readily accessible?	N/A	
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2Nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	25mm diameter & 30metres in length
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle, 2.5mm diameter	
46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: RRL Size of hose:63mmLength of hose: 15 m
	a)	Total no of hoses provided near each hydrant	2 no's	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		2 no's of each side of building Dia- 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	3nos		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 150mm Output of each pump: 75 HP Main 15 HP for Jockey		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	NO		
50.	DETECTION 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 & HEAT		
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, indicateIndicate whether the Fire extinguishers bear the ISI certification mark?Date of Validity: EXPIRED		Yes Yes	Number of FE Type/Capacity CO2- 4.5kg, DCP- 10kgs& 9 liters w/CO2	
54	Location and population of the FEs adequate		Yes		
55	Is Emergency Fire Alarm being provided in each floor?		Yes	No. of Fire Alarm: 24Location of Fire Alarm:Lift lobby, Staircase & office area	
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		NO		

59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO
60	Status of NOC from WBF&ES	Valid

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air –conditioned, please indicate,		Yes		
	a)	Material used for construction of ducts and its fittings	GI SHEET material		
	b)	Type of tinning used for ducts	RECTANGULAR TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	GLASS WOOL ,		
	d)	How the lagging is secured?	Yes		
	e)	If false ceiling is there?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	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)	Are fire dampers provided in AC duct?	NO		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:560 KV	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups■Fire Pump: yes■Emergency Light: yes■Lift: yes■Partly to Office : yes■ Others	
63	Location of switch- gears and transformers		MEZ FLOOR		

64	a)	Transformer capacity	67.5 KVA input
	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?	INSIDE BUILDING
65		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Extinguisher, Sand Bucket
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
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?	NA
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?	YES
71		Whether mechanical ventilation is being coupled with automatic detection system?	NO
72		Whether the refuge area is being provided?	YES
73		Storage of combustibles materials near electrical equipment/fuse units.	No
74		RCCBs available??	YES
75		Master switch in warehouses	YES
76		Proper cable joint procedures as per manufacturer	Yes
77		Earthing Pit Tested?	Yes
78		Use of MCB?	Yes
79		Bypassing of protection devices	YES
80		Deteriorated insulation	YES
81		Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters

82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	Yes
83	Tracking possibility	YES
84	Unused opening in the panels, etc.	YES
85	Possibility of ground fault/short circuit	No
86	Mechanical protection to cables	No
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	NA
91	DG operation and maintenance	Yes , WITHIN ONE MONTH
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	NO
94	Availability of Evacuation plan	NO
95	Mock drill conducted?	NO
96	Awareness of the people?	NO
97	Sample basis validation of smoke detection system??	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
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)	NA
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	YES
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	NO

Part - 6**OTHER INFORMATION**

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

A well maintained pump house, however there is a scope of further improvement.

1. Fire pump house common for entire premises except block –vi pumps are separate.
2. Closed prominent of pump exhaust & cable tray. Safe distance is to be maintaining between cable tray& pump exhaust.
3. Operator do not have educate knowledge of extinguisher operation. Proper first aid training provide to operator.
4. MCP found unserviceable. MCP should be maintaining in serviceable condition.
5. At top floor hydrant line pressure found 1.6 Kg/Cm². The minimum pressure 3.5 kg/cm² is to be maintained at top floor.

B. Emergency Evacuation Plan

1. Fire order & Evacuation plan was not displayed in the building.

D. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed..
2. Smoke detector not provided in panel room.
3. Duct not provided to cable in panel room.
4. One fire exit door provided to entire building. Refer additional fire exit required mandatory.

E. HT Rooms

1. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

F. DG Room

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.

2. Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.

G. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

2. All hose box are not maintained by nozzle.

H. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

I. Refuge Area

Refuge area found lock, it should be unlocked and maintained.

J. Stair Case & Lift Shaft.

1. All Lift shaft & emergency stair cases is to be maintained pressurization as per NBC part-IV 2005, 4.10.
2. Signage's not display. Signage's is to be providing with direction in every emergency exit & prominent location.

Emergency number not display in lifts.

L. HSD Tank.

1. Hose box found without nozzle.
2. One 50 litres Foam extinguisher found unserviceable.
3. Capacity of tank is to be display.
4. Generator & parking found is very near to HSD. Parking is to be maintained in safe distance.
5. HSD pump room does not have any natural ventilation. At least one ventilation is to be provided in HSD pump room.
6. In HSD pump line fuel dripping found. All dripping leakage is to be attained.
7. Foam Branch FB5X & foam can is to be providing to fire control room.

M. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor. All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent. Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 2) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned. A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor..

KNOWLEDGE HUB



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN-23	
2.	Premises Name (if any)	Knowledge Hub	
3.	Name of the owner /occupier/lessee	Mr. Pawan Kumar Chudiwal	
4.	Permanent Address	KNOWLEDGE HUB,BLOCK DN-23, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	Mr. Pawan kumar chudiwal	
7.	Phone No of Contact Person	09674173100	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		YES	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	5000 SQF	
11.	Build up area(as informed to the Auditor)	4300 SQF	
12.	No of Floors	G+IX floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Marline Security Services	
16.	No. of Security Personnel engaged	6 in a single shift	
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	No	

22.	No of Vehicles for which parking space is available in the premises	10 appx
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONE TOWER		
28.	No of Towers	2
29.	Statutory Clearance from AAI	Yes
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		300 in office time		
	Existing		300		
	a)Regular		300		
	b)Floating		100		
32.	Basement		NA		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3
PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	2000mm	2000mm	N/A
	b)	Tread width	300mm	300mm	N/A
	c)	Riser Height	150mm	150mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	1500mm	1500mm	N/A
	f)	Height of stair handrail	1000mm	1000mm	N/A
	g)	Area & location & profile of Fire Refuge Area	6 th floor	6 th floor	N/A
	h)	Width and type of door leading to Fire refugee area	1500mm Fire door	1500mm Fire door	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		02 passenger		
	Lift-Numbers		#1	#2	N/A
	a)	Type of door	SS Door	N/A	N/A
	b)	Fire resistance rating	Yes	N/A	N/A
	c)	Area of lift car	1.5SQM	N/A	N/A
	d)	Capacity (no of persons)	9	N/A	N/A
	e)	Capacity(in kg)	612	N/A	N/A
	f)	Company	Otis	N/A	N/A
	g)	Is communication system, installed in the lift car?	Yes	Yes	N/A
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	N/A
	i)	Pressurization of lift	NO	NO	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.However verbally mention it's available.		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leadsto theFire assembly point?		NO		

38.	Any form of Public address system available?	Yes
39.	Width of internal road within the Premises?	4 meter approx.
40.	Width of the Entry / exit of Gate	4 meter approx.
41.	Height of the Entry / exit of Gate	1 meter approx.

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire fighting available?(At ground level / overhead)	Yes	U/G- 100000 gallon O/H - 17000 liters
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c) Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?	NO	
	a) Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?	Yes	Single outlets.
	If so, please indicate no of hydrants in each floor	1nos	
45.	Are first aid hose reels being provided? If so please indicate	Yes	1Nos of hose reels on each floor.
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b) Size (bore) and type of nozzle fitted to each hose reel	PVC nozzle, 6mm diameter	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size	Yes	Type of hose:RRL Size of hose:63mmLength of hose:15 m
	a) Total no of hoses provided near each hydrant	1 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 hydrant & 1 Sprinkler 150mm diameter	
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	3 no.	
	b) Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 100mmOutput of each pump: 171M3	

	e)	Is the pump automatic in action?	No
	f)	Is the water pressure sufficient at max distance from the pump?	No
	DETECTION SYSTEM		
50.		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
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 whether the Fire extinguishers bear the ISI certification mark?	YesYes Number of FEType/ CapacityWater CO2- 9 liter, DCP-5 kgsCo2-4.5kgs
54.		Location and population of the FEs adequate	Yes
55.		Is Emergency Fire Alarm being provided in each floor?	Yes Location of Fire Alarm:Staircase
56.		Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Record not provided.
59.		Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No
60.		Status of NOC from WBF&ES	Valid till Dec 2013

Part – 5

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	N/A		
	b)	Type of support used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	Is the lagging secured?	N/A		
	e)	Is false ceiling present?	N/A		
	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Arefire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		Yes	DG: yesCapacity :320KVA	UPS Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Ground		

64.	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?	Adjacent
65.		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguisher & sand bucket.
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
67.		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68.		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA
69.		Whether natural ventilation is relied upon? If so, give details.	NO
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 refuge area present. The balcony is being designated as the refuge area.

73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available?	Yes
75.	Master switch in warehouses	Yes
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs
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	No

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	NA
91.	DG operation and maintenance	Yes
92.	Reliability of the fire hydrant system	Yes
93.	Emergency preparedness and response	No
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	No
96.	Awareness of the people?	No
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	Good
99.	Periodic test of UPS system (as applicable)	No
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes

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

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Adequate pressure not maintain at firefighting line. Adequate pressure should be maintained in pump rooms so that 3.5 kg/cm² pressure maintained at top level.
3. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
4. All pump input and output pipeline are to be maintained with proper individual labeling& water flow direction.

B. Emergency Evacuation Plan

Fire order& evacuation plan not displayed in the building at prominent locations.

C. LT Rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably uses a clean agent.

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

D. HT Rooms

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

7. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
8. Three number M/Foam 50 lit extinguishers are to be placed outsideof D.G. Room.

Physical check not permitted; hence please take it up departmentally (68).

F. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent. **G. Fire Hose Boxes & Hoses**

1. Hoses are not provided at yard hydrant hose box. At least one hose is to be providing at yard hose box.

2. Nozzle is not provided at every hose box. One no's nozzle should be provided in each hose box.

2. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.**H. Fire Exit Doors**

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.**I. Refuge Area**

1. Refuge area is to be maintaining as per NBC part IV -2005 (4.12.3)**J. Stair Case & Lift Shaft.**

1. Fire man switch not checked but available should be checked departmentally.**K. Assembly Area.**

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-IV**L. Extinguishers.**

1. Adequate no of extinguisher is to be provide in the building.

2. Adequate no extinguisher are to be provided at pump room, Transformer room.**M. General:**

All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.

1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustibile material.

2) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.

MATRIX TOWER



PART – I GENERAL INFORMATION

1.	Plot No/Premises No:	DN-24	
2.	Premises Name (if any):	Matrix Tower	
3.	Name of the owner /occupier/lessee	WIPRO SEZ.	
4.	Permanent Address	G-01, DN-24 Matrix Tower SECTOR-5, , SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/Sublease/Any other	Freehold/SEZ	
6.	Name of the Contact Person	T. K. Singh	
7.	Phone No of Contact Person	09674758883	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Mixed use	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	15 katha	
11.	Build up area(as informed to the Auditor)	Not Known by Client	
12.	No of Floors	B+G+ 10 floor	
13.	Sanction of Building Plan	Yes	
14.	Whether P.O.C/OC received from local body?	Yes	OC Issuing Authority Bidhan Nagar Municipality/ NDITA
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	PS Company	
16	No of Security Personnel engaged	13 person @ 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	Yes
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	NO
22	No of Vehicles for which parking space is available in the premises	YES
23	Whether parking space available for visitors within the premises	Yes
24	Is there any place where excess vehicles (if any) can be parked	NO
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	VODAFONE/01
29	Statutory Clearance from AAI	Yes
30	Any Other Clearance	NO

PART - 2

31	Occupancy load		Approx. 500 in office time		
	Existing		500		
	a)Regular		400		
	b)Floating		100		
32	Basement		YES		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement	Yes		SECURITY STAFF ROOM
	c)	Is it being sprinkle red?	YES		
	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	NA		

Part- 3 PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		02		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2500mm	2500mm	NA
	b)	Tread width	300mm	300mm	NA
	c)	Riser Height	150mm	150mm	NA
	d)	Finish	Ground	Ground	NA
	e)	Width of stair door (FCD)	1500mm	1500mm	NA
	f)	Height of stair head room			NA
	g)	Height of stair handrail	1000mm	1000mm	NA
	h)	Area & location & profile of Fire Refuge Area			NA
	i)	Width and type of door leading to Fire refugee area	1000mm	1000mm	NA
	J)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→		02		
	Lift-Numbers		#1	#2	
	a)	Type of door	Metal	Metal	
	b)	Fire resistance rating	NA	NA	
	c)	Area of lift car	2SQm	2SQm	
	d)	Capacity (no of persons)	10	10	
	e)	Capacity(in kg)	1000	1000	
	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?	NO	NO	
	i)	Pressurization of lift	NO	NO	
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NO	NO	
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 of internal road within the Premises?		04 meter		
40	Width of the Entry / exit of Gate		04 meter		
41	Height of the Entry / exit of Gate		6 FEET		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / over head)		Yes	U/G- 2.5 Lakh liters O/H: Not Known
	a)	If yes, specify the distance from the building	50 meter approx.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		Yes	Specify the distance from the building:
	a)	Is it readily accessible?	No	Condition and type of the reservoir:
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2Nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	25mm diameter & 30metres in length
	b)	Size (bore) and type of nozzle fitted to each hose reel	SS nozzle, 2.5mm diameter	
46	Are fire hoses being provided near each hydrant? If so, please indicate		Yes	Type of hose: RRL Size of hose: 63mmLength of hose: 15 m
	a)	Total no of hoses provided near each hydrant	2 nos	
47	Have wet risers/dry risers been provided?		Yes	
	If yes, please indicate the number of risers and internal diameter of each		2 nos of each side of building Diameter- 150mm	
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	3nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 150mm Output of each pump: Hydrant- 75 HP Jockey- 15 HP	
	e)	Is the pump automatic in action?	NO	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
50	DETECTION 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 & heat	

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, every floor , entrance of office ,Exit Stair cases		
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 whether the Fire extinguishers bear the ISI certification mark?	Yes	Yes	Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs & 9 liters W/Co2
54	Location and population of the FEs adequate	Yes		
55	Is Emergency Fire Alarm being provided in each floor?	Yes	No. of Fire Alarm:Not known Location of Fire Alarm:Lift lobby, Staircase & office area	
56	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes but worked in office timing		
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	Yes		
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Yes		
60	Status of NOC from WBF&ES	Valid/In Force		

Part-5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air-conditioned, please indicate,		Yes
	a)	Material used for construction of ducts and its fittings	GI Sheet
	b)	Type of tinning used for ducts	Bracket type
	c)	Type of lagging used, if any for insulating any portion of the duct	Glass wool
	d)	How the lagging is secured?	Yes
	e)	If false ceiling is there?	Yes
	f)	Material used for false ceiling	Plaster of Paris sheet
	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?	No		
	j)	Will fire dampers be provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 250 kva	UPS: individual office capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: yes ■ Lift: yes ■ Partly to Office : yes ■ Others: yes	
63	Location of switch- gears and transformers		Ground floor		
64	a)	Transformer capacity	1000 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?	Inside building		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?			Extinguisher, Sand Bucket	
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	
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?			Yes	
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?			NA	

69	Whether natural ventilation is relied upon? If so, give details.	NO
70	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	Yes
71	Whether mechanical ventilation is being coupled with automatic detection system?	No
72	Whether the refuge area is being provided?	Yes
73	Storage of combustibles materials near electrical equipment/fuse units.	No
74	RCCBs available?	Yes
75	Master switch in warehouses	Yes
76	Proper cable joint procedures as per manufacturer	Yes
77	Earthing Pit Tested?	Yes
78	Use of MCB?	Yes
79	Bypassing of protection devices	Yes
80	Deteriorated insulation	Yes
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	Yes
83	Tracking possibility	Yes
84	Unused opening in the panels, etc.	Yes
85	Possibility of ground fault/short circuit	No
86	Mechanical protection to cables	No
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	NA
91	DG operation and maintenance	Yes , in Monthly
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	No
94	Availability of Evacuation plan	No
95	Mock drill conducted?	No
96	Awareness of the people?	No
97	Sample basis validation of smoke detection system?	No
98	Condition of Lightening Arrestor	Good

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Panel of FWPH was found switched off .it should be kept on auto mode.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of start up of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 5 kg/cm² & auto off at 7 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. Panel of FWPH & Pump was situated at obstructed place. It should be removed at other place for smooth operation of pump.
6. Validity of portable fire extinguishers was found expired. It should be checked & inspected by monthly.
7. Combustible material dumped at basement (Parking area). It should be removed from site

B. Emergency Evacuation Plan

2. Fire order& evacuation plan was not displayed in the building. .

C. LT rooms

1.Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

2.Insulation mat to be provide infront of electrical panel.

3. Accumulation of combustible material over cable tray. Cable tray should be maintained clean & clear.

D. HT Rooms

1. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

3.High voltage electric cable not laying in proper manner. It should be lay out in cable trench.

4. As per NBC Part 4 (6.4.8.6) Main power panels such as HT & LT Panels, LT distribution boards and essential power panels and such major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.

5. Smoke detector to be provide in HT room.

E. DG Room

9. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.

Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.**F. Fire Hose Boxes & Hoses**

1. Hose was not available inSome hose boxes. Hose should be kept in empty hose box.
2. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained

All hose box not maintained by nozzle.**G. Fire Exit Doors**

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

H. Stair Case & Lift Shaft.

3. All Lift shaft & emergency staircases is to be maintained pressurization as per NBC part-IV 2005, 4.10.
4. Signage's not display. Signage's is to be provided with direction in every emergency exit & prominent location.
5. Emergency number not display in lifts and intercom is not provided in lift. Emergency number & intercom is to be provided in lift.

Pillar was located in front of Exit staircases.**I. General:**

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor. All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 2) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

TECHNO INDIA



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN-25
2.	Premises Name (if any)	TECHNO INDIA
3.	Name of the owner /occupier/lessee	Data not provided & said collect from NDTIA
4.	Permanent Address	TECHNO INDIA,BLOCK DN-25, SECTOR-5, SALLAKE, KOLKATA – 91
5.	Ownership detailsFreehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr. N.K Pal
7.	Phone No of Contact Person	033-27062316
8.	E-mail	
9.	Purpose of the Land Use	☐ Residential
		☒ YES Educational
		☐ Institutional
		☐ Assembly
		☐ Business
		☐ Mercantile
		☐ Industrial
		☐ Storage
		☐ IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided
11.	Build up area (as informed to the Auditor)	Data not provided
12.	No of Floors	B+G+8 th floor
13.	Date of Sanction of Building Plan	Data not provided
14.	Whether P.O.C/OC received from local body?	☒ Yes ☐ Data no provided
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	Data not provided
16.	No. of Security Personnel engaged	Data not provided
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	No
22.	No of Vehicles for which parking space is available in the premises	250 apx

23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONE TOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		250 in office time		
	Existing		250		
	a)Regular		250		
	b)Floating		50		
32.	Basement		Yes		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement	Nil		
	c)	Are sprinklers provided?	No		
	d)	Whether any cubicles present in the basement?	No		
		If yes, their use to be specified	N/A		
	f)	Whether fire zones are defined?	No		
		If yes, please provide details			

Part – 3**PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	2000mm	2000mm	N/A
	b)	Tread width	300mm	300mm	N/A
	c)	Riser Height	150mm	150mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	1500mm	1500mm	N/A
	f)	Height of stair handrail	1000mm	1000mm	N/A
	g)	Area & location & profile of Fire Refuge Area	No	No	N/A
	h)	Width and type of door leading to Fire refugee area	No	No	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	N/A		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leads to the Fire assembly point?		NO		

38.	Any form of Public address system available?	No
39.	Width of internal road within the Premises?	No
40.	Width of the Entry / exit of Gate	2.5 meter approx.
41.	Height of the Entry / exit of Gate	2 meter approx.

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	Yes	U/G- 2,00,000 Ltrs
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c) Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?	No	IF YES, Specify the distance from the building: NA
	a) Is it readily accessible?	No	IF YES, SPECIFY Condition and type of the reservoir: NA
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	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 their size	No	Type of hose: Size of hose: Length of hose:
	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	Nil	
	b) Size of suction and delivery connection to each pump/Output	Suction: N/A Delivery: N/A Output of each pump: N/A	
	e) Is the pump automatic in action?	No	
	f) Is the water pressure sufficient at max distance from the pump?	No	
	DETECTION SYSTEM		
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No	
	a) Type of detectors used	N/A	
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 whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity ABC type-5 kgs
54.	Location and population of the FEs adequate	No	
55.	Is Emergency Fire Alarm being provided in each floor?	No	Location of Fire Alarm: Staircase-- N/A
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Record not provided.	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No	
60.	Status of NOC from WBF&ES	No	

Part – 5**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	N/A		
	b)	Type of support used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	Is the lagging secured?	N/A		
	e)	Is false ceiling present?	N/A		
	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Arefire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		No	DG: yes Capacity: N/A	UPS Capacity N/A
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: No ■Emergency Light: No ■Lift: No ■Partly to Office : No ■ Others	
63.	Location of switch- gears and transformers		Data not provided		
64.	a)	Transformer capacity	Data not provided		
	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?	Data not provided		
	c)	If outside, how far is it from the building?	Data not provided		

65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Data not provided	
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	
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?	NA	
69.	Whether natural ventilation is relied upon? If so, give details.	NO	
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 refuge area.	
73.	Storage of combustibles materials near electrical equipment/fuse units.	No	
74.	RCCBs available?	Yes	
75.	Master switch in warehouses	Yes	
76.	Proper cable joint procedures as per manufacturer	Yes	

77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs
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	No
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	NA
91.	DG operation and maintenance	No

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?	No
97.	Sample basis validation of smoke detection system?	No
98.	Condition of Lightning Arrestor	No
99.	Periodic test of UPS system (as applicable)	No
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	No
102.	Storage of hazardous material, chemicals?	No
103.	Use of signage?	No
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Yes

107.	Color coding system of hazardous chemical gas lines etc.	NA
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	Not Aware

Part - 6 **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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:A. Fire Water Pump House

1. Fire pump is to be provided as per NBC part IV.**B. Emergency Evacuation Plan**

1. Fire order& evacuation plan not displayed in the building at prominent locations.

C. LT Rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.**D. HT Rooms**

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.

2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

F. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

G. Refuge Area

1. Refuge area is to be maintain as per NBC part iv -2005 (4.12.3)

H. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

I. Extinguishers.

1. Adequate no of extinguisher is to be provide in the building.

2. Adequate no extinguisher are to be provided at pump room, Transformer room.

General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.

All Combustible material to be removed from terrace floor.

SENSES HOTEL



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	DN-26, Sec-V	
2.	Premises Name (if any):	Senses Hotel	
3.	Name of the owner /occupier/lessee	Data not shared	
4.	Permanent Address	Senses hotel	
5.	Ownership details :	leased	
6.	Name of the Contact Person	Mr. Prakash Bajaj	
7.	Phone No of Contact Person	9432368288	
8.	E-mail	prakash@bajajfamily.com	
9.	Purpose of the Land Use	Principle Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	15×720 SQF	
11.	Build up area(as informed to the Auditor)	5500 ×11SQF	
12.	No of Floors	B+G+11	
13.	Date of Sanction of Building Plan	Data not shared	
14.	Whether P.O.C/OC received from local body?	Yes	
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	Company owned security	
16	No of Security Personnel engaged	4	
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 nos.
23	Whether parking space available for visitors within the premises	-Do-
24	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25	Garbage Clearing	Yes
26	Drainage System	OK
27	Maintenance of Road	Yes
TELEPHONE TOWER		N/A
28	No of Towers	N/A
29	Statutory Clearance from AAI	N/A
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		Operation not yet started		
	Existing		04 (Maintenance staff)		
	a)Regular		N/A		
	b)Floating		N/A		
32	Basement		Yes		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement	Parking		
	c)	Are sprinklers provided?	Yes		
	d)	Whether any cubicles present in the basement?	No		
		If yes, their use to be specified	No		
	f)	Whether fire zones are defined?	Yes		
		If yes, please provide details	Zone demarked		

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		2		
	Stairs Number		#1	#2	#3
	a)	Width of flight	1500	1800	N/A
	b)	Tread width	300mm	300mm	N/A
	c)	Riser Height	150mm	150mm	N/A
	d)	Finish	Basement	Basement	N/A
	e)	Width of stair door (FCD)	1500mm	1500mm	N/A
	f)	Height of stair handrail	1000mm	1000mm	N/A
	g)	Area & location & profile of Fire Refuge Area	N/A		
	h)	Width and type of door leading to Fire refugee area	N/A		
	i)	Pressurization of staircase	N/A		
	j)	Segregation of staircase	N/A		
34	Number of Lifts installed→		03Passenger + 01 Service Lift		
	Lift-Numbers		#1	#2	#3
	a)	Type of door	SS DOOR	SS DOOR	SS DOOR
	b)	Fire resistance rating	Yes	Yes	Yes
	c)	Area of lift car	02 SQM	02 SQM	02 SQM
	d)	Capacity (No of persons)	08	08	16
	e)	Capacity(in kg)	540	540	1350
	f)	Company	Orient	Orient	Orient
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	Yes	Yes	Yes
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Yes		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leadstothe Fire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		NA		
40	Width of the Entry / exit of Gate				
41	Height of the Entry / exit of Gate				

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for firefighting available?(at ground level / overhead)	Yes	U/G 1LaksO/H 10k
	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.	Yes	
	c) Specify the condition of the reservoir	Satisfactory	
43	Is any public or other water storage facility available nearby?	No	.
	a) Is it readily accessible?	N/A	
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-2
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	Bore and length of hose reel tubing on each reel:
	b) Size (bore) and type of Nozzle fitted to each hose reel	14mm 6mm Brass	
46	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	Type of hose:RR2Size of hose:63Length of Hose:18m
	a) Total No of hoses provided near each hydrant	02	
47	Have wet risers/dry risers been provided?	Yes	
	If yes, please indicate the number of risers and internal diameter of each	2 each side of building 150mm diameter	
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	3+1	
	b) Size of suction and delivery connection to each pump/Output	Suction: 180mm Delivery: 150mm Output of each pump: 2850 Lpm 180 Lpm	
	e) Is the pump automatic in action?	Yes	
	f) Is the water pressure sufficient at max distance from the pump?	Yes	
50.	DETECTION		
	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	
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 whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/Capacity ABC Type/5kgsCO ₂ /4.5
54	Location and population of the FEs adequate	No	
55	Are Emergency Fire Alarm being provided in each floor ?	Yes	No. of Fire Alarm 3Location of Fire Alarm Lift lobby & Common area.
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	No	Hotel not in operation
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	No	Building is not in operation

58	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Yes
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Yes
60	Status of NOC from WBF&ES	Data not available

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,		Yes		
	a)	Material used for construction of ducts and its fittings	GI Materials		
	b)	Type of support used for ducts	BRACKET TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL		
	d)	How the lagging is secured?	Yes, Visually checked		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	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?	YES		
	j)	Are fire dampers be provided in AC duct?	Yes		
62	Is there any standby source of electric supply being provided?		Yes	DG 500KVACapacity	UPS N/A Capacity
	Is the back supply automatic?		Yes		
63	Location of switch- gears and transformers		Outside the building		

64	a)	Transformer capacity	750KVA
	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?	Yes, 10 mtr
65		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fixed fire-fighting installation of DCP cylinder, Fire Extinguisher & sand bucket.
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?	Yes
68		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Yes
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?	
71		Whether mechanical ventilation is being coupled with automatic detection system?	
72		Whether the refuge area is being provided?	No Balcony Provided
73		Storage of combustibles materials near electrical equipment/fuse units.	
74		RCCBs available?	Yes
75		Master switch in warehouses	No
76		Proper cable joint procedures as per manufacturer	Yes
77		Earthing Pit Tested?	Yes

78	Use of MCB?	Yes
79	Bypassing of protection devices	Yes
80	Deteriorated insulation	Yes
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	Switch yard and sub station	No
91	DG operation and maintenance	Monthly
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	No
94	Availability of Evacuation plan	No
95	Mock drill conducted?	No
96	Awareness of the people?	Not up to the mark. Awareness training recommended before regular business start
97	Sample basis validation of smoke detection system?	Yes
98	Condition of Lightning Arrestor	Yes
99	Periodic test of UPS system (as applicable)	N/A
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes
104	Hydrants clear, access to public thorough fare open	Yes
105	Flame & work permits (as applicable)	Yes

106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	No
108	Management structure, role of safety officer, fire department etc.	No
109	Procedure for incident investigation and control	No

Part - 6

OTHER INFORMATION

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Yes, LPG	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

Yard Hydrant: Yard hydrants are to be provided with 24hrs pressure maintain by pump.

Emergency Evacuation Plan: Fire order & emergency evacuation plan was not displayed in the building. Fire order & emergency evacuation plan are to be display at prominent location in the building.

Assembly Area: Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.**Signages:** Signage's are not available. Signage's are to be placed in the building at prominent place

Mock: Mock drills are not conducted. Regular fire drills, mock drills etc must be conducted in the premises and inmates must be trained on the use of first aid equipment such as fire extinguishers, manual call points etc.

- A. Storage:** Storages to be kept organized manner and accumulation of combustible materials to be avoided.**Loose Electrical cable:** Loose cable should be properly conduit**Refuge Area :** Refuge area is to be identified**General:**

- 1) All corridors in the building should be equipped with adequate number of portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) Gas detector is required to be provided at LPG gas bank.
- 3) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

MEERA TOWER



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-27	
2.	Premises Name (if any):	MEERA TOWER	
3.	Name of the owner	MEERA TOWER.	
4.	Permanent Address	MEERA TOWERBLOCK DN-27, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	MEERA TOWER	
6.	Name of the Contact Person	Mr. AMIT BANEERJEE (Shapoojipallamji co. ltd)	
7.	Phone No of Contact Person	033-40016883	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided	
11.	Build up area(as informed to the Auditor)	Data not provided	
12.	No of Floors	G+9 floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Own Arrangement	
16.	No of Security Personnel engaged	06 in each shift	
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	NO
22	No of Vehicles for which parking space is available in the premises	NO
23	Whether parking space available for visitors within the premises	NO
24	Is there Place where excess vehicles (if any) are parked available	NO
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	2
29	Statutory Clearance from AAI	-
30	Any Other Clearance	No

Part -2

31	Occupancy load		300 approx. Peoples working in office time as per given information by Client.		
	Existing		300		
	a)Regular		300		
	b)Floating		100		
32	Basement		NO		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3
PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		2		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2000m m	2000mm	NA
	b)	Tread width	2000m m	300mm	NA
	c)	Riser Height	2000m m	2000mm	NA
	d)	Finish	Ground	Ground	NA
	e)	Width of stair door (FCD)	2000m m	2000mm	NA
	f)	Height of stair handrail			NA
	g)	Area & location & profile of Fire Refuge Area	1000m m	1000mm	NA
	h)	Width and type of door leading to Fire refugee area	NO	NO	NA
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	No		
34	Number of Lifts installed→		3		
	Lift-Numbers		1,	2	3
	a)	Type of door	SS	SS	SS
	b)	Fire resistance rating	02 Hrs	02 Hrs	02 Hrs
	c)	Area of lift car	2m	2m	2m
	d)	Capacity (no of persons)	8	8	8
	e)	Capacity(in kg)	544	544	544
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	yes	yes	yes
	h)	Is a fireman's switch being installed in the car?	yes	yes	yes
	i)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided		
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage?		NO		
37	Whether it Leads to the Fire assembly point?		No		
38	Any form of Public address system available?		No		

39	Width of internal road within the Premises?	5 meter approx.
40	Width of the Entry / exit of Gate	5 meter approx.
41	Height of the Entry / exit of Gate	1meter approx.

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / over head)	Yes No	U/G- 250000 liters O/H
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Not mentioned	
	c) Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?	No	
	a) Is it readily accessible?	N/A	
44	Are internal hydrants being provided?	YES	SINGLE HEAD
	If so, please indicate no of hydrants in each floor	1nos	
45	Are first aid hose reels being provided? If so please indicate	YES	1 no's
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	YES	30M/19MM
	b) Size (bore) and type of nozzle fitted to each hose reel	PVC 6MM	
46	Are fire hoses being provided near each hydrant? If so, please indicate	NO	
	a) Total no of hoses provided near each hydrant	N/A	
47	Have wet risers/dry risers been provided?	YES	
	If yes, please indicate the number of risers and internal diameter of each	1 nos	
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, UNSERVICEABLE		
	a)	Number of pumps	3nos		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mmOutput of each pump: 171M3/Hr		
	e)	Is the pump automatic in action?	YES		
	f)	Is the water pressure sufficient at max distance from the pump?	NO		
50.	DETECTION SYSTEM				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes, UNSERVICEABLE		
	a)	Type of detectors used	Addressable		
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		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 Yes	Number of FE Type/ CapacityCO2-4.5kg, DCP-5 kgs & ABC-5 kgs	
54	Location and population of the FEs adequate		NO		
55	Are Emergency Fire Alarm being provided in each floor ?		Yes		
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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 SHARED WITH AUDITOR		

59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	N/A
60	Status of NOC from WBF&ES	Yes, document checked.

Part – 5 **ELECTRICAL, CABLES AND VENTILATION**

61	If the building is Centrally air – conditioned, please indicate,		Yes		
	a)	Material used for construction of ducts and its fittings	GI material		
	b)	Type of support used for ducts	BRACKET TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL		
	d)	How the lagging is secured?	Yes, Visually checked		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	g)	Is a separate AHU being provided in each floor	NO		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j)	Arefire dampers be provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		Yes	DG: yesCapacity :750KVA	UPS: yesCapacit y
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups■Fire Pump: yes■Emergency Light: yes■Lift: yes■Partly to Office : yes■ Others	
63	Location of switch- gears and transformers		Ground floor. Below building		

64	a)	Transformer capacity	N/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?	No
	c)	If outside, how far is it from the building?	N/A
65		What precautions will be 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
67		Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68		Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NO
69		Whether natural ventilation is relied upon? If so, give details.	NO
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
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

78	Use of MCB?	Yes
79	Bypassing of protection devices	NO
80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10KGS, Required more number as per scale
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes, weekly
92	Reliability of the fire hydrant system	Yes, satisfactory
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	NO
95	Mock drill conducted?	NO
96	Awareness of the people?	Need improvement
97	Sample basis validation of smoke detection system?	Not authorized by client
98	Condition of Lightning Arrestor	OK
99	Periodic test of UPS system (as applicable)	NO
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	NO
104	Hydrants clear, access to public thorough fare open	YES
105	Flame & work permits (as applicable)	NO
106	Effective internal communication and public address system	Yes

107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	No
10	Procedure for incident investigation and control	No

Part - 6 **OTHER** **INFORMATION**

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:A. Fire Water Pump House

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Standard pressure reading of startup of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
3. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
4. All pump input and output pipe line to be maintaining proper individual labeling & water flow direction.
5. Extinguisher are not provided in pump room. 1 DCP 10kgs & CO₂ 4.5kgs extinguisher to be provide in pump room.

B. Emergency Evacuation Plan

Fire order was not displayed in the building at prominent locations.

D. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. Insulation mat to be provide infornt of electrical panel
3. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

E. HTRooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT & LT Panels, LT distribution boards and essential power panels and such major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.
4. Smoke detector to be provide in HT room.

F. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

10. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
11. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.

Physical check not permitted, hence please take it up departmentally (68).

G. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

H. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. Hoses & Nozzle to be provide in hose box.

I. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.
- #### **J. Assembly Area.**

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI .**K. Access Road:** Fire Tender access road found blocked using as a parking. Fire tender exit road should be unobstructed.**L. Refuge Area**

Refuge area is to be maintain as per NBC part iv -2005 (4.12.3)**M. Stair Case & Lift Shaft.**

1. All Lift shaft & emergency staircases is to be maintained pressurization as per NBC part-IV 2005, 4.10.

O. General:

1. All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor. All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.

All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.

2) All Combustible material to be removed from terrace floor.**4nos fire extinguisher found empty.** Empty Extinguisher is to be sent for refilling immediately.

3) Emergency exit door found locked. Emergency exit door should be kept unlocked.Combustible material found in UPS room. UPS room should be maintain clean & clear.Server room suppression system FM200 discharge nozzle not provided & in the placed of nozzle blank cap dummy fixed.

FITWELL HOSIERY CORPORATION



EXECUTIVE SUMMARY

Part I & II

General Information Fitwell Hosiery Corporation is a G+ 4 storied House & is situated in DN -29, Sector V , Salt Lake , Kolkata 700091. Ground floor is Rented to Witzen man, 1st floor is occupied by the owner Fitwell Corporation having a Go down of Finished Hosiery Goods, 2nd floor is rented to RMC Ready Mix Pvt Ltd, 3rd Floor & 4th Floor was rented to Shardah Co . After litigation ,Police has sealed the 4th floor flat, & 3rd floor flat has been released recently. All the office accessories of the 3rd floor has been dumped on the backside stair.**OC Could not be Shown NOC from WBFES is not available. Occupancy Load** was found as follows
Designed –
Not Available

Existing -- 55 +5 =60

Projected--Not available

There is no **DG set** available as alternate power source.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows There are Two No Stair cases the building & One lift is available upto 3rd floor.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT Provision for Fire safety arrangement in the 1st floor & common area are 7 Nos portable fire extinguishers only, There is no detection system or any hydrant system available.

Ground floor & 2nd floor tenants are having their own detection system & Fire Extinguishers, There is one big U/G Water tank which was found dry for leakage Alternate source of water is 500 Mtr away

PART V

ELECTRICAL ,CABLES & VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARD Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available Except the Teanants area where they are having their own ELCB/RCCB.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

MS Certification Services Pvt.Ltd Nonconformity tracking report

Sl. No	OBSERVATIONS On 29.1.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is No Evacuation plan is available to any floor	Evacuation plan should be available in each floor	.	
2.	There is No Emergency Response plan is available	Emergency plan should be available		
4	NO Exit sign is available	Exit sign is to be provided		
5.	There is no Assembly point identified.	Assembly point is to be identified.		
6.	There is no ELCB/RCCB in the DB in the 1 st floor	ELCB/RCCB is to be provided the DB		
7.	There is no Emergency siren	Emergency siren is to be provided		
8	There is no Firefighting Mock drill	Firefighting Mock drill is to be conducted to the assigned persons		
9	No Evacuation drill has been Conducted	Evacuation drill is to be conducted periodically		
10	There is no fire detection system in the 1 st floor	Fire detection system like Smoke detectors with alarm is to be provided		
11	There is no lightening Arrestor available	lightening Arrestor are to be provided with dedicated earthing		
12	Live wire found hanging Above Hosiery Goods stock at store 	Live wire should be removed or sealed		

13.	Two pin plug at Air Circulator 	Must have a three pin		
14	Broken switch at the Pantry room 	Broken switch is to be replaced		
15	Stair is blocked by material 	Clear excess should be there in the Stair for emergency exit		
16	Back side stair is blocked by material taken out from 3 rd floor	Should be removed at the earliest opportunity		

Signature of Inspecting and Reporting Authority with seal

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN 29, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	NIL	
3.	Name of the owner /occupier/lessee	Mr K. L. Kapur	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr K. L. Kapur	
6.	Contact no	Mob	9831009568
		Landline	
		E-mail	
7.	Occupancy use	Principal Use	IT
		Mixed Use✓	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)✓
			Mercantile(W)
			Industrial
			Storage✓
			Hazardous

8.	Plot Area	10Cottah(Approx)
9.	Super built up area	20000Sq ft (approx)
10.	No of Floors	G+4
11.	Date of Sation of Building Plan	Not available
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	■Yes Not available■No
SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	ADWICK Securities
14.	No of Security Personnel engaged	2
15.	Whether Records of Vehicles (No & type entering into the building are kept	NO
16.	Whether records of Visitors entering into the building are kept	NO
17.	Whether Metal detectors are used at the entry point	NO
18.	Whether Monitoring System through Close circuit TV available	NO
VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organisation	One
20.	No of Vehicles for which parking space is available in the premises	Yes
21.	Whether parking space available for visitors within the premises	yes
22.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
	Garbage Clearing	NDITA Garbage clearing system
	Drainage System	Connected to NDITA Drainage system
	Maintenance of Road	Internal road maintained by owner

TELEPHONE TOWER		
23.	No of Towers	NIL
24.	Statutory Clearance from AAI	Not applicable
25.	Any Other Clearance	Not applicable

PART - II Building Description

26.	Whether Air-conditioned or Non Air-conditioned?		■AC■Non AC ✓
27.	Whether designed and approved from Sanctioning Authority as air-conditioned building or not?		Not applicable
28.	Is sanctioned plan from WBF&ES of the premises available?		Not applicable.
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)		No
30.	Occupant load		
	i)	Designed	
		a) Regular	NA
		b) Floating	NA
	ii)	Existing	
		a) Regular	55
		b) Floating	5
	iii)	Projected	
		a) Regular	NA
		b) Floating	NA
31.	Fire Load (in Kg)		
	i)	Designed	Not available
	ii)	Existing	Not available
	iii)	Projected	Not available

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
	e)	If yes, their use to be specified	Not Applicable
	f)	Whether fire zones are defined?	Not Applicable
	g)	If yes, please provide details	Not Applicable

Part- III Provisions of means of escape

33.	Number of staircases		5Nos	
34.			OLD (1 No)	NEW(4 Nos Gr to 1 st)
	a)	Width of flight	1400 mm	1350 mm
	b)	Tread width	260 mm	230 mm
	c)	Riser Height	150 mm	150 mm
	d)	Finish	Kota Stone	Cemeted
	e)	Width of stair door (FCD)	Nil	Nil
	f)	Height of stair head room	10ft	10ft
	g)	Height of stair handrail	950mm	900mm
	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		one
	a)	Type of door	Collapsible
	b)	Fire resistance rating	
	c)	Area of lift car	650 mm X 1000 mm
	d)	Capacity (no of persons)	4
	e)	Capacity(in kg)	272 Kg
	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 of the same)	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 ?		3400mm
41.	Width of the Entry / exit of Gate		3400 mm
42.	Height of the Entry / exit of Gate		5 Mtr

PART IV Provision of Fire Safety Arrangement

43.	Is any water reservoir for fire fighting available ?(at ground level / over head)		Yes. 1 No U/G tank of 80,000 ltr capacity . Tank found dry due to leakage. Tank is not being used. Water is being lifted with a centrifugal pump
	a)	If yes, specify the distance from the building	adjacent
	b)	If yes, specify the capacity (in litres)as approved by WBF& ES.	NA
	c)	Specify the condition of the reservoir	Not satisfactory
44.	Is any public or other water storage facility available nearby ?		Yes✓
	a)	Is it readily accessible ?	Yes✓
	b)	If yes, specify the distance from the building	1000mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a water body
45.	Are internal hydrants being provided ?		NO
	a)	If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Not applicable
46.	Are first aid hose reels being provided ? If so please indicate		NO Not applicable. Not applicable Not applicable
	a)	No of hose reels on each floor	
	b)	Bore and length of hose reel tubing on each reel	
	c)	Size (bore) and type of nozzle fitted to each hose reel	
	d)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable

47.	Are fire hoses being provided near each hydrant? If so, please indicate		
	a)	Type of hose	Not applicable
	b)	Size of hose	Not applicable
	c)	Length of hose	Not applicable
	d)	Total no of hoses provided near each hydrant	Not applicable
48.	Have wet risers/dry risers been provided?		N0
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		Not applicable
51.	Are stationary fire pumps installed for pressurizing the wet riser? If so, please indicate		Not applicable
	a)	Number of pumps	Not applicable
	b)	Size of suction and delivery connection to each pump	Not applicable
	c)	Output of each pump	Not applicable
	d)	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
52.	Sprinkler system		N0
	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
	b)	Standard to which the detectors conform	Not applicable

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.		NO
	a)	Alarm receiving system	NO
54.	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate		Yes
	a)	Number of FE	7Nos
	b)	Type of FE	Type (5.0 kgs) --- 2 Nos Installed 5Nos DCP Water/CO2 ---
	c)	Location	Office , Godown, Common place
	d)	Date of Expiry	23.1.15
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes ✓
56.	Are Emergency Fire Alarm being provided in each floor ?		NO
	a)	No. of Fire Alarm	NIL
	b)	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

Part-V Electrical, Cables and Ventilation

59.	If the building is air -conditioned, please indicate,		NO
	a)	Material used for construction of ducts and its fittings	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 FOR EACHS 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
	a)	If yes, how	Not applicable
	b)	Specify the capacity	Not applicable
	c)	Specify the functions that can be maintained simultaneously by such back ups	Not applicable
61.	Is there any back up supply		NO
62.	Location of switch- gears and transformers		NIL
	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✓
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?	No
70.	Whether the refuge area is being provided?	No
	a) On which floor	Not applicable
	b) Area per floor(if more than one)	Not applicable
	c) Area of Fire Refuge Area	Not applicable
	d) Width of Fire Refuge Area	Not applicable
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?	No

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	Yes	No✓
73.	RCCBs	Yes	No✓
74.	Master switch in warehouses	Yes	No✓
75.	Proper cable joint procedures as per manufacturer	Yes✓	No
76.	Earthing defects	Yes	No✓
77.	Use of nonstandard fuse wires	Yes	No✓
78.	Bypassing of protection devices	Yes	No✓
79.	Deteriorated insulation	Yes	No✓
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes✓	No
81.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	Yes	No✓
82.	Tracking possibility	Yes✓	No
83.	Unused opening in the panels, etc.	Yes	No✓
84.	Possibility of ground fault/short circuit	Yes	No✓
85.	Mechanical protection to cables	Yes✓	No
86.	Loose terminations due to improper supports, crimping	Yes	No✓
87.	Improper gland installation, wrong lug size	Yes	No✓
88.	Over-rated uses, wrongly set protection relays, etc.	Yes	No✓
89.	Review of equipment safety	Yes	No✓
90.	Cable layout	Yes✓	No
91.	Earthing layout & it's effectiveness	Yes	No✓
92.	Switch yard and sub station	Yes✓	No
93.	MCC and distribution boards	Yes✓	No
94.	DG operation and maintenance	Yes✓	No

95.	Reliability of the fire hydrant system	NA	
96.	Emergency preparedness and response	NO	
97.	Evacuation plan	Yes	No✓
98.	Mock drill	Yes	No✓
99.	Awareness of the people	Yes	No✓
100.	Sample basis validation of smoke detection system	Not applicable	
101.	Storage if hazardous material, chemicals	Yes	No✓
102.	Use of signage	Yes	No✓
103.	Hydrants clear, access to public thorough fare open	Not applicable	
104.	Flame & work permits (as applicable)	No	
105.	Effective internal communication and public address system	Yes	No✓
106.	Colour coding system of hazardous chemical gas lines etc.	Yes	No✓
107.	Management structure, role of safety officer, fire department etc.	Yes✓	No✓
108.	Procedure for incident investigation and control	Yes	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.	Name of the Insurance Company	Not available
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

HANEMANN RESEARCH LAB



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-30, Sector-V	
2.	Premises Name (if any):	HANEMMAN RESEARCH LAB	
3.	Name of the owner /occupier/lessee	HANEMMAN RESEARCH LAB	
4.	Permanent Address	HANEMMAN RESEARCH LABBLOCK DM-41, SECTOR-5, SALLAKE, KOLKATA – 91	
5.	Ownership details :	Leasehold	
6.	Name of the Contact Person	Mr. Ujjal Ch. Deb	
7.	Phone No of Contact Person	033-23672586	
8.	E-mail	Not provided	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
		Yes	Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided while the time of audit.	
11.	Build up area(as informed to the Auditor)	Data not provided while the time of audit.	
12.	No of Floors	G+IV floor	
13.	Date of Sanction of Building Plan	Data not provided while the time of audit.	
14.	Whether P.O.C/OC received from local body?	No	Data not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Company Security	
16.	No of Security Personnel engaged	04	
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	NO
22	No of Vehicles for which parking space is available in the premises	NO
23	Whether parking space available for visitors within the premises	NO
24	Is there Place where excess vehicles (if any) are parked available	NO
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	02
29	Statutory Clearance from AAI	No
30	Any Other Clearance	No

Part – 2

31	Occupancy load		25 Peoples working in office time as per given information by Client.		
	Existing		25		
	a)Regular		25		
	b)Floating		10		
32	Basement		No		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3**PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases --→		2		
	Stairs Number		#1	2	
	a)	Width of flight	1500mm	1500mm	
	b)	Tread width	300mm	300mm	
	c)	Riser Height	150mm	150mm	
	d)	Finish	Ground	Ground	
	e)	Width of stair door (FCD)	1500mm	1500mm	
	f)	Height of stair handrail	1000mm	1000mm	
	g)	Area & location & profile of Fire Refuge Area	NO		
	h)	Width and type of door leading to Fire refugee area	NO		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		1		
	Lift-Numbers		1		
	a)	Type of door	MS Grill		
	b)	Fire resistance rating	No		
	c)	Area of lift car	2m		
	d)	Capacity (no of persons)	6		
	e)	Capacity(in kg)	408		
	f)	Company	Otis		
	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?	Yes , verbally confirmed		
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage ?		NO		
37	Whether it Leadsto theFire assembly point?		NO		
38	Any form of Public address system available?		NO		
39	Width of internal road within the Premises?		3m		
40	Width of the Entry / exit of Gate		4.5M		
41	Height of the Entry / exit of Gate		1.5M		

Part- 4 **PROVISION OF FIRE SAFETY ARRANGEMENT**

42	Is any water reservoir for firefighting available?(at ground level / over head)	Yes	U/G- Not known by client O/H - No
	a) If yes, specify the distance from the building	100m	
	b) If yes, specify the capacity (in liters)as approved by WBF& ES.	Data not provided	
	c) Specify the condition of the reservoir	Not maintained	
43	Is any public or other water storage facility available nearby?	No	
	a) Is it readily accessible?	N/A	
44	Are internal hydrants being provided?	Yes	Un serviceable
	If so, please indicate no of hydrants in each floor	1nos	
45	Are first aid hose reels being provided? If so please indicate	Yes	Un Serviceable
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	30m/NO	19mm/30m
	b) Size (bore) and type of nozzle fitted to each hose reel	SS 6mm	
46	Are fire hoses being provided near each hydrant? If so, please indicate	No	
	a) Total no of hoses provided near each hydrant	N/A	
47	Have wet risers/dry risers been provided?	Yes, Dry riser	
	If yes, please indicate the number of risers and internal diameter of each	100mm	
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	
	e) Is the pump automatic in action?	N/A	
	f) Is the water pressure sufficient at max distance from the pump?	N/A	

50.	DETECTION SYSTEM		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes, Un serviceable	
	a) Type of detectors used	Ionization	
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, Un serviceable	
52	Alarm receiving system	Yes, Un serviceable	
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?	NONO	
54	Location and population of the FEs adequate	NO	
55	Is Emergency Fire Alarm being provided in each floor?	NO	
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	NA	
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA	
60	Status of NOC from WBF&ES	N/A	

Part – 5**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	N/A		
	b)	Type of support used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	How the lagging is secured?	N/A		
	e)	Is false ceiling present?	N/A		
	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j)	Are fire dampers provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		NO		
	Is the back supply automatic?		N/A		
63	Location of switch- gears and transformers		NO		
64	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		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		N/A		
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		

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?	NO	
69	Whether natural ventilation is relied upon? If so, give details.	NO	
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	No	
77	Earthing Pit Tested?	NO	
78	Use of MCB??	Yes	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO	
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO	
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	NO	
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	NA	
91	DG operation and maintenance	N/A	
92	Reliability of the fire hydrant system	Unserviceable	
93	Emergency preparedness and response	Not established	

94	Availability of Evacuation plan	NO
95	Mock drill conducted??	NO
96	Awareness of the people??	Needs improvement
97	Sample basis validation of smoke detection system??	Not allowed by client
98	Condition of Lightning Arrestor	OK
99	Periodic test of UPS system (as applicable)	N/A
100	Handling of electrical work by competent electrician	Not Evident
101	Approval of receiving station, substation and DG	NO
102	Storage of 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.	NO
108	Management structure, role of safety officer, fire department etc.	Not specified
109	Procedure for incident investigation and control	Not established

Part - 6 **OTHER** **INFORMATION**

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS: Smoke Detection System & MCP: 1) Smoke detector system is not serviceable. Smoke detectors are to be maintaining serviceable.

2) MCP placed between electrical panels. Do not placed MCP in electrical panel area.**Emergency Evacuation Plan:** Fire order & emergency evacuation plan was not displayed in the building. Fire order & emergency evacuation plan are to be display at prominent location in the building.**Assembly Area:** Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

Signage's: Signage's are not available. Signage's are to be placed in the building at prominent place**Mock:** Mock drills are not conducted. Regular fire drills, mock drills etc must be conducted in the premises and inmates must be trained on the use of first aid equipment such as fire extinguishers, manual call points etc.

Storage of Materials: Storage of materials found in unorganized. Material should be kept in organized manner. Good housekeeping measures to be adopted.**Exit:** 1) Emergency exit door found locked. Emergency exit door should be kept unlocked.

113. Chemical drums are obstructed the corridors. All drums should be kept in organized manner in appropriate place.

114. Cartoon box obstructed the staircase. Stair case should be kept in organized manner.

Electrical panel placed in main exit at ground floor. Main Exit should be kept free from any electrical equipment.**H. HT Rooms**

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent.

2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.**General:**

All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.

Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.

Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.

All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

BANDHAN FINANCIAL SERVICES



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DN-32
2.	Premises Name (if any)	Bandhan Financial Services Pvt Ltd.
3.	Name of the owner /occupier/lessee	Bandhan
4.	Permanent Address	DN-32, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr Pranav Acharjee Mr Tapojit Sur Roy
7.	Phone No of Contact Person	98009410059674175625
8.	E-mail	admin@bandhanmf.com
9.	Purpose of the Land Use	Residential
		Educational
		Institutional
		Assembly
		YES Business
		Mercantile
		Industrial
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	4000 sqft app
11.	Build up area(as informed to the Auditor)	30000 sqfts app
12.	No of Floors	B+G+09 floor
13.	Date of Sanction of Building Plan	2010
14.	Whether P.O.C/OC received from local body?	Yes Data no provided
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	M/s Gorkha Securitas
16.	No. of Security Personnel engaged	07 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	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	16
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.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	NO

Part - 2

31.	Occupancy load		176 in office timeapx.	
	Existing		176	
	a)Regular		176	
	b)Floating		--	
32.	Basement		Yes (one)	
	a)	If basement extends beyond building profile	No	
	b)	Use of the basement	ParkingYes	Storage: No
	c)	Are sprinklers provided?	Yes	
	d)	Whether any cubicles present in the basement?	No	
		If yes, their use to be specified		
	f)	Whether fire zones are defined?	No, Area of the basement is 3800 sqft app.	
		If yes, please provide details	N/A	

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	260 mm	266.7mm	N/A
	b)	Tread width	1740mm	1700mm	N/A
	c)	Riser Height	160 mm	165 mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	--	--	N/A
	f)	Height of stair handrail	970 mm	970 mm	N/A
	g)	Area & location & profile of Fire Refuge Area	--	225 sqft Betn: 7 & 8 th floor.	N/A
	h)	Width and type of door leading to Fire refugee area		900 mm	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		02 passenger		
	Lift-Numbers		#1	#2	
	a)	Type of door	SS Door	SS Door	N/A
	b)	Fire resistance rating	Yes	Yes	N/A
	c)	Area of lift car	1.77 sqmtr	1.77 sqmtr	N/A
	d)	Capacity (no of persons)	10	10	N/A
	e)	Capacity(in kg)	800	800	N/A
	f)	Company	OTIS	OTIS	N/A
	g)	Is communication system, installed in the lift car?	Yes	Yes	N/A
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	N/A
	i)	Pressurization of lift	NO	NO	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leadsto theFire assembly point?		NO		

38.	Any form of Public address system available?	Yes
39.	Width of internal road within the Premises?	3.3 meter approx.
40.	Width of the Entry / exit of Gate	4.5 M
41.	Height of the Entry / exit of Gate	Open

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	Yes	U/G- 100000 liters O/H -
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	--	
	c) Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?	Yes	IF YES, Specify the distance from the building: 50 mtrs app
	a) Is it readily accessible?	NO	
44.	Are internal hydrants being provided?	Yes	Single outlets.
	If so, please indicate no of hydrants in each floor	1nos	
45.	Are first aid hose reels being provided? If so please indicate	Yes	1Nos of hose reels on each floor.
	a) What is the length of hose reel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Connected to Riser	25 mm diameter & 33 metres in length.
	b) Size (bore) and type of nozzle fitted to each hose reel	Brass nozzle hand controlled type, 9 mm diameter	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size	Yes	Type of hose: RRL, Canvas Size of hose: 63mm Length of hose: 15 m
	a) Total no of hoses provided near each hydrant	1 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 hydrant 150mm & 1 Sprinkler 150 mm diameter	
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	4 no.	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 150mm Delivery: 150mm Output of each pump: Jockey Pump: 11 m3/hr Sprinkler Pump: 137 m3/hr Hydrant Pump: 137 m3/hr Standby Pump: 137 m3/hr	
	e)	Is the pump automatic in action?	Automatic in action but currently in Manual mode.	
	f)	Is the water pressure sufficient at max distance from the pump?	Lines not charged.	
	DETECTION SYSTEM			
50.	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	
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?		Yes Yes	Number of FE Type/ Capacity Water CO2 , DCP Only 2 no's
54.	Location and population of the FEs adequate		NO	
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	Location of Fire Alarm: Staircase
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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		Yes.	

59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Yes
60.	Status of NOC from WBF&ES	NOC taken, but not shown.

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air –conditioned, please indicate		Yes		
	a)	Material used for construction of ducts and its fittings	GI		
	b)	Type of support used for ducts			
	c)	Type of lagging used, if any for insulating any portion of the duct	Data not provided.		
	d)	Is the lagging secured?	--		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	POP and 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)	Arefire dampers provided in AC duct?	No		
62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 125 KVa	UPS Capaci ty: Yes
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: NO ■Partly to Office : yes ■ Others: Access control	
63.	Location of switch- gears and transformers		Behind building and on south east corner.		

64.	a)	Transformer capacity	11 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?	Outside
	c)	If outside, how far is it from the building?	4.2mtr
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		RMU is automated, trips automatically in case of fire or short circuit or fluctuation.
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
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?		NA
69.	Whether natural ventilation is relied upon? If so, give details.		Building is centrally air cooled. No other mechanical ventilation.
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?		Yes
73.	Storage of combustibles materials near electrical equipment/fuse units.		No
74.	RCCBs available?		Yes
75.	Master switch in warehouses		NA

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	No
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	No
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	No
83.	Tracking possibility	Yes
84.	Unused opening in the panels, etc.	No
85.	Possibility of ground fault/short circuit	Yes on many location.
86.	Mechanical protection to cables	No
87.	Loose terminations due to improper supports, crimping	Yes, in rear staircase.
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.

91.	DG operation and maintenance	No.
92.	Reliability of the fire hydrant system	OK
93.	Emergency preparedness and response	No
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	No
97.	Sample basis validation of smoke detection system?	No
98.	Condition of Lightning Arrestor	Not Installed.
99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	No but in process to take a skilled electrician.
101.	Approval of receiving station, substation and DG	Yes from DOE of WBSEDCL.
102.	Storage of hazardous material, chemicals?	No
103.	Use of signage?	No
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA

106.	Effective internal communication and public address system	Yes
107.	Color coding system of hazardous chemical gas lines etc.	NA
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	NO

Part - 6

OTHER

INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	--	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Fire pump should be maintained serviceable & 3.5 kg/cm² pressure maintained at top level.

2. Fire pumps are in Manual mode. They should be put in Auto mode. **B. Emergency Evacuation Plan**

1. Fire order & evacuation plan not displayed in the building at prominent locations.

2. Office area do not have fire alarms.

3. Access controls not integrated with fire detection system. **C. HT Rooms**

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent..

2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

D. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

E. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. Hose reel used is normal pipe and collapsible.

F. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

G. Stair Case & Lift Shaft.

1. Fire retardent door be fixed in the Refuge area.
2. Rear staircase is not provided with handrails.

H. Assembly Area.

1. Assembly area is not mention in building premises. Assembly area should be indicated& maintained as per NBC part-VII. **General**

- 1) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 2) Fire alarm system is on Ground floor and the Public Address system is on 1st Floor. Both these systems should be together on GF.
- 3) Electrical Panel and Fire Hydrants are in same staircase. Electrocutation hazards while firefighting.

ARUN KR MAHESWARI
&
AZAD HIND HOTELS PVT LTD.



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN-37	
2.	Premises Name (if any)	ARUN KR MAHESWARI	
3.	Name of the owner /occupier/lessee	ARUN KR MAHESWARI	
4.	Permanent Address	BLOCK DN-37, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	Mr. P Bhattacharyya	
7.	Phone No of Contact Person	-	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage
		IT/ITES	
10.	Plot Area(as informed to the Auditor)	Data not provided	
11.	Build up area(as informed to the Auditor)	4500sq/ft	
12.	No of Floors	G+3rd floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	No	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	NO	
16.	No. of Security Personnel engaged	NO	
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	No	
22.	No of Vehicles for which parking space is available in the premises	02	
23.	Whether parking space available for visitors within the premises	No	
24.	Is there Place where excess vehicles (if any) can be parked	No	

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONE TOWER		
28.	No of Towers	NO
29.	Statutory Clearance from AAI	NA
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		20 in one shift office time		
	Existing				
	a)Regular				
	b)Floating		10appx		
32.	Basement		NO		
	a)	If basement extends beyond building profile	NO		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases -->		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	1500mm	1500mm	1500mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair handrail	1000mm	1000mm	1000mm
	g)	Area & location & profile of Fire Refuge Area	No	No	No
	h)	Width and type of door leading to Fire refugee area	No	No	No
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→		01 passenger lift	
	Lift-Numbers		#1	
	a)	Type of door	SS Door	
	b)	Fire resistance rating	NA	
	c)	Area of lift car	1sq m	
	d)	Capacity (no of persons)	06	
	e)	Capacity(in kg)	408	
	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?	Data not provided. However verbally mention it's available.	
35.	Presence of proper signage in all the exit route		No	
36.	Is it posted with illuminated signage?		No	
37.	Whether it Leadsto theFire assembly point?		NO	
38.	Any form of Public address system available?		Yes	
39.	Width of internal road within the Premises?		No	
40.	Width of the Entry / exit of Gate		4meter approx.	
41.	Height of the Entry / exit of Gate		1 meter approx.	

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire fighting available?(At ground level / over head)		Yes	U/G- 250000 liters O/H - Not specified by client
	a)	If yes, specify the distance from the building	2 meter approx.	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?		NO	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44.	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		1nos	

45.	Are first aid hose reels being provided? If so please indicate		Yes	1Nos of hose reels on each floor.	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.	
	b)	Size (bore) and type of nozzle fitted to each hose reel	PVC nozzle, 6mm diameter		
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose: RRLSize of hose:63mmLength of hose:7.5 m & 15 m	
	a)	Total no of hoses provided near each hydrant	2 no.		
47.	Have wet risers/dry risers been provided?		Wet riser		
	If yes, please indicate the number of risers and internal diameter of each		One side of building 100mm diameter		
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	1 no.		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mmOutput of each pump: 180 lpm		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	Yes		
	DETECTION SYSTEM				
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Ionization		
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?		Yes Yes	Number of FE Type/ CapacityCO2- 4.5kg, DCP-5 kgs & ABC-2kgs	
54.	Location and population of the FEs adequate		Yes		

55.	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Staircase & office area
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	NO	
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min. twice a year)?	Record checked but data not provided. Termed as confidential.	
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Record checked but data not provided. Termed as confidential	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA	
60.	Status of NOC from WBF&ES	Memo No: WBFES/DGFP/2280/12Valid till June2013	

Part – 5 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	NA
	b) Type of support used for ducts	NA
	c) Type of lagging used, if any for insulating any portion of the duct	NA
	d) Is the lagging secured?	NA
	e) Is false ceiling present?	NA
	f) Material used for false ceiling	NA
	g) Is a separate AHU being provided in each floor	NA
	H) Whether automatic shutdown of AHU is coupled with detection system?	NA
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	NA
	J) Are fire dampers provided in AC duct?	NA

62.	Is there any standby source of electric supply being provided?		No	DG Capacity	UPS Capacity
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: NA ■ Emergency Light: NA ■ Lift: NA ■ Partly to Office: NA ■ Others: NA	
63.	Location of switch- gears and transformers		No		
64.	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?			
	c)	If outside, how far is it from the building?			
65.	What precautions will be 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		
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?		NA		
69.	Whether natural ventilation is relied upon? If so, give details.		NO		
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?	No	
78.	Use of MCB?	Yes	
79.	Bypassing of protection devices	NO	
80.	Deteriorated insulation	NO	
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs	
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	No
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	NA
91.	DG operation and maintenance	No
92.	Reliability of the fire hydrant system	Yes
93.	Emergency preparedness and response	No
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	No
96.	Awareness of the people?	No
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	Good
99.	Periodic test of UPS system (as applicable)	No
100.	Handling of electrical work by competent electrician	Yes

101.	Approval of receiving station, substation and DG	No
102.	Storage of 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)	NA
106.	Effective internal communication and public address system	No
107.	Colour coding system of hazardous chemical gas lines etc.	No
108.	Management structure, role of safety officer, fire department etc.	NA
109.	Procedure for incident investigation and control	Not Aware

Part - 6 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	Provided	
	Is Trade License available?	Yes	
112	Remarks (if any)		

1. **OBSERVATIONS & RECOMMENDATIONS:**

A. Emergency Evacuation Plan Evacuation plan is to be displayed in the building at prominent locations. Proper signage's and exit direction is to be placed in every prominent location.

B. Stair Case Water CO2(9 L) & CO2 (4.5 kg) is to be provided in every floor staircase.

1. Ground floor exit found obstructed. Obstruction is to be clear.

C. Assembly Area. 1. Assembly area is not mention in building premises. And the area used as a assembly area found adjacent to building. Assembly area should be indicate & maintain as per NBC part-VI .

D. Important Points: DCP 10kg extinguisher is to be providing near gas bank and electrical panel.

2. Electrical cables are not properly conduit.

3. Sprinkler head safety cap not removed in restaurant. All sprinkler head cap should be remove.

4. Electricals cable board keep separate from source of water.

5. MCCP panel board door found open. Keep panel door always closed.

6. Adequate number extinguishers are required.

7. Kitchen exhaust found oil fats accumulation. All kitchen exhaust keep clean & oil fats free.

Exit & Door signage's are not provided. All exit & door signage's is to be provide in prominent place.

E. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

F. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors. Exit door at HT Room, Transformer room and PLC Room are opening inside. All exit doors should open outside towards the travel direction.

G. Lift Shaft.

1. Fire man switch not checked but available should be checked departmentally

H. General:

1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor. All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent. Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.

- 2) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned. A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 3) All Combustible material to be removed from terrace floor & floor.

PN MUKHERJEE & CO.PVT.LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-38, Sector-V	
2.	Premises Name (if any):	PN Mukherjee	
3.	Name of the owner /occupier/lessee	PN Mukherjee	
4.	Permanent Address	PN MukherjeeBLOCK DN-38, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/A ny other	Leasehold	
6.	Name of the Contact Person	Mr. P.N Mukharjee	
7.	Phone No of Contact Person	033-23672920	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
		YES	Industrial
			Storage
			IT/ITES
		Hazardous	
10.	Plot Area (as informed to the Auditor)	15000sqft	
11.	Build up area (as informed to the Auditor)	Data no provided while the time of audit.	
12.	No of Floors	G+ 2 floor	
13.	Date of Sanction of Building Plan	Data no provided while the time of audit.	
14.	Whether P.O.C/OC received from local body?	NO	Data no provided

SECURITY SETUP DETAILS		
15	Name of the SECURITY AGENCY engaged	No
16	No of Security Personnel engaged	No
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	NO
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	Is therePlace where excess vehicles (if any) are parked available	NO
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok

TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part - 2

31	Occupancy load		50 Peoples working in office time as per given information by Client.		
	Existing				
	a)Regular				
	b)Floating		10		
32	Basement		NO		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→				
	Stairs Number		1		
	a)	Width of flight	1500mm		
	b)	Tread width	300mm		
	c)	Riser Height	150mm		
	d)	Finish	Ground		
	e)	Width of stair door (FCD)	1500mm		
	f)	Height of stair handrail	1000mm		
	g)	Area & location & profile of Fire Refuge Area	NA		
	h)	Width and type of door leading to Fire refugee area	NA		
	i)	Pressurization of staircase	NA		
	j)	Segregation of staircase	YES		
34	Number of Lifts installed→				
	Lift-Numbers		1		
	a)	Type of door	MS GRILL		
	b)	Fire resistance rating	NO		
	c)	Area of lift car			
	d)	Capacity (no of persons)	4		
	e)	Capacity(in kg)			
	f)	Company			
	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	NA		
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NO		
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage?		NO		
37	Whether it Leadsto theFire assembly point?		NO		
38	Any form of Public address system available?		NO		
39	Width of internal road within the Premises?		NO		
40	Width of the Entry / exit of Gate		5 meter approx.		
41	Height of the Entry / exit of Gate		2 MTR		

Part- 4 **PROVISION OF FIRE SAFETY ARRANGEMENT**

42	Is any water reservoir for fire fighting available? (At ground level / over head)		Yes	U/G- 10000 GALLON/H-NO
	a)	If yes, specify the distance from the building	-	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	OK	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44	Are internal hydrants being provided?		NO	Single outlets.
	If so, please indicate no of hydrants in each floor		NA	
45	Are first aid hose reels being provided? If so please indicate		YES	NEW INSTALLATION WORK IN PROGRESS OF HOSE REELS
	a)	What is the length of hose AND 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	19MM & 6MM NOZZLE	
46	Are fire hoses being provided near each hydrant? If so, please indicate		NO	Type of hose: NA Size of hose: NA Length of hose: NA
	a)	Total no of hoses provided near each hydrant	NA	
47	Have wet risers/dry risers been provided?		NO	
	If yes, please indicate the number of risers and internal diameter of each		NA	
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 FIRE PUMP		
	b)	Size of suction and delivery connection to each pump/Output	Suction: NA Delivery: NA Output of each pump: NA		
	e)	Is the pump automatic in action?	NA		
	f)	Is the water pressure sufficient at max distance from the pump?	NA		
50.	DETECTION 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	NA		
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, indicateIndicate whether the Fire extinguishers bear the ISI certification mark?		NONO	Number of FEType/ CapacityCO2- 4.5kg, 6.8KGS ,DCP- 10kgs& AFFF-9 LITERS	
54	Location and population of the FEs adequate		NO		
55	Are Emergency Fire Alarm being provided in each floor ?		NO	Location of Fire Alarm:Lift lobby, Staircase & office area	

56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	NO
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO
60	Status of NOC from WBF&ES	Not disclosed by the client

Part – 5 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	NA
	b)	Type of support used for ducts	NA
	c)	Type of lagging used, if any for insulating any portion of the duct	NA
	d)	How the lagging is secured?	NA
	e)	Is false ceiling present?	NO
	f)	Material used for false ceiling	NA
	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)	Are fire dampers provided in AC duct?	No		
62	Is there any standby source of electric supply being provided?		YES	DG: YES Capacity: 750KW	UPS: NA Capacity: NA
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: ■ Emergency Light: ■ Lift: ■ Partly to Office : YES ■ Others	
63	Location of switch- gears and transformers		Ground		
64	a)	Transformer capacity	11000 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?	NA		
65	What precautions will be 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		

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?	NO	
69	Whether natural ventilation is relied upon? If so, give details.	NO	
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	
78	Use of MCB?	YES	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO	

82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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	NO
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	NA
91	DG operation and maintenance	NA
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?	NO
97	Sample basis validation of smoke detection system?	NO

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

Part - 6

OTHER INFORMATION

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services		■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. General:

- 1) 1. All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.
- 8) No extinguisher found near oil storeroom and electrical panel. One number DCP 10kg extinguisher is to be provided.
- 9) Electrical cables are not properly conduit. All electrical cable should be properly conduit.
- 10) No exhaust fan found in oil storage room. Exhaust fan is to be providing in the room.

Cooking done in oil storage room by using kerosene stove. Oil storage room should be keep clean & separate.

ALIAH UNIVERSITY



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN-41, Sector-V	
2.	Premises Name (if any)	Aliah University	
3.	Name of the owner /occupier/lessee	Aliah University	
4.	Permanent Address	Aliah University BLOCK DM-41, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Lease Hold	
6.	Name of the Contact Person	Mr. S. Ahmed (Bade Babu)	
7.	Phone No of Contact Person	NA	
8.	E-mail	NA	
9.	Purpose of the Land Use		Residential
		YES	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area (as informed to the Auditor)	Data not provided	
11.	Build up area (as informed to the Auditor)	Data not provided	
12.	No of Floors	G+III floor	

13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	NA	Data no provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	NA	
16	No of Security Personnel engaged	04 appx	
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	NO	
22	No of Vehicles for which parking space is available in the premises	NO	
23	Whether parking space available for visitors within the premises	NO	
24	Is therePlace where excess vehicles (if any) can be parked	NO	
GENERAL MAINTENANCE			

25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load		25 Peoples working in office time as per given information by Client.		
	Existing				
	a)Regular				
	b)Floating		30 (Student Coming for official work)		
32	Basement		No		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	NA	NA	NA

	c)	Are sprinklers provided?	NA
	d)	Whether any cubicles present in the basement?	NA
		If yes, their use to be specified	NA
	f)	Whether fire zones are defined?	NA
		If yes, please provide details	NA

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases -->		1		
	Stairs Number		#1		
	a)	Width of flight	2000mm		
	b)	Tread width	300mm		
	c)	Riser Height	150mm		
	d)	Finish	Ground		
	e)	Width of stair door (FCD)	1500mm		
	f)	Height of stair handrail	1000mm		
	g)	Area & location & profile of Fire Refuge Area	NO		
	h)	Width and type of door leading to Fire refugee area	NO		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		NO		
	Lift-Numbers		1	2	3
	a)	Type of door	NA	NA	NA
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	NA	NA	NA
	d)	Capacity (no of persons)	NA	NA	NA
	e)	Capacity(in kg)	NA	NA	NA
	f)	Company	NA	NA	NA
	g)	Is communication system, installed in the lift car?	NA	NA	NA

	h)	Is a fireman's switch being installed in the car?	NA	NA	NA
	i)	Pressurization of lift	NA	NA	NA
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NA		
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage?		NO		
37	Whether it Leads to the Fire assembly point?		NO		
38	Any form of Public address system available?		NO		
39	Width of internal road within the Premises?		NO		
40	Width of the Entry / exit of Gate		1.5M		
41	Height of the Entry / exit of Gate		1.5M		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / over head)		Yes	U/G- NOO/H - NO
	a)	If yes, specify the distance from the building	Data not available	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Data not available	
	c)	Specify the condition of the reservoir	Data not available	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building: NA

	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44		Are internal hydrants being provided?	NO	
		If so, please indicate no of hydrants in each floor		
45		Are first aid hose reels being provided? If so please indicate	NO	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	NA	
	b)	Size (bore) and type of nozzle fitted to each hose reel	NA	
46		Are fire hoses being provided near each hydrant? If so, please indicate	NO	Type of hose: NA Size of hose: NA Length of hose: NA
	a)	Total no of hoses provided near each hydrant	NA	
47		Have wet risers/dry risers been provided?	NO	
		If yes, please indicate the number of risers and internal diameter of each	NA	
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	NA	
	b)	Size of suction and delivery connection to each pump/Output	Suction: NA Delivery: NA Output of each pump: NA	

	e)	Is the pump automatic in action?	NO		
	f)	Is the water pressure sufficient at max distance from the pump?	NO		
50.	DETECTION 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	NA		
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 whether the Fire extinguishers bear the ISI certification mark?		NONO	Number of FE Type/ Capacity: NA	NA
54	Location and population of the FEs adequate		NO		
55	Are Emergency Fire Alarm being provided in each floor?		NO	Location of Fire Alarm: NA	
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	NO
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO
60	Status of NOC from WBF&ES	Data not provided

Part – 5 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	NA
	b)	Type of support used for ducts	NA
	c)	Type of lagging used, if any for insulating any portion of the duct	NA
	d)	How the lagging is secured?	NA
	e)	Is false ceiling present?	NA
	f)	Material used for false ceiling	NA
	g)	Is a separate AHU being provided in each floor	NA
	H)	Whether automatic shutdown of AHU is coupled with detection system?	NA
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	NA
	j)	Are fire dampers provided in AC duct?	NA

62	Is there any standby source of electric supply being provided?		NO	DG: yes Capacity:	UPS: yes Capacity
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: NA ■Emergency Light: NA ■Lift: NA ■Partly to Office: NA ■ Others: NA	
63	Location of switch- gears and transformers		NO		
64	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?	NA		
	c)	If outside, how far is it from the building?	NA		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		NA		
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		
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?		NO		

69	Whether natural ventilation is relied upon? If so, give details.	NO	
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?	NO	
78	Use of MCB?	Yes	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO	
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO	
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	NO
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	NA
91	DG operation and maintenance	NO
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?	NO
97	Sample basis validation of smoke detection system?	NO
98	Condition of Lightning Arrestor	OK

99	Periodic test of UPS system (as applicable)	NO
100	Handling of electrical work by competent electrician	NO
101	Approval of receiving station, substation and DG	NO
102	Storage of 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.	NO
108	Management structure, role of safety officer, fire department etc.	NO
109	Procedure for incident investigation and control	NO

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Evacuation plan is to be displayed in the building at prominent locations. Proper signage's and exit direction is to be placed in every prominent location.

B. Stair Case

1. Water CO2 (9 L) & CO2 (4.5 kg) is to be provided in every floor staircase.
2. Ground floor exit found obstructed. Obstruction is to be clear.

C. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as a assembly area found adjacent to building. Assembly area should be indicate & maintain as per NBC part-VI.

D. General (A):

1. **Extinguisher found unserviceable & very old.**
2. DCP 10kg extinguisher is to be providing near canteen and electrical panel.
3. Electrical cables are not properly conduit.
4. Smoke detector not found in entire building. Smoke detector is to be provided in entire building.
5. Electrical panel surrounding area found obstructed, combustible materials dumped & water bottles kept. Electrical panel surrounding area should be kept clear.
6. 1nos ABC type extinguisher to be provide in canteen

E. General (B):

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

F. HTRooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.

G. LT Rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

H. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

HCL, TIKONA



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-49	
2.	Premises Name (if any):	HCL	
3.	Name of the owner	TIKONA	
4.	Permanent Address	TIKONABLOCK DN-49, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	LEASEHOLD	
6.	Name of the Contact Person	Mr. Ashish Sengupta	
7.	Phone No of Contact Person	09903898245	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided	
11.	Build up area(as informed to the Auditor)	Data not provided	
12.	No of Floors	G+3floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	NO	
16	No of Security Personnel engaged	N/A	
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	NO	
22	No of Vehicles for which parking space is available in the premises	NO	
23	Whether parking space available for visitors within the premises	NO	
24	Is there Place where excess vehicles (if any) are parked available	NO	
GENERAL MAINTENANCE			
25	Garbage Clearing	Ok Regular	
26	Drainage System	Ok	
27	Maintenance of Road	Ok	
TELEPHONE TOWER			
28	No of Towers	2	
29	Statutory Clearance from AAI	-	
30	Any Other Clearance	No	

Part – 2

31	Occupancy load		7approx. Peoples working in office time as per given information by Client.		
	Existing		07		
	a)Regular		07		
	b)Floating		10		
32	Basement		NO		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3 **PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases -->		2		
	Stairs Number		#1	#2	#3
	a)	Width of flight	1500mm	1500mm	NA
	b)	Tread width	300mm	300mm	NA
	c)	Riser Height	2000mm	2000mm	NA
	d)	Finish	Ground	Ground	NA
	e)	Width of stair door (FCD)	2000mm	2000mm	NA
	f)	Height of stair handrail	1000mm	1000mm	NA
	g)	Area & location & profile of Fire Refuge Area	NA	NA	NA
	h)	Width and type of door leading to Fire refuge area	N/A	N/A	NA
	i)	Pressurization of staircase	NA		
	j)	Segregation of staircase	YES		
34	Number of Lifts installed→		1, Unserviceable		
	Lift-Numbers		1		
	a)	Type of door	SS		
	b)	Fire resistance rating	02 HRS		
	c)	Area of lift car	2M		
	d)	Capacity (no of persons)	6		
	e)	Capacity(in kg)	540 KGS		
	f)	Company	Godrej		
	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?	NO		

35	Presence of proper signage in all the exit route	NO
36	Is it posted with illuminated signage?	NO
37	Whether it Leadsto theFire assembly point?	No
38	Any form of Public address system available?	No
39	Width form of internal road within the Premises?	4 meter approx.
40	Width of the Entry / exit of Gate	4 meter approx.
41	Height of the Entry / exit of Gate	1.5meter approx.

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)	Yes	U/G- 100m2
	a) If yes, specify the distance from the building	100m	
	b) If yes, specify the capacity (in liters)as approved by WBF& ES.	Not mentioned	
	c) Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?	No	
	a) Is it readily accessible?	N/A	
44	Are internal hydrants being provided?	YES	SINGLE HEAD
	If so, please indicate no of hydrants in each floor	1nos	
45	Are first aid hose reels being provided? If so please indicate	YES	1 nos
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	YES	30M/19MM
	b) Size (bore) and type of nozzle fitted to each hose reel	PVC 6MM	
46	Are fire hoses being provided near each hydrant? If so, please indicate	Yes	Type of hose:RRL Size of hose:63mmLength of hose:15mm
	a) Total no of hoses provided near each hydrant	1	
47	Have wet risers/dry risers been provided?	YES	
	If yes, please indicate the number of risers and internal diameter of each	1 nos/100mm	

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, Unserviceable
	a) Number of pumps	3 nos
	b) Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mm Output of each pump: 2820 LPM
	e) Is the pump automatic in action?	N/A
	f) Is the water pressure sufficient at max distance from the pump?	N/A
50.	DETECTION SYSTEM -	
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes, Partially serviceable
	a) Type of detectors used	Ionization
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, ground floor MCP found broken.
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 whether the Fire extinguishers bear the ISI certification mark?	Yes Yes Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs
54	Location and population of the FEs adequate	YES
55	Are Emergency Fire Alarm being provided in each floor?	Yes Location of Fire Alarm: System partially serviceable
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	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	NO, Expired on 2009.

Part – 5 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	N/A		
	b)	Type of support used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	How the lagging is secured?	N/A		
	e)	Is false ceiling present?	N/A		
	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j)	Are fire dampers be provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 750KVA	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: ■Emergency Light: yes ■Lift: ■Partly to Office : yes ■ Others	

63	Location of switch- gears and transformers		Ground floor. Below building
64	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?	No
	c)	If outside, how far is it from the building?	NA
65	What precautions will be 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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NO
69	Whether natural ventilation is relied upon? If so, give details.		NO
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	Earthling Pit Tested?		Yes
78	Use of MCB??		Yes
79	Bypassing of protection devices		NO
80	Deteriorated insulation		NO

81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10KGS
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	Switch yard and sub station	NO
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??	NEEDS IMPROVEMENT
97	Sample basis validation of smoke detection system??	NO
98	Condition of Lightning Arrestor	OK
99	Periodic test of UPS system (as applicable)	YES
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	YES
102	Storage of 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	Yes
107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	NOT FORMULATED
109	Procedure for incident investigation and control	NOT ESTABLISHED

Part - 6**OTHER INFORMATION**

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Pump should be maintained in serviceable condition.
3. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
4. Standard pressure reading of startup of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
5. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
6. All pump input and output pipe line to be maintaining proper individual labeling & water flow direction.
7. 1 DCP 10kgs & CO₂ 4.5kgs extinguisher to be provide in pump room.

B. Emergency Evacuation Plan

3. Fire order was not displayed in the building at prominent locations.

D. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. Insulation mat to be provide in front of electrical panel
3. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably uses a clean agent.

F. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

12. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
13. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
14. Physical check not permitted, hence please take it up departmentally (68).

G. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.
2. Hoses & Nozzle to be provide in hose box.

H. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.
2. Fire exit door found blocked.

I. Access Road: Fire Tender access road found blocked using as a parking. Fire tender exit road should be unobstructed.

J. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

MERLIN INFINITE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DN-51
2.	Premises Name (if any)	Merlin Infinite
3.	Name of the owner /occupier/lessee	M/s Infinity BPO Services Pvt Ltd.
4.	Permanent Address	DN-51, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease /Any other	Leasehold
6.	Name of the Contact Person	Mr Shakeel Ahmed
7.	Phone No of Contact Person	9836246116
8.	E-mail	shakeel@merlinprojects.com
9.	Purpose of the Land Use	☐ Residential
		☐ Educational
		☐ Institutional
		☐ Assembly
		YES ☐ Business
		☐ Mercantile
		☐ Industrial
		☐ Storage
		YES ☐ IT/ITES
10.	Plot Area(as informed to the Auditor)	4172.24 SQM Approx
11.	Build up area(as informed to the Auditor)	48024.69 SQM Approx
12.	No of Floors	B+G+18 floor
13.	Date of Sanction of Building Plan	17/01/2008 (V/DN/335/II/5)
14.	Whether P.O.C/OC received from local body?	No ☐ Applied for the same.
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	M/s G4S Security Services Pvt. Ltd
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	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	150 nos (in future)
23.	Whether parking space available for visitors within the premises	YES (in future)

24.	Is there Place where excess vehicles (if any) are parked	NO
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok. But not operational yet.
27.	Maintenance of Road	Ok done by NDITA
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	Yes but document not shown.
30.	Any Other Clearance	Data not provided.

Part – 2

31.	Occupancy load	Data not provided.		
	Existing	100 construction workers.		
	a)Regular	100		
	b)Floating	--		
32.	Basement	Yes (one)		
	a) If basement extends beyond building profile	No		
	b) Use of the basement	Parking Yes	Storage: No	All future plans.
	c) Are sprinklers provided?	Yes		
	d) Whether any cubicles present in the basement?	No		
	If yes, their use to be specified	N/A		
	f) Whether fire zones are defined?	NO		
	If yes, please provide details	N/A		

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→	03		
	Stairs Number	#1(Rear)	#2(Middle)	#3(Front)
	a) Width of flight	260 mm	260mm	260mm
	b) Tread width	1400mm	1400mm	1400mm
	c) Riser Height	155 mm	155 mm	150 mm
	d) Finish	Ground	Ground	Ground
	e) Width of stair door (FCD)	1000 mm	1000 mm	1000 mm
	f) Height of stair handrail	830 mm	800 mm	900 mm
	g) Area & location & profile of Fire Refuge Area	19.45 SQM, Between 17 th & 18 th floor,	9.45 SQM Between 17 th & 18 th floor,	NA
	There are three other refuge areas in the staircase 1 and 2 on 5 th , 9 th and 14 th floors.			

	h)	Width and type of door leading to Fire refugee area	1000 mm FCD fixed at all refuge areas	1000 mm FCD.	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		Total 07 lifts are planned, 05 are installed and 04 are operational.		
	Lift-Numbers		#1	#2	#3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	Yes	Yes	Yes
	c)	Area of lift car	3.2sq mtr	3.2 sq mtr	3.2 sq mtr
	d)	Capacity (no of persons)	20 nos	20 nos	20 nos
	e)	Capacity(in kg)	1360 kg	1360 kg	1360 kg
	f)	Company	Mitsubishi	Mitsubishi	Mitsubishi
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No
		N.B. The data is same as of the other three lifts.			
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leadsto theFire assembly point?		NO		
38.	Any form of Public address system available?		Not Yet.		
39.	Width form of internal road within the Premises?		5.5 meter approx.		
40.	Width of the Entry / exit of Gate		Not constructed yet.		
41.	Height of the Entry / exit of Gate		NA		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	Yes	U/G- 320000 litersO/H – 20000 liters
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Data not provided.	
	c) Specify the condition of the reservoir	--	
43.	Is any public or other water storage facility available nearby?	NO	
	a) Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?	Yes	Single outlets.
	If so, please indicate no of hydrants in each floor	03 nos	
45.	Are first aid hose reels being provided? If so please indicate	Yes	03 Nos of hose reels on each floor.
	a) What is the length of hose reel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Connected to riser.	25mmdiameter &33 metres in length.
	b) Size (bore) and type of nozzle fitted to each hose reel	PVC nozzle hand controlled type, 9 mm diameter	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size	No	--
	a) Total no of hoses provided near each hydrant	No	
47.	Have wet risers/dry risers been provided?	Yes, Wet riser	
	If yes, please indicate the number of risers and internal diameter of each	3 hydrant 150mm & 1 Sprinkler 150 mm diameter	
48.	Has any down comer been provided? If so, please give details	Yes, 150 mm diameter.	
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	Yes.	
	a) Number of pumps	4 no.	
	b) Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 200mmOutput of each pump: Jockey: 15 cubic meter/hr Hydrant: 171 cubic meter/hr Sprinkler: 171 cubic meter/hr Diesel Pump: 171 cubic meter/hr	
	e) Is the pump automatic in action?	Automatic in action but currently not operational.	

	f)	Is the water pressure sufficient at max distance from the pump?	Data not provided.		
	DETECTION SYSTEM				
50.	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.		
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		System not active.		
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?		NO	Number of FEType/ Capacity	--
54.	Location and population of the FEs adequate		NO		
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	Location of Fire Alarm: Staircase, app 100 nos.	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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		Yes, as told.		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Yes, as told.		
60.	Status of NOC from WBF&ES		NOC taken, but copy not shown.		

Part – 5

ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air –conditioned, please indicate		Yes but not commissioned yet.		
	a)	Material used for construction of ducts and its fittings	--		
	b)	Type of support used for ducts	--		
	c)	Type of lagging used, if any for insulating any portion of the duct	--		
	d)	Is the lagging secured?	--		
	e)	Is false ceiling present?	Yes but in future.		
	f)	Material used for false ceiling	Gypsum and Armstrong fire rated tiles are being used.		
	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		
	J)	Arefire dampers provided in AC duct?	Yes but not installed yet.		
62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 02 no’s of 1500KVA	UPS Capacity: 02 no’s 400 KVa
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others:--	
63.	Location of switch- gears and transformers		Ground		
64.	a)	Transformer capacity	02 no’s of 2000 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?	Fire rated bricks are being used.		
	c)	If outside, how far is it from the building?	N/A		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Data not provided.		

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
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA
69.	Whether natural ventilation is relied upon? If so, give details.	NO
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	Central Air Condition is installed.
71.	Whether mechanical ventilation is being coupled with automatic detection system?	Data not provided.
72.	Whether the refuge area is being provided?	Yes
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available?	Yes
75.	Master switch in warehouses	NA
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO

80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
83.	Tracking possibility	Yes
84.	Unused opening in the panels, etc.	Yes
85.	Possibility of ground fault/short circuit	YES
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	NA
91.	DG operation and maintenance	DG's not installed yet.
92.	Reliability of the fire hydrant system	Not operational yet.
93.	Emergency preparedness and response	OK
94.	Availability of Evacuation plan	Not Yet

95.	Mock drill conducted?	Not Yet
96.	Awareness of the people?	OK
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightening Arrestor	Good
99.	Periodic test of UPS system (as applicable)	Not done yet.
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	No
103.	Use of signage?	No
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NO
106.	Effective internal communication and public address system	Not operational yet.
107.	Color coding system of hazardous chemical gas lines etc.	NA
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	NO

Part - 6**OTHER INFORMATION**

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	--	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		
	The building is under construction. No remarks.		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Water tank capacity is to be displayed.
2. Fire pump should be maintained serviceable & 3.5 kg/cm² pressure maintained at top level.

B. Emergency Evacuation Plan

1. Fire order & evacuation plan not displayed in the building at prominent locations.

C. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent.
2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

D. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

E. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

F. Assembly Area.

1. Assembly area is not mention in building premises. Assembly area should be indicated& maintained as per NBC part-VI

G. General:

- 1) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 2) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 3) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.

All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

ELECTRO MEDICAL BLOOD BAG DIVISION



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-54	
2.	Premises Name (if any):	EMAIL BLOOD BAG DIVISION.	
3.	Name of the owner /occupier/lessee	EMAIL BLOOD BAG DIVISION.	
4.	Permanent Address	EMAIL BLOOD BAG DIVISION..BLOCK DN-54, SECTOR- 5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease /Any other	Freehold	
6.	Name of the Contact Person	Mr. TK BANARJEE	
7.	Phone No of Contact Person	033-23673121	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
		Yes	Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data no provided	
11.	Build up area(as informed to the Auditor)	Data no provided	
12.	No of Floors	G+2floor	
13.	Date of Sanction of Building Plan	Data no provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data no provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	Company security	
16	No of Security Personnel engaged	06 in each shift	
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	05 Appx
23	Whether parking space available for visitors within the premises	Yes
24	Is there Place where excess vehicles (if any) are parked available	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	Nil
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		30 Peoples working in office time as per given information by Client.		
	Existing		30		
	a)Regular		30		
	b)Floating		10		
32	Basement		NO		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3**PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases --→		02		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2000mm	2000mm	NA
	b)	Tread width	2000mm	300mm	NA
	c)	Riser Height	2000mm	2000mm	NA
	d)	Finish	Ground	Ground	NA
	e)	Width of stair door (FCD)	2000mm	2000mm	NA
	f)	Height of stair handrail			NA
	g)	Area & location & profile of Fire Refuge Area	1000mm	1000mm	NA
	h)	Width and type of door leading to Fire refugee area	NO	NO	NA
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	No		
34	Number of Lifts installed→		NO		
	Lift-Numbers		N/A	N/A	N/A
	a)	N/A	N/A	N/A	
	b)	N/A	N/A	N/A	
	c)	N/A	N/A	N/A	
	d)	N/A	N/A	N/A	
	e)	N/A	N/A	N/A	
	f)	N/A	N/A	N/A	
	g)	N/A	N/A	N/A	
	h)	N/A	N/A	N/A	
	i)	N/A	N/A	N/A	
	j)	N/A	N/A		
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage?		NO		
37	Whether it Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		5 meter approx.		
40	Width of the Entry / exit of Gate		5 meter approx.		
41	Height of the Entry / exit of Gate		1meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for firefighting available?(at ground level / overhead)	Yes	U/G- 200000 litersO/H Approximate 200000 liter
	a) If yes, specify the distance from the building	20 meter approx.	
	b) If yes, specify the capacity (in liters)as approved by WBF& ES.	Not mentioned	
	c) Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?	No	
	a) Is it readily accessible?	N/A	:
44	Are internal hydrants being provided?	YES	SINGLE HEAD
	If so, please indicate no of hydrants in each floor	2	
45	Are first aid hose reels being provided? If so please indicate	YES	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	YES	30M/19MM
	b) Size (bore) and type of nozzle fitted to each hose reel	PVC 6MM	
46	Are fire hoses being provided near each hydrant? If so, please indicate	NO	
	a) Total no of hoses provided near each hydrant		
47	Have wet risers/dry risers been provided?	YES	
	If yes, please indicate the number of risers and internal diameter of each	2	
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, Unserviceable	
	a) Number of pumps	3 nos	
	b) Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump:171M3/Hr Max head against which the pump can operate at the output mentioned in: 80M	
	e) Is the pump automatic in action?	NO	

	f)	Is the water pressure sufficient at max distance from the pumps	NO		
50.	DETECTION SYSTEM				
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes, Unserviceable		
	a)	Type of detectors used	Ionization		
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, indicateIndicate whether the Fire extinguishers bear the ISI certification mark?		NOYes	Number of FEType/ CapacityCO2- 4.5kg, DCP-5 kgs& ABC-5 kgs	
54	Location and population of the FEs adequate		NO		
55	Is Emergency Fire Alarm being provided in each floor?		NO		
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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		NA		
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Not available with client		
60	Status of NOC from WBF&ES		NA		

Part – 5

ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,		Yes,		
	a)	Material used for construction of ducts and its fittings	GI material		
	b)	Type of support used for ducts	BRACKET TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL, - TBC		
	d)	How the lagging is secured?	Yes, Visually checked		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	g)	Is a separate AHU being provided in each floor	NO		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j)	Arefire dampers provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 750KVA	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes Others	
63	Location of switch- gears and transformers		Separate building		
64	a)	Transformer capacity	33KVA		
	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?	20 m		

65	What precautions will be 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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NO
69	Whether natural ventilation is relied upon? If so, give details.	NO
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
78	Use of MCB?	Yes
79	Bypassing of protection devices	NO
80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10KGS
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	NO
95	Mock drill conducted??	NO
96	Awareness of the people??	NO
97	Sample basis validation of smoke detection system?	NO
98	Condition of Lightning Arrestor	OK
99	Periodic test of UPS system (as applicable)	NO
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	NO
104	Hydrants clear, access to public thorough fare open	YES
105	Flame & work permits (as applicable)	NO
106	Effective internal communication and public address system	Yes
107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	Yes
109	Procedure for incident investigation and control	Yes

Part - 6 **OTHER**
INFORMATION

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Standard pressure reading of startup of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
3. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
4. All pump input and output pipe line to be maintaining proper individual labeling & water flow direction.
5. Extinguisher are not provided in pump room. 1 DCP 10kgs & CO₂ 4.5kgs extinguisher to be provide in pump room.
6. Pump are not serviceable.

B. Emergency Evacuation Plan

4. Fire order was not displayed in the building at prominent locations.

D. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.
2. Insulation mat to be provide in front of electrical panel.
3. Accumulation of combustible material over cable tray. Cable tray should be maintained clean & clear.
4. Extinguisher found placed in front of panel. Extinguisher should kept outside of room.
5. Exit door found obstructed .Exit door should be maintain unobstructed.
6. LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

E. HTRooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT & LT Panels, LT distribution boards and essential power panels and such major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.
4. Smoke detector to be provide in HT room.

F. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

15. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
16. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
17. Physical check not permitted, hence please take it up departmentally.

G. Transformers

Transformers to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

H. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

I. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

J. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI .

K. FIRE CONTROL PANEL.

Fire control panel found in unorganized place. It should be kept in control room & round the clock manned.

L. Access Road: Fire Tender access road found blocked using as a parking. Fire tender exit road should be unobstructed.

M. Refuge Area

2. Refuge area is to be maintain as per NBC part iv -2005 (4.12.3)
- 3.

N. Stair Case & Lift Shaft.

1. All Lift shaft & emergency stair cases is to be maintained pressurization as per NBC part-IV 2005, 4.10.

O. Aviation Light: Aviation light not working. It should be always maintain in working condition.

P. General:

- 1) **1.** All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.

- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

HALDIA PETROCHEMICAL COMPANY LTD.



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-54A	
2.	Premises Name (if any):	HPCL	
3.	Name of the owner /occupier/lessee	HPCL	
4.	Permanent Address	HPCLBLOCK DN-54A, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Free Hold	
6.	Name of the Contact Person	Mrs. Sharavani Bose	
7.	Phone No of Contact Person	033	
8.	E-mail	Not Shared	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage

10.	Plot Area (as informed to the Auditor)	Data not provided	
11.	Build up area(as informed to the Auditor)	Data not provided	
12.	No of Floors	G+2 nd floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Document not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	Company owned	
16	No of Security Personnel engaged	02	
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	Data not provided	
22	No of Vehicles for which parking space is available in the premises	231	

23	Whether parking space available for visitors within the premises	Yes
24	Is there Place where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	NO
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	No

Part – 2

31	Occupancy load	50 in one shift office time
	Existing	50
	a)Regular	50
	b)Floating	50 Approx

32	Basement		No		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement	N/A		
	c)	Are sprinklers provided?	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 – 3 PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases -->		01		
	Stairs Number		#1		
	a)	Width of flight	1500mm	N/A	N/A
	b)	Tread width	300mm	N/A	N/A
	c)	Riser Height	150mm	N/A	N/A
	d)	Finish	Ground	N/A	N/A
	e)	Width of stair door (FCD)	1500mm	N/A	N/A
	f)	Height of stair handrail	1000mm	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	No		
	h)	Width and type of door leading to Fire refugee area	No		
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34	Number of Lifts installed→		01passenger		
	Lift-Numbers		1		
	a)	Type of door	SS Door	N/A	N/A
	b)	Fire resistance rating	NA	N/A	N/A
	c)	Area of lift car	1.2sq m	N/A	N/A
	d)	Capacity (no of persons)	8	N/A	N/A
	e)	Capacity(in kg)	544	N/A	N/A
	f)	Company	Otis	N/A	N/A
	g)	Is communication system, installed in the lift car?	Yes	N/A	N/A
	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?	Data not provided. However verbally mention it's available.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		NO		
37	Whether it Leads to the Fire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		4 meter approx.		
40	Width of the Entry / exit of Gate		4 meter approx.		
41	Height of the Entry / exit of Gate		1.5 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 250000 liters O/H - Not specified by client
	a)	If yes, specify the distance from the building	10meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	

43	Is any public or other water storage facility available nearby?		No	
	a)	Is it readily accessible?	N/A	
44	Are internal hydrants being provided?		No	Single outlets.
	If so, please indicate no of hydrants in each floor		No	
45	Are first aid hose reels being provided? If so please indicate		No	
	a)	What is the length of hose AND 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	N/A	
46	Are fire hoses being provided near each hydrant? If so, please indicate size		No	
	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	N/A	

	e)	Is the pump automatic in action?	N/A
	f)	Is the water pressure sufficient at max distance from the pump?	N/A
50.	DETECTION 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	Addressable
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 whether the Fire extinguishers bear the ISI certification mark?		YesYes Number of FEType/ CapacityCO2- 4.5kg, DCP-5 kgs
54	Location and population of the FEs adequate		No
55	Is Emergency Fire Alarm being provided in each floor?		Yes Location of Fire Alarm:Staircase & office area
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?		No
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Data not provided.
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES		NO
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of		NO

	WBF&ES	
60	Status of NOC from WBF&ES	NOC valid, documents not provided

Part – 5 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	GI material
	b)	Type of support used for ducts	BRACKET TYPE
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.
	d)	Is the lagging secured?	Yes, Visually checked
	e)	Is false ceiling present?	Yes
	f)	Material used for false ceiling	Plaster of Paris sheet
	g)	Is a separate AHU being provided in each floor	NO
	H)	Whether automatic shutdown of AHU is coupled with detection system?	NA
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	NA
	j)	Are fire dampers provided in AC duct?	NA

62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 85 KVA	UPS Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office: yes ■ Others	
63	Location of switch- gears and transformers		Ground		
64	a)	Transformer capacity	500Kva		
	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?	NA		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & sand bucket.		
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		
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes		
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA		
69	Whether natural ventilation is relied upon? If so, give details.		NO		

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?	NA	
73	Storage of combustibles materials near electrical equipment/fuse units.	No	
74	RCCBs available?	Yes	
75	Master switch in warehouses	Yes	
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	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters	
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system?	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes

100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	Yes
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	Yes
107	Colour coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	Not Aware

Part - 6

OTHER INFORMATION

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Provided	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order was not displayed in the building at prominent locations.
2. Emergency signage illuminated type not maintained. All emergency signage should be illuminated type maintain.

B. LT rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

1. Smoke detectors were found not found inside the LT Room. Installation distribution of smoke detectors should be reviewed.

C. HT Rooms

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.

2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

4. Extinguisher should be kept outside of panel room & Fire sand bucket found empty, bucket always maintained fill with dry sand.

5. Insulation mat is to be providing near every panel.

6. Wooden ladder found inside the room. Room should be maintaining free from any combustible material.

E. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally

G. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.

PWC Building



EXECUTIVE SUMMARY

Part I & II

General Information

PWC building is situated at DN 56 & 57, Sector V, Salt Lake, Kolkata 700091, the structure is B + G + 3 & built up area is 20,000 sqft in total 2.004 ACRES of land.

The owner of this property is PWC . It has two buildings A & B connected through corridor in each floor.

The basement has, pump house , parking space, Stationery Stores, 20s Office file stores, Electronic item stores. There is mechanical exhaust system in the basement which are operated manually.

Ground floor has work station area, Canteen area & Reception

1st floor to 3rd floor have work stations in both A & B blocks

There is a central AC system in the building. Chiller plants for the central ACs 90 TR X 4 Nos are in the roof top.

Clearance Certificate which was obtained from Bidhan Nagar Municipality is not available

Valid trade license for the owner is available.

NOC from WBF &ES is valid till 27th May 2013 (Memo No. WBFS/DG/FP/1534/12/cal-B/32-94 dated 28.05.1012

Occupancy Load was found as

Existing -- 500 persons

Floating -- 241 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are 4 Nos Staircases available. 2 Nos at Block A & 2 Nos at Block B

There are three nos Lifts available. 2 Nos passenger capsule lifts of 816 kg capacity & one no service lift of 1020 kg capacity.

Evacuation Drill is conducted at 6 month interval. Mock fire drill is also conducted at 6 months interval with all available staff.

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 risers, Sprinklers & smoke detectors. MCPs are present near the stair cases.

Wet Riser

There is an underground tank of 1, 25, 000ltr capacity for Fire only. There are three nos pumps housed in the basement. The main pump capacity is 60 HP, stand by DG pump of 62.5 HP, & that of Jockey pump is of 15 HP. The pumps are in auto mode.

Alternate source of water is the Water body approx. 1200 mtr away

PAS is available.

Close circuit TV monitoring is available

61 Nos Portable fire extinguishers are found deployed near the staircase, parking & in the common area. There is one 6 cylinder bank of FM200 at server 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 are two 400 KVA DG supply is as alternate source of power. This is operated in auto mode. There are 2 nos 160 KVA UPS apart from 3 nos 30 KVA for data center.

PART VI

OTHER INFORMATION

PWC has a valid trade license, The building is insured with Bajaj Allianz. There is no storage, use, process of substances which require Fire License.

NDITA Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS on 7.2.14	RECOMMENDATIONS
1.	There is an exposed line in the switch in the chiller room 	Exposed line should be dressed.
2.	No rubber mat in front of Electrical panel in the chiller control room. Housekeeping is poor 	Rubber Mat is to be provided. Housekeeping is to be done
3	No receiver found in talk back system 	Receiver is to be provided preferably
	Fire point is blocked by motor cycle parking at basement parking 	Access to be kept clear for each fire point

At the basement one hose reel water supply is found disconnected 	If it is not required then it should be removed or otherwise water connection is to be restored
Emergency exit passage (Stair) is blocked by materials at basemet 	Access to stair to be kept absolutely free
AHUs are not coupled with smoke detectors	
Earth pit tests are not available	

Signature& date of Inspecting and Reporting Authority With seal

NDITA-FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I General Information

1.	Plot No/Premises No:	DN 56 & 57, Sector V, Salt Lake, Kolkata 700091
2.	Premises Name (if any):	PWC
3.	Name of the owner /occupier/lessee	PWC
4.	Permanent Address	DN 56 & 57, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	Free hold
6.	Name of the Contact Person	Mr.IshwarRamachandran

7.	Phone No of Contact Person	98300 86912	
8.	E-mail	Ishar.ramachandran@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)	2.004 acres	
11.	Build up area(as informed to the Auditor)	20000 sqft	
12.	No of Floors	B +G+3	
13.	Date of Sanction of Building Plan	☒ Yes✓ ☐ Date 18.4.2005 from Bidhan Nagar Municipality	
14.	Whether P.O.C/OC received from local body?	Yes but certificate could not Be traced	OC Issuing Authority Bidhan Nagar Municipality
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	TOPs Security Services	
16.	No of Security Personnel engaged	6+1(Supv) for A shift + 6+1(Supv) for B shift + 6+1(Supv) for night + 1 Gun Man at night = total 22nos	
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 Organization	3
22.	No of Own Vehicles engaged by Employees	50
23.	No of Vehicles for which parking space is available in the premises	80 (basement + ground)approx
24.	Whether parking space available for visitors within the premises	Yes
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, condition found satisfactory
TELEPHONE TOWER		
29.	No of Towers	No of towers: NIL
30.	Statutory Clearance from AAI	Not applicable
31.	Any Other Clearance	Not applicable

PART – II

32.	Occupancy load		(Attach floor wise details separately if required)				
	Existing	B	G	1	2	3	Total
	a)Regular	2	66	66	66	66	500
	b)Floating						241
33.	Basement			Yes			
	a)	If basement extends beyond building profile		No			
	b)	Use of the basement		Parking space, Pump room, Store Rooms			
	c)	Is it being sprinkle red?		Yes			
	d)	Whether any cubicles present in the basement?		NO			
		If yes, their use to be specified					
	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 --→3 Nos		BLOCK A		BLOCK B	
	Stairs Number		#1	#2	#1	#2
	a)	Width of flight in mm	1300	1350	1300	1350
	b)	Tread width in mm	250	250	250	250
	c)	Riser Height in mm	150	150	150	150
	d)	Finish	marble	Kota stone	Kota stone	Kota stone
	e)	Width of stair door (FCD) in mm	900	900	900	900
	f)	Height of stair head room in ft	15	15	15	15
	g)	Height of stair handrail in mm	900	900	900	900
	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→3nos					
	Lift-Numbers		#1	#2	#3(Service)	
	a)	Type of door	Metallic	Metallic	Metallic	
	b)	Fire resistance rating	2hrs	2hrs	2hrs	
	c)	Area of lift car in mm	1200 X 1500	1200 X 1500	2100 X 1100	
	d)	Capacity (no of persons)	12	12	12	
	e)	Capacity(in kg)	816	816	816	
	f)	Company	Schneider	Schneider	Schneider	
	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 . Valid C Certificates are available 20100207926(17119) upto 14.11.14 20100207927(17120) upto 14.11.14 20100207928(17121) upto 14.11.14
36.		Presence of proper signage in all the exit route	YES
37.		Is it posted with illuminated signage?	Yes
38.		Whether it is landing to fire assembly point?	YES
39.		Any form of Public address system available?	Yes
40.		Width form of internal road within the Premises?	5600 mm
41.		Width of the Entry / exit of Gate	5600 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 fire fighting available ?(at ground level / over head)		■Yes	U/G1 ,125,000 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.	Not available	
	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 ---- 1200Mtr approx
	a)	Is it readily accessible?	■Yes	■condition and type of the reservoir—Water body
45.	Are internal hydrants being provided?		■Yes	■single or twin outlets.----- Double
	If so, please indicate no of hydrants in each floor		■In each block A & B there are two hydrants & two hose reel arrangement	
46.	Are first aid hose reels being provided? If so please indicate		■Yes	No of hose reels on each floor--- -- 4 nos in each floor (A + B)
	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----- 25 mm, 30 Mtr
	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—63 mm ■Length of hose—15 mtr
	a)	Total no of hoses provided near each hydrant	Two 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		In each block A & B there are two risers .One riser is connected with Canvas Hose & other is connected to hose reel	
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	Three .one main (60 HP) one DG stand by (62.5HP), one jockey-15 HP	

	b)	Size of suction and delivery connection to each pump/Output/Head	■Suction:300mm ■Delivery: 200 mm ■Output of each pump: 137cu.m/hr(main)&10.8 cu.m./hr(jockey) ■Max head against which the pump can operate at the output mentioned in :75M		
	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;		
52.	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,		
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 whether the Fire extinguishers bear the ISI certification mark? Date of Validity		■Yes ✓■Yes ✓YES	Number of FE Type/ Capacity Water type (9 ltrs) DCP Type (5 Kgs) Mech Foam(9 Ltr) Co2 (4.5 kg) Cease fire (2 kg) FM200 (^ cylinders)	6110nos 13 nos 22nos 14 nos 02 nos 1 no
55.	Location		Near the staircases, Ground floor, parking areas, basement, Electricalrooms, roof & lift rooms		
56.	Are Emergency Fire Alarm being provided in each floor?		Yes	■No. of Fire Alarm -10 ■Location of Fire Alarm -In each block in each floor one no	

57.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	■Yes ✓,
58.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	■Yes✓, last done on Jan 2014
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 is valid upto 27.5.13 vide memo no. WBFS/DG/FP/1534/12/Cal-B/32-94 dated 28.5.12. There after no action has been taken so far

Part-VElectrical, Cables and Ventilation

62.	If the building is Centrally air – conditioned, please indicate,	■Yes, The building has central AC
	a) Material used for construction of ducts and its fittings	GI sheet metal
	b) Type of tinning used for ducts	GI
	c) Type of lagging used, if any for insulating any portion of the duct	Glass wool
	d) How the lagging is secured?	With strapping
	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

63.	Is there any standby source of electric supply being provided?		■Yes	DG 400 X 2 nos KVA Capacity	UPS 160 KVA X 2 nos apart from 3 nos 30 KVA for data bank
64.	Is the back supply automatic?		■Yes	Specify the functions that can be maintained simultaneously by such back ups ■All operation except central ACs	
65.	Location of switch- gears and transformers		Back side, inside the bldg		
66.	a)	Transformer capacity	750 KVA X 2 nos 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?	Separated by 150 mm RCC wall		
	c)	If outside, how far is it from the building?	Not applicable		
67.	What precautions are taken to prevent a possible fire in the transformers from spreading?		Fire extinguishers and sand bucket		
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, riser shafts & are 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, only in the basement mechanical ventilation is provided
73.	Whether mechanical ventilation is being coupled with automatic detection system?	NO
74.	Whether the refuge area is being provided?	■No✓,
75.	Storage of combustibles materials near electrical equipment/fuse units.	No
76.	RCCBs available??	YES
77.	Master switch in warehouses	NO
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)	YES
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.	Earthing layout & it's effectiveness	Layout is good. Effectiveness could not be checked
93.	Switch yard and sub station	Yes
94.	DG operation and maintenance	Yes,
95.	Reliability of the fire hydrant system	Yes
96.	Emergency preparedness and response	YES
97.	Availibilty of Evacuation plan	YES
98.	Mock drill conducted??	Yes in every 6 months
99.	Awareness of the people??	Good
100.	Sample basis validation of smoke detection system??	YES
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)	NA
105.	Effective internal communication and public address system	YES
106.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
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	■Not having Valid 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??	YES . NO 002595 dt 10.9.13 Valid upto 31,3.14	
112.	Name of the Insurance Company	Bajaj Allianz	
113.	Remarks (if any) : As per Observation sheet		

Signature& date of Inspecting and Reporting Authority With seal

HPCL PETROL PUMP



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-60, Sector-V	
2.	Premises Name (if any):	HPCL Petrol Pump	
3.	Name of the owner /occupier/lessee	HPCL Petrol Pump	
4.	Permanent Address	HPCLBLOCK DN-60, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/Sublease/ Any other	Leasehold	
6.	Name of the Contact Person	Tarak Sarkar	
7.	Phone No of Contact Person	033-23672487	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
		Yes	Hazardous

10.	Plot Area(as informed to the Auditor)	Data no provided while the time of audit.	
11.	Build up area(as informed to the Auditor)	Data no provided while the time of audit.	
12.	No of Floors	G floor	
13.	Date of Sanction of Building Plan	Data no provided while the time of audit.	
14.	Whether P.O.C/OC received from local body?	NO	Data no provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	NO	
16	No of Security Personnel engaged	NO	
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	NO	
22	No of Vehicles for which parking space is available in the premises	Yes	
23	Whether parking space available for visitors within the premises	Yes	

24	Is there Place where excess vehicles (if any) can be parked	NO
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	NO
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	NA

Part – 2

31	Occupancy load	08 Peoples working in office time as per given information by Client.
	Existing	
	a)Regular	
	b)Floating	05
32	Basement	NO
	a) If basement extends beyond building profile	NA

	b)	Use of the basement	NA	NA	NA
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	NA		
		If yes, please provide details	NA		

Part – 3 PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		2		
	Stairs Number		NO		
	a)	Width of flight	NA	NA	NA
	b)	Tread width	NA	NA	NA
	c)	Riser Height	NA	NA	NA
	d)	Finish	NA	NA	NA
	e)	Width of stair door (FCD)	NA	NA	NA
	f)	Height of stair handrail	NA	NA	NA
	g)	Area & location & profile of Fire Refuge Area	NA		
	h)	Width and type of door leading to Fire refugee area	NA		
	i)	Pressurization of staircase	NA		
	j)	Segregation of staircase	NA		

34	Number of Lifts installed→		NO		
	Lift-Numbers		NA	NA	NA
	a)	Type of door	NA	NA	NA
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	NA	NA	NA
	d)	Capacity (no of persons)	NA	NA	NA
	e)	Capacity(in kg)	NA	NA	NA
	f)	Company	NA	NA	NA
	g)	Is communication system, installed in the lift car?	NA	NA	NA
	h)	Is a fireman's switch being installed in the car?	NA	NA	NA
	i)	Pressurization of lift	NA	NA	NA
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NA		
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage?		NO		
37	Whether it Leads to the Fire assembly point?		NO		
38	Any form of Public address system available?		NO		
39	Width of internal road within the Premises?		NO		
40	Width of the Entry / exit of Gate		5 meter approx.		
41	Height of the Entry / exit of Gate		NA		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42		Is any water reservoir for fire fighting available? (At ground level / over head)	Yes	U/G- NOO/H-NO
	a)	If yes, specify the distance from the building	-	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	-	
	c)	Specify the condition of the reservoir	-	
43		Is any public or other water storage facility available nearby?	No	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44		Are internal hydrants being provided?	NO	
		If so, please indicate no of hydrants in each floor	NA	
45		Are first aid hose reels being provided? If so please indicate	NO	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	NA	
	b)	Size (bore) and type of nozzle fitted to each hose reel	NA	
46		Are fire hoses being provided near each hydrant? If so, please indicate	NO	Type of hose: NA Size of hose: NA Length of hose: NA
	a)	Total no of hoses provided near each hydrant	NA	
47		Have wet risers/dry risers been provided?	NO	
		If yes, please indicate the number of risers and internal diameter of each	NA	

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	NA	
	b)	Size of suction and delivery connection to each pump/Output	Suction: NA Delivery: NA Output of each pump: NA	
	e)	Is the pump automatic in action?	NA	
	f)	Is the water pressure sufficient at max distance from the pump?	NA	
50.	DETECTION 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		
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 whether the Fire extinguishers bear the ISI certification mark?		NON O	Number of FE Type/ CapacityCO2- 4.5kg, 6.8KGS ,DCP- 10 kgs & AFFF-9 LITERS
54	Location and population of the FEs adequate		NO	
55	Is Emergency Fire Alarm being provided in each floor?		NO	Location of Fire Alarm:Lift lobby, Staircase & office area

56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	NO
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO
60	Status of NOC from WBF&ES	Information not shared

Part – 5 **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	NA
	b)	Type of support used for ducts	NA
	c)	Type of lagging used, if any for insulating any portion of the duct	NA
	d)	How the lagging is secured?	NA
	e)	Is false ceiling present?	NO
	f)	Material used for false ceiling	NA
	g)	Is a separate AHU being provided in each floor	NA
	H)	Whether automatic shutdown of AHU is coupled with detection system?	NA
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	NA
	j)	Are fire dampers provided in AC duct?	NA

62	Is there any standby source of electric supply being provided?		NO	DG: NA Capacity: NA	UPS: NA Capacity: NA
	Is the back supply automatic?		NO	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: NA ■Emergency Light: NA ■Lift: NA ■Partly to Office: NA ■ Others: NA	
63	Location of switch- gears and transformers		NO		
64	a)	Transformer capacity	NA		
	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?	NA		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		NA		
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		
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?		NO		

69	Whether natural ventilation is relied upon? If so, give details.	NO	
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	NO	
77	Earthing Pit Tested?	NO	
78	Use of MCB?	NO	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO	
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO	
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	NO
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	NA
91	DG operation and maintenance	NA
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??	NO
97	Sample basis validation of smoke detection system?	NO
98	Condition of Lightning Arrestor	NOT Good
99	Periodic test of UPS system (as applicable)	NO

100	Handling of electrical work by competent electrician	NO
101	Approval of receiving station, substation and DG	NA
102	Storage of 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)	NA
106	Effective internal communication and public address system	NO
107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	NA
109	Procedure for incident investigation and control	NO

Part - 6

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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. General:

- 1) 1. All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.
- 8) No extinguisher found near oil store room and electrical panel. One number DCP 10kg extinguisher is to be provided.
- 9) Electrical cables are not properly conduit. All electrical cable should be properly conduit.
- 10) No exhaust fan found in oil storage room. Exhaust fan is to be providing in the room.

Cooking done in oil storage room by using kerosene stove. Oil storage room should be keep clean & separate

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING & RESERCH**



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN, No-61	
2.	Premises Name (if any)	Teachers Colony, Asst Professors Quarters	
3.	Name of the owner /occupier/lessee	Ministry of HRD, GOI.	
4.	Permanent Address	Block DN, No-61, Sec V, Salt Lake City Kolkata, 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Lease hold.	
6.	Name of the Contact Person	Mr Ramanuj Dutta	
7.	Phone No of Contact Person	+918296770170	
8.	E-mail	Not Shared	
9.	Purpose of the Land Use	YES	Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided, said it is available with NDITA.	
11.	Build up area(as informed to the Auditor)	Data not provided, said it is available with NDITA.	
12.	No of Floors	G+3 floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Govt Employed Security	
16.	No. of Security Personnel engaged	04 (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	No	
VEHICLES VOLUME			

21.	No of Vehicles Engaged by the Organisation	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		03 (Three)	
	Existing		03 (Three)	
	a)Regular		03 (Three)	
	b)Floating		05	
32.	Basement		NA	
	a)	If basement extends beyond building profile	N/A	
	b)	Use of the basement	N/A	
	c)	Are sprinklers provided?	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 – 3**PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		01 (One)		
	Stairs Number		#1		
	a)	Width of flight	304 mm	N/A	N/A
	b)	Tread width	840 mm	N/A	N/A
	c)	Riser Height	140 mm	N/A	N/A
	d)	Finish	OK	N/A	N/A
	e)	Width of stair door (FCD)	1422 mm	N/A	N/A
	f)	Height of stair handrail	952 mm	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	No	No	
	h)	Width and type of door leading to Fire refugee area	No	No	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	N/A	N/A	N/A	N/A
	b)	N/A	N/A	N/A	N/A
	c)	N/A	N/A	N/A	N/A
	d)	N/A	N/A	N/A	N/A
	e)	N/A	N/A	N/A	N/A
	f)	N/A	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	N/A		
35.	Presence of proper signage in all the exit route		NO		
36.	Is it posted with illuminated signage?		NO		
37.	Whether it Leads to the Fire assembly point?		NO		
38.	Any form of Public address system available?		NO		
39.	Width of internal road within the Premises?		NO		
40.	Width of the Entry / exit of Gate		3.0 meter approx.		
41.	Height of the Entry / exit of Gate		No upper arch available.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)		NO	–
	a)	If yes, specify the distance from the building	N/A	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	N/A	
	c)	Specify the condition of the reservoir	N/A	
43.	Is any public or other water storage facility available nearby?		NO	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?	-N/A	
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	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	N/A	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 their size		No	
	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	N/A	
	e)	Is the pump automatic in action?	N/A	
	f)	Is the water pressure sufficient at max distance from the pump?	N/A	
DETECTION SYSTEM				
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		NO	
	a)	Type of detectors used	N/A	

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 whether the Fire extinguishers bear the ISI certification mark?	NO--	
54.	Location and population of the FEs adequate	N/A	
55.	Is Emergency Fire Alarm being provided in each floor?	NO	Location of Fire Alarm: Staircase
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Data not provided, said it is available with NDITA.	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA	
60.	Status of NOC from WBF&ES	Data not provided, said it is available with NDITA.	

Part – 5 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	N/A
b)	Type of support used for ducts	N/A
c)	Type of lagging used, if any for insulating any portion of the duct	N/A
d)	Is the lagging secured?	N/A
e)	Is false ceiling present?	N/A
f)	Material used for false ceiling	N/A

	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Are fire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		NO		
	Is the back supply automatic?		N/A		
63.	Location of switch- gears and transformers		Not Available		
64.	a)	Transformer capacity	N/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?	N/A		
	c)	If outside, how far is it from the building?	N/A		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		N/A		
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		
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?		NA		
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 refuge area.
73.	Storage of combustibles materials near electrical equipment/fuse units.	Two wheelers were kept near Electrical Panels
74.	RCCBs available?	NO
75.	Master switch in warehouses	Yes
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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	NO
87.	Loose terminations due to improper supports, crimping	NO
88.	Improper gland installation, wrong lug size	Glands not installed.
89.	Over-rated uses, wrongly set protection relays, etc.	NO
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	NA
92.	Reliability of the fire hydrant system	NA
93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	NO
96.	Awareness of the people?	NO
97.	Sample basis validation of smoke detection system?	NO
98.	Condition of Lightning Arrestor	Not Installed.
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	YES

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

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)	1. Petrol pump is in the premises and Fire separation is not done between the Residential buildings and Petrol Pump. 2. The distance between nearest Petrol dispensing unit and Residential building is 12 mtr approximately.	

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

B. Extinguishers.

1. Adequate no of extinguisher is to be provide in the building.

C. General:

- 1) All premises in the building should be equipped with portable fire extinguishers & smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular building on a respective floor.
- 2) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 3) Electric meters should be relocated to proper location.
- 4) An emergency preparedness plan should be made.
- 5) Clear area should be kept on main gate for Fire Tender Entry.
- 6) Combustible material (wood) kept in Electrical Panel Room.
- 7) Wooden compartment created in Exit and wooden material stored in it.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN, No-61	
2.	Premises Name (if any)	Teachers Colony, Girls Hostel (a)	
3.	Name of the owner /occupier/lessee	Ministry of HRD, GOI.	
4.	Permanent Address	Block DN, No-61, Sec V, Salt Lake City Kolkata, 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold.	
6.	Name of the Contact Person	Mr Ramanuj Dutta	
7.	Phone No of Contact Person	+918296770170	
8.	E-mail		
9.	Purpose of the Land Use	YES	Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
11.	Build up area(as informed to the Auditor)	Data not provided, said it is available with NDITA.	
12.	No of Floors	G+3 floor	
13.	Date of Sanction of Building Plan	Data not provided.	
14.	Whether P.O.C/OC received from local body?	Yes	Data not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Govt Employed Security	
16.	No. of Security Personnel engaged	04 (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	No	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part - 2

31.	Occupancy load	09 (Nine)		
	Existing	09 (Nine)		
	a)Regular	09 (Nine)		
	b)Floating	Nil		
32.	Basement	NA		
	a) If basement extends beyond building profile	N/A		
	b) Use of the basement	N/A	N/A	N/A
	c) Are sprinklers provided?	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 – 3
PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		02 (Two)		
	Stairs Number		#1	#2	
	a)	Width of flight	230 mm	230 mm	N/A
	b)	Tread width	927 mm	927 mm	N/A
	c)	Riser Height	140 mm	140 mm	N/A
	d)	Finish	OK	OK	N/A
	e)	Width of stair door (FCD)	825 mm	825 mm	N/A
	f)	Height of stair handrail	952 mm	952 mm	N/A
	g)	Area & location & profile of Fire Refuge Area	No	No	
	h)	Width and type of door leading to Fire refugee area	No	No	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.		
35.	Presence of proper signage in all the exit route		NO		
36.	Is it posted with illuminated signage?		NO		
37.	Whether it Leads to the Fire assembly point?		NO		

38.	Any form of Public address system available?	NO
39.	Width of internal road within the Premises?	NO
40.	Width of the Entry / exit of Gate	3.0 meter approx.
41.	Height of the Entry / exit of Gate	No upper arch available.

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire-fighting available?(At ground level / overhead)	NO	U/G- O/H -
	a) If yes, specify the distance from the building	N/A	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	N/A	
	c) Specify the condition of the reservoir	N/A	
43.	Is any public or other water storage facility available nearby?	NO	
	a) Is it readily accessible?	N/A	
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	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 their size	No	Type of hose: NA Size of hose: NA Length of hose: NA
	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	N/A	
	e) Is the pump automatic in action?	N/A	
	f) Is the water pressure sufficient at max distance from the pump?	N/A	
	DETECTION SYSTEM		

50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	NO	
	a) Type of detectors used	N/A	
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 whether the Fire extinguishers bear the ISI certification mark?	NO--	
54.	Location and population of the FEs adequate	--	
55.	Is Emergency Fire Alarm being provided in each floor?	NO	Location of Fire Alarm: Staircase
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Data not provided, said it is available with NDITA.	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA	
60.	Status of NOC from WBF&ES	Data not provided, said it is available with NDITA.	

Part – 5 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	N/A	
	b) Type of support used for ducts	N/A	
	c) Type of lagging used, if any for insulating any portion of the duct	N/A	
	d) Is the lagging secured?	N/A	
	e) Is false ceiling present?	NO	
	f) Material used for false ceiling	N/A	
	g) Is a separate AHU being provided in each floor	N/A	
	H) Whether automatic shutdown of AHU is	N/A	

		coupled with detection system?			
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Are fire dampers provided in AC duct?	N/A		
62.		Is there any standby source of electric supply being provided?	NO	DG: Capacity:	UPS Capacity
		Is the back supply automatic?	N/A		
63.		Location of switch- gears and transformers	Switchgears: Near Main gate.		
64.	a)	Transformer capacity	N/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?	N/A		
	c)	If outside, how far is it from the building?	N/A		
65.		What precautions will be taken to prevent a possible fire in the transformers from spreading?	N/A		
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		
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?	NA		
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 refuge area.		

73.	Storage of combustibles materials near electrical equipment/fuse units.	Two wheelers were kept near Electrical Panels
74.	RCCBs available?	NO
75.	Master switch in warehouses	Yes
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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	NO

87.	Loose terminations due to improper supports, crimping	NO
88.	Improper gland installation, wrong lug size	Glands not installed.
89.	Over-rated uses, wrongly set protection relays, etc.	NO
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	NA
92.	Reliability of the fire hydrant system	NA
93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	NO
96.	Awareness of the people?	NO
97.	Sample basis validation of smoke detection system?	NO
98.	Condition of Lightning Arrestor	Not Installed.
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	YES
101.	Approval of receiving station, substation and DG	NO

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

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
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	Remarks (if any)	1. Petrol pump is in the premises and Fire separation is not done between the Residential buildings and Petrol Pump. 2. The distance between nearest Petrol dispensing unit and Residential building is 12 mtr approximately.	

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

B. Extinguishers.

1. Adequate no of extinguisher is to be provide in the building.

C. General:

- 1) All premises in the building should be equipped with portable fire extinguishers & smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular building on a respective floor.
- 2) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 3) Electric meters should be relocated to proper location. It is installed in the exit now. Refer the attached image below.
- 4) An emergency preparedness plan should be made.

Clear area should be kept on main gate for Fire Tender Entry.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN, No-61	
2.	Premises Name (if any)	Teachers Colony, Girls Hostel (b)	
3.	Name of the owner /occupier/lessee	Ministry of HRD, GOI.	
4.	Permanent Address	Block DN, No-61, Sec V, Salt Lake City Kolkata, 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold.	
6.	Name of the Contact Person	Mr Ramanuj Dutta	
7.	Phone No of Contact Person	+918296770170	
8.	E-mail		
9.	Purpose of the Land Use	YES	Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
11.	Build up area(as informed to the Auditor)	Data not provided, said it is available with NDITA.	
12.	No of Floors	G+3 floor	
13.	Date of Sanction of Building Plan	Data not provided.	
14.	Whether P.O.C/OC received from local body?	Yes	Data not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Govt Employed Security	
16.	No. of Security Personnel engaged	04 (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	No	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONE TOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part - 2

31.	Occupancy load		35 (Thirty five)	
	Existing		35 (Thirty five)	
	a) Regular		35 (Thirty five)	
	b) Floating		--	
32.	Basement		NA	
	a)	If basement extends beyond building profile	N/A	
	b)	Use of the basement	N/A	
	c)	Are sprinklers provided?	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 – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→	02 (Two)		
	Stairs Number	#1	#2	
	a) Width of flight	254 mm	254 mm	N/A
	b) Tread width	863 mm	863 mm	N/A
	c) Riser Height	140 mm	140 mm	N/A
	d) Finish	OK	OK	N/A
	e) Width of stair door (FCD)	825.5 mm	825.5 mm	N/A
	f) Height of stair handrail	952 mm	952 mm	N/A
	g) Area & location & profile of Fire Refuge Area	No		
	h) Width and type of door leading to Fire refugee area	No		
	i) Pressurization of staircase	No		
	j) Segregation of staircase	No		
34.	Number of Lifts installed→	Nil		
	Lift-Numbers	N/A	N/A	N/A
	a) Type of door	N/A	N/A	N/A
	b) Fire resistance rating	N/A	N/A	N/A
	c) Area of lift car	N/A	N/A	N/A
	d) Capacity (no of persons)	N/A	N/A	N/A
	e) Capacity(in kg)	N/A	N/A	N/A
	f) Company	N/A	N/A	N/A
	g) Is communication system, installed in the lift car?	N/A	N/A	N/A
	h) Is a fireman's switch being installed in the car?	N/A		
	i) Pressurization of lift	N/A		
	j) Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.		
35.	Presence of proper signage in all the exit route	NO		
36.	Is it posted with illuminated signage?	NO		
37.	Whether it Leads to the Fire assembly point?	NO		
38.	Any form of Public address system available?	NO		
39.	Width of internal road within the Premises?	4.0 meter approx.		
40.	Width of the Entry / exit of Gate	4.0 meter approx.		
41.	Height of the Entry / exit of Gate	No upper arch available.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire-fighting available?(At ground level / overhead)	NO	
	a) If yes, specify the distance from the building	N/A	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	N/A	
	c) Specify the condition of the reservoir	N/A	
43.	Is any public or other water storage facility available nearby?	NO	
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	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 their size	No	
	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	N/A	
	e) Is the pump automatic in action?	N/A	
	f) Is the water pressure sufficient at max distance from the pump?	N/A	
	DETECTION SYSTEM		

50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	NO
	a) Type of detectors used	N/A
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 whether the Fire extinguishers bear the ISI certification mark?	NON/A
54.	Location and population of the FEs adequate	N/A
55.	Is Emergency Fire Alarm being provided in each floor?	NO
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Data not provided, said it is available with NDITA.
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA
60.	Status of NOC from WBF&ES	Data not provided, said it is available with NDITA.

Part – 5 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	N/A
	b) Type of support used for ducts	N/A
	c) Type of lagging used, if any for insulating any portion of the duct	N/A
	d) Is the lagging secured?	N/A
	e) Is false ceiling present?	NO
	f) Material used for false ceiling	N/A
	g) Is a separate AHU being provided in each floor	N/A

	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Are fire dampers provided in AC duct?	N/A		
62.		Is there any standby source of electric supply being provided?	NO		
		Is the back supply automatic?	N/A		
63.		Location of switch- gears and transformers	Switchgears: Near Main gate.		
64.	a)	Transformer capacity	N/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?	N/A		
	c)	If outside, how far is it from the building?	N/A		
65.		What precautions will be taken to prevent a possible fire in the transformers from spreading?	N/A		
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		
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?	NA		
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 refuge area.		

73.	Storage of combustibles materials near electrical equipment/fuse units.	Two wheelers were kept near Electrical Panels
74.	RCCBs available?	NO
75.	Master switch in warehouses	Yes
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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	NO

87.	Loose terminations due to improper supports, crimping	NO
88.	Improper gland installation, wrong lug size	Glands not installed.
89.	Over-rated uses, wrongly set protection relays, etc.	NO
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	NA
92.	Reliability of the fire hydrant system	NA
93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	NO
96.	Awareness of the people?	NO
97.	Sample basis validation of smoke detection system?	NO
98.	Condition of Lightning Arrestor	Not Installed.
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	YES
101.	Approval of receiving station, substation and DG	NO

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

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)	1. Petrol pump is in the premises and Fire separation is not done between the Residential buildings and Petrol Pump. 2. The distance between nearest Petrol dispenser unit and Residential building is 12 mtr approximately.	

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

B. Extinguishers.

1. Adequate no of extinguisher is to be provide in the building.

C. General:

- 1) All premises in the building should be equipped with portable fire extinguishers & smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular building on a respective floor.
- 2) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 3) An emergency preparedness plan should be made.

Clear area should be kept on main gate for Fire Tender Entry.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN, No-61	
2.	Premises Name (if any)	Teachers Colony, Lecturer Quarters	
3.	Name of the owner /occupier/lessee	Ministry of HRD, GOI.	
4.	Permanent Address	Block DN, No-61, Sec V, Salt Lake City Kolkata, 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr Ramanuj Dutta	
7.	Phone No of Contact Person	+918296770170	
8.	E-mail	Not shared	
9.	Purpose of the Land Use	YES	Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided, said it is available with NDITA.	
11.	Build up area(as informed to the Auditor)	Data not provided, said it is available with NDITA.	
12.	No of Floors	G+3 floor	
13.	Date of Sanction of Building Plan	Data not provided, said it is available with NDITA.	
14.	Whether P.O.C/OC received from local body?	Yes	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Govt Employed Security	
16.	No. of Security Personnel engaged	04 (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	No	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part - 2

31.	Occupancy load	09 (Nine)		
	Existing	09 (Nine)		
	a)Regular	09 (Nine)		
	b)Floating	05		
32.	Basement	NA		
	a) If basement extends beyond building profile	N/A		
	b) Use of the basement	N/A		
	c) Are sprinklers provided?	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 – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		01 (One)		
	Stairs Number		#1	N/A	N/A
	a)	Width of flight	304 mm	N/A	N/A
	b)	Tread width	865 mm	N/A	N/A
	c)	Riser Height	140 mm	N/A	N/A
	d)	Finish	OK	N/A	N/A
	e)	Width of stair door (FCD)	825.5 mm	N/A	N/A
	f)	Height of stair handrail	952 mm	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	No	No	
	h)	Width and type of door leading to Fire refugee area	No	No	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	N/A	N/A	N/A	N/A
	b)	N/A	N/A	N/A	N/A
	c)	N/A	N/A	N/A	N/A
	d)	N/A	N/A	N/A	N/A
	e)	N/A	N/A	N/A	N/A
	f)	N/A	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	N/A		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leads to the Fire assembly point?		NO		

38.	Any form of Public address system available?	No
	Width of internal road within the Premises?	04 Mtrs
40.	Width of the Entry / exit of Gate	4.0 meter approx.
41.	Height of the Entry / exit of Gate	No upper arch available.

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	NO	-
	a) If yes, specify the distance from the building	N/A	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	N/A	
	c) Specify the condition of the reservoir	N/A	
43.	Is any public or other water storage facility available nearby?	NO	
	a) Is it readily accessible?	N/A	
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	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 their size	No	
	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	N/A	

	e)	Is the pump automatic in action?	N/A
	f)	Is the water pressure sufficient at max distance from the pump?	N/A
DETECTION SYSTEM			
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		NO
	a)	Type of detectors used	N/A
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 whether the Fire extinguishers bear the ISI certification mark?		NO--
54.	Location and population of the FEs adequate		N/A
55.	Is Emergency Fire Alarm being provided in each floor?		NO
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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		Record not provided.
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		NA
60.	Status of NOC from WBF&ES		Data not provided. Said it is with NDITA

Part – 5 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	N/A
	b)	Type of support used for ducts	N/A
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A
	d)	Is the lagging secured?	N/A
	e)	Is false ceiling present?	NO

	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Arefire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		NO	DG: Capacity:	UPS Capacity
	Is the back supply automatic?		N/A		
63.	Location of switch- gears and transformers		Switchgear: Near Main Gate		
64.	a)	Transformer capacity	N/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?	N/A		
	c)	If outside, how far is it from the building?	N/A		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		N/A		
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		
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?		NA		
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 refuge area.	
73.	Storage of combustibles materials near electrical equipment/fuse units.	Two wheelers were kept near Electrical Panels	
74.	RCCBs available?	NO	
75.	Master switch in warehouses	Yes	
76.	Proper cable joint procedures as per manufacturer	Yes	
77.	Earthing Pit Tested?	No	
78.	Use of MCB?	Yes	
79.	Bypassing of protection devices	NO	
80.	Deteriorated insulation	NO	
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO	
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO	
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	NO
87.	Loose terminations due to improper supports, crimping	NO
88.	Improper gland installation, wrong lug size	Glands not installed.
89.	Over-rated uses, wrongly set protection relays, etc.	NO
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	NA
92.	Reliability of the fire hydrant system	NA
93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	NO
96.	Awareness of the people?	NO
97.	Sample basis validation of smoke detection system?	NO
98.	Condition of Lightning Arrestor	Not Installed.

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

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)	1. Petrol pump is in the premises and Fire separation is not done between the Residential buildings and Petrol Pump. 2. The distance between nearest Petrol dispensing unit and Residential building is 12 mtr approximately.	

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

B. Extinguishers.

1. Adequate no of extinguisher is to be provide in the building.

C. General:

- 1) All premises in the building should be equipped with portable fire extinguishers & smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular building on a respective floor.
- 2) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 3) Electric meters should be relocated to proper location.
- 4) An emergency preparedness plan should be made.
- 5) Clear area should be kept on main gate for Fire Tender Entry.
- 6) Combustible material (wood) kept in Electrical Panel Room.

Wooden compartment created in Exit and wooden material stored in it.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN, No-61
2.	Premises Name (if any)	Teachers Colony, Professors Quarters
3.	Name of the owner /occupier/lessee	Ministry of HRD, GOI.
4.	Permanent Address	Block DN, No-61, Sec V, Salt Lake City Kolkata, 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr Ramanuj Dutta
7.	Phone No of Contact Person	+918296770170
8.	E-mail	Not shared
9.	Purpose of the Land Use	YES Residential
		Educational
		Institutional
		Assembly
		Business
		Mercantile
		Industrial
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided, said it is available with NDITA.
11.	Build up area(as informed to the Auditor)	Data not provided, said it is available with NDITA
12.	No of Floors	G+3 floor
13.	Date of Sanction of Building Plan	Data not provided, said it is available with NDITA
14.	Whether P.O.C/OC received from local body?	Yes Data no provided
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	Govt Employed Security
16.	No. of Security Personnel engaged	04 (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	No

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	Nil
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		32 (Thirty Two)		
	Existing		32 (Thirty Two)		
	a)Regular		32 (Thirty Two)		
	b)Floating		--		
32.	Basement		NA		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		01 (One)		
	Stairs Number		#1	N/A	N/A
	a)	Width of flight	N/A	N/A	N/A
	b)	Tread width	N/A	N/A	N/A
	c)	Riser Height	N/A	N/A	N/A
	d)	Finish	N/A	N/A	N/A
	e)	Width of stair door (FCD)	N/A	N/A	N/A
	f)	Height of stair handrail	N/A	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	N/A	N/A	N/A
	h)	Width and type of door leading to Fire refugee area	N/A	N/A	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	N/A	N/A	N/A	N/A
	b)	N/A	N/A	N/A	N/A
	c)	N/A	N/A	N/A	N/A
	d)	N/A	N/A	N/A	N/A
	e)	N/A	N/A	N/A	N/A
	f)	N/A	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	N/A		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leads to the Fire assembly point?		NO		
38.	Any form of Public address system available?		No		
39.	Width of internal road within the Premises?		4.0 m		
40.	Width of the Entry / exit of Gate		4.0 meter approx.		
41.	Height of the Entry / exit of Gate		No upper arch available.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	NO	
	a) If yes, specify the distance from the building	N/A	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	N/A	
	c) Specify the condition of the reservoir	N/A	
43.	Is any public or other water storage facility available nearby?	NO	IF YES, Specify the distance from the building: NA
	a) Is it readily accessible?	N/A-	
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	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 their size	No	
	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 pump	N/A	
	b) Size of suction and delivery connection to each pump/Output	N/A	
	e) Is the pump automatic in action?	N/A	
	f) Is the water pressure sufficient at max distance from the pump?	N/A	
DETECTION SYSTEM			
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	NO	
	a) Type of detectors used	N/A	

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 whether the Fire extinguishers bear the ISI certification mark?	NO--	
54.	Location and population of the FEs adequate	N/A	
55.	Is Emergency Fire Alarm being provided in each floor?	NO	Location of Fire Alarm: Staircase
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Record not provided.	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO	
60.	Status of NOC from WBF&ES	Data not provided.	

Part – 5 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	N/A
b)	Type of support used for ducts	N/A
c)	Type of lagging used, if any for insulating any portion of the duct	N/A
d)	Is the lagging secured?	N/A
e)	Is false ceiling present?	N/A
f)	Material used for false ceiling	N/A

	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Arefire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		NO	DG: Capacity:	UPS Capacity
	Is the back supply automatic?		N/A		
63.	Location of switch- gears and transformers		Switchgear: It is located near Main Gate		
64.	a)	N/A			
	b)	N/A			
	c)	N/A			
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		N/A		
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		
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?		NA		
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 refuge area.
73.	Storage of combustibles materials near electrical equipment/fuse units.	Two wheelers were kept near Electrical Panels
74.	RCCBs available?	NO
75.	Master switch in warehouses	Yes
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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	NO
87.	Loose terminations due to improper supports, crimping	NO
88.	Improper gland installation, wrong lug size	Glands not installed.
89.	Over-rated uses, wrongly set protection relays, etc.	NO
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	NA
92.	Reliability of the fire hydrant system	NA
93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	NO
96.	Awareness of the people?	NO
97.	Sample basis validation of smoke detection system?	NO
98.	Condition of Lightning Arrestor	Not Installed.
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	YES

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

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)	1. Petrol pump is in the premises and Fire separation is not done between the Residential buildings and Petrol Pump. 2. The distance between nearest Petrol dispenser unit and Residential building is 12 mtr approximately.	

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

B. Extinguishers.

1. Adequate no of extinguisher is to be provide in the building.

C. General:

- 1) All premises in the building should be equipped with portable fire extinguishers & smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular building on a respective floor.
- 2) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 3) Electric meters should be relocated to proper location.
- 4) An emergency preparedness plan should be made.
- 5) Clear area should be kept on main gate for Fire Tender Entry.
- 6) Combustible material (wood) kept in Electrical Panel Room.

Wooden compartment created in Exit and wooden material stored in it.

MILLENIUM CITY



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block DN-62	
2.	Premises Name (if any):	Millennium city –II	
3.	Name of the owner /occupier/lessee	Modgul Park	
4.	Permanent Address	MILLENNIUM CITY, TOWER-II IBMBLOCK DN, SECTOR-5, P-62, SALLAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	Lease Hold	
6.	Name of the Contact Person	Mr Kanchan Purokasyatha	
7.	Phone No of Contact Person	+ 91 9830083254	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Mixed use	Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES
10.	Plot Area (as informed to the Auditor)	3 lacsq/ft	

11.	Build up area(as informed to the Auditor)	255733 sq/ft	
12.	No of Floors	G+XVfloor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Document not provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	Woori Securities	
16	No of Security Personnel engaged	12 in each shift	
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	Data not provided	
22	No of Vehicles for which parking space is available in the premises	231	
23	Whether parking space available for visitors within the premises	Yes	

24	Is therePlace where excess vehicles (if any) can be parked	Yes
GENERAL MAINTENANCE		
25	Garbage Clearing	Ok Regular
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	1
29	Statutory Clearance from AAI	Yes, Documents not provide
30	Any Other Clearance	No

Part – 2

31	Occupancy load	4500 in one shift office time
	Existing	
	a)Regular	
	b)Floating	200 appx

32	Basement		YES		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement	Parking	Storage of 2700 liters of diesel in DG day tank for DG use.	
	c)	Are sprinklers provided?	Provided		
	d)	Whether any cubicles present in the basement?	NO		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	Yes		
		If yes, please provide details	Divided in Loop - addressable panel used.		

Part – 3 PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2000mm	2000mm	2000mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Basement	Basement	Basement
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair handrail	1000mm	1000mm	1000mm
	g)	Area & location & profile of Fire Refuge Area	21 & 28 Meter	21 & 28 Meter	21 & 28 Meter
	h)	Width and type of door leading to Fire refugee area	1500mm Glass door	1500mm Glass door	1500mm Glass door
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34	Number of Lifts installed→		06 passenger + 01 service lift		
	Lift-Numbers		1, 2 &3	4,5&6	Service lift
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	2sq m	2 sq m	2 sqm
	d)	Capacity (no of persons)	20	20	20
	e)	Capacity(in kg)	1360	1360	1360
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided. However verbally mention it's available.		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		7 meter approx.		
40	Width of the Entry / exit of Gate		7 meter approx.		
41	Height of the Entry / exit of Gate		2 meter approx.		

Part- 4 **PROVISION OF FIRE SAFETY ARRANGEMENT**

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		Yes	U/G- 250000 liters O/H - Not specified by client
	a)	If yes, specify the distance from the building	10meterapprox.	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43	Is any public or other water storage facility available nearby?		No	IF YES, Specify the distance from the building:NA
	a)	Is it readily accessible?		IF YES, SPECIFYCondition and type of the reservoir:NA
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2no	
45	Are first aid hose reels being provided? If so please indicate		Yes	2 hose reels on each floor
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	PVC nozzle,6mmdiameter	
46	Are fire hoses being provided near each hydrant? If so, please indicate size		Yes	Type of hose:RRL Size of hose: 63mmLength of hose: 7.5 m & 15m
	a)	Total no of hoses provided near each hydrant	2 no.	

47	Have wet risers/dry risers been provided?		Yes
	If yes, please indicate the number of risers and internal diameter of each		2 each side of building 150mm diameter
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	4 no.
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr
	e)	Is the pump automatic in action?	Yes
	f)	Is the water pressure sufficient at max distance from the pump?	Yes
50.	DETECTION 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	Addressable
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 whether the Fire extinguishers bear the ISI certification mark?	Yes	Yes	Number of FE Type/ Capacity CO2- 4.5kg, DCP-5 kgs & ABC-5 kgs	
54	Location and population of the FEs adequate	Yes			
55	Is Emergency Fire Alarm being provided in each floor?	Yes		Location of Fire Alarm: Lift lobby, Staircase & office area	
56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes			
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min. twice a year)?	Data not provided due to recent change of management.			
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	NO			
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NO			
60	Status of NOC from WBF&ES	NOC valid, documents not provided			

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air – conditioned, please indicate,		Yes, but not HVAC
	a)	Material used for construction of ducts and its fittings	GI material

	b)	Type of support used for ducts	BRACKET TYPE		
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.		
	d)	Is the lagging secured?	Yes, Visually checked		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Plaster of Paris sheet		
	g)	Is a separate AHU being provided in each floor	NO		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	NA		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	NA		
	j)	Arefire dampers provided in AC duct?	NA		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity:750 KVA	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office: yes ■ Others	
63	Location of switch- gears and transformers		Basement		
64	a)	Transformer capacity	33 kv INPUT		

	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?	NA
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fixed fire-fighting installation of DCP cylinder, Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA
69	Whether natural ventilation is relied upon? If so, give details.		NO
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 refuge area present. The balcony is being designated as the refuge area. However, currently, AC units have been found installed.	
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	
78	Use of MCB?	Yes	
79	Bypassing of protection devices	NO	
80	Deteriorated insulation	NO	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters	
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	Switch yard and sub station	NA
91	DG operation and maintenance	Yes
92	Reliability of the fire hydrant system	Yes
93	Emergency preparedness and response	Yes
94	Availability of Evacuation plan	Yes
95	Mock drill conducted?	Yes
96	Awareness of the people?	Yes
97	Sample basis validation of smoke detection system?	Yes
98	Condition of Lightning Arrestor	Good
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes

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

Part - 6

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	Provided	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for firewater tank level in fire control room. Water level indication for firewater shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working but water dripping inside pressure gauge is observed. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of startup of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for firewater pumps & interlocks. Pressure gauges of Fire water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
5. All pump input and output pipeline to be maintaining proper individual labeling & water flow direction.

B. Emergency Evacuation Plan

5. Fire order was not displayed in the building at prominent locations.

C. LT rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

2. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

18. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
19. Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.
20. Physical check not permitted, hence please take it up departmentally

F. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

G. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

H. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.
2. Exit door at HT Room, Transformer room and PLC Room are opening inside. All exit doors should open outside towards the travel direction.

I. Refuge Area

1. Balcony is being used as a refuge area in each floor.
2. Balcony is to be cleared from split A/C exhaust due to using as a refuge area.
3. Balcony currently used to house AC units but must be kept clear to be used as a refuge space.
4. Refuge area is to be maintain as per NBC part IV -2005 (4.12.3)

J. Stair Case & Lift Shaft.

1. All Lift shaft & emergency stair cases is to be maintained pressurisation as per NBC part-IV 2005, 4.10
2. Fire man switch not checked but available should be checked departmentally

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI

L. Basement Ventilation.

1) Mechanical ventilation is not provided to cover entire area of basement. Mechanical ventilation integrated with the fire detection panel should be provided.

M. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor

NOTES:

Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower I & II.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DN-62	
2.	Premises Name (if any)	Millennium city -I (IBM)	
3.	Name of the owner /occupier/lessee	IBM	
4.	Permanent Address	MILLENNIUM CITY, TOWER-I IBMBLOCK DN, SECTOR-5, P-62, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Manavendra Bhomick	
7.	Phone No of Contact Person	9903742707	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES
10.	Plot Area(as informed to the Auditor)	3 lacssq/ft	
11.	Build up area(as informed to the Auditor)	94624 sq/ft	
12.	No of Floors	G+VIII floor	

13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	--	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Woori Securities + IBM internal security	
16.	No.of Security Personnel engaged	12 in shift	
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	350 appx	
22.	No of Vehicles for which parking space is available in the premises	82	
23.	Whether parking space available for visitors within the premises	Yes	
24.	Is there Place where excess vehicles (if any) can be parked	Yes	
GENERAL MAINTENANCE			
25.	Garbage Clearing	Ok Regular	
26.	Drainage System	Ok	
27.	Maintenance of Road	Ok	
TELEPHONE TOWER			
28.	No of Towers	NA	
29.	Statutory Clearance from AAI	Yes, Data not provide	
30.	Any Other Clearance	NO	

Part – 2

31.	Occupancy load		500 in one shift office time		
	Existing		500 in one shift		
	a)Regular				
	b)Floating		200 appx		
32.	Basement		Yes		
	a)	If basement extends beyond building profile	NO		
	b)	Use of the basement	Parking	Storage of 2700 liters of diesel in DG day tank, for DG use.	
	c)	Are sprinklers provided?	Provided		
	d)	Whether any cubicles present in the basement?	NO		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	Yes		
		If yes, please provide details	Divided in Loop - addressable panel used.		

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		03		
	Stairs Number		#1	#2	#3
	a)	Width of flight	1500mm	1500mm	1500mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair handrail	1000mm	1000mm	1000mm
	g)	Area & location & profile of Fire Refuge Area	21 & 28 Meter	21 & 28 Meter	21 & 28 Meter
	h)	Width and type of door leading to Fire refugee area	1500mm Glass door	1500mm Glass door	1500mm Glass door
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		02 passenger + 01 service lift		
	Lift-Numbers		#1	#2	3
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	NA	NA	NA
	c)	Area of lift car	2sq m	2 sq m	2 sqm

	d)	Capacity (no of persons)	20	20	20
	e)	Capacity(in kg)	1360	1360	1360
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided. However verbally mention it's available.		
35.	Presence of proper signage in all the exit route		Yes		
36.	Is it posted with illuminated signage?		Yes		
37.	Whether it Leadsto theFire assembly point?		NO		
38.	Any form of Public address system available?		Yes		
39.	Width of internal road within the Premises?		7 meter approx.		
40.	Width of the Entry / exit of Gate		7 meter approx.		
41.	Height of the Entry / exit of Gate		2 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire-fighting available?(At ground level / over head)		Yes	U/G- 250000 liters O/H - Not specified by client
	a)	If yes, specify the distance from the building	10 meter approx.	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?		NO	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: NA
44.	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2nos	

45.	Are first aid hose reels being provided? If so please indicate		Yes	2Nos of hose reels on each floor.	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.	
	b)	Size (bore) and type of nozzle fitted to each hose reel	GM nozzle, 6mm diameter		
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose:RRLSize of hose:63mmLength of hose: 7.5 m & 15m	
	a)	Total no of hoses provided near each hydrant	2 no.		
47.	Have wet risers/dry risers been provided?		Yes		
	If yes, please indicate the number of risers and internal diameter of each		2 each side of building 150mm diameter		
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	4 no.		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mmOutput of each pump: 171M3/Hr		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	Yes		
DETECTION SYSTEM					
50.	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		
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 whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FE Type/Capacity CO2- 4.5kg, DCP-5 kgs & ABC-5 kgs	

54.	Location and population of the FEs adequate	Yes
55.	Is Emergency Fire Alarm being provided in each floor?	Yes Location of Fire Alarm: Lift lobby, Staircase & office area
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	NO
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min. twice a year)?	Record checked but data not provided. Termed as confidential.
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Record checked but data not provided. Termed as confidential
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA
60.	Status of NOC from WBF&ES	Record not provided

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air -conditioned, please indicate	Yes, HVAC
	a) Material used for construction of ducts and its fittings	GI material
	b) Type of support used for ducts	BRACKET TYPE
	c) Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.
	d) Is the lagging secured?	Yes, Visually checked
	e) Is false ceiling present?	Yes
	f) Material used for false ceiling	Plaster of Paris sheet
	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
	J) Are fire dampers provided in AC duct?	Yes, All dampers are automatic motorized, individual for each floor & integrated with fire detection panel.

62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 750KVA	UPS: yes Capacity
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Basement		
64.	a)	Transformer capacity	33 kv INPUT		
	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?	NA		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fixed fire-fighting installation of DCP cylinder, Fire Extinguisher & sand bucket.		
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		
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes		

68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA	
69.	Whether natural ventilation is relied upon? If so, give details.	NO	
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 refuge area present. The balcony is being designated as the refuge area. However, currently, AC units have been found Installed.	
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	

78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& AFFF 9 liters
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.	Switch yard and sub station	NA
91.	DG operation and maintenance	Yes
92.	Reliability of the fire hydrant system	Yes

93.	Emergency preparedness and response	Yes
94.	Availability of Evacuation plan	Yes
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Yes
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	Good
99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	NO
103.	Use of signage?	Yes
104.	Hydrants clear, access to public thorough fare open	NO
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Yes
107.	Colour coding system of hazardous chemical gas lines etc.	Yes

108.	Management structure, role of safety officer, fire department etc.	NA
109.	Procedure for incident investigation and control	Not Aware

Part - 6

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	Provided	
	Is Trade License available?	Yes	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Fire Water Pump House

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working but water dripping inside pressure gauge is observed. Pressure gauge should be maintained in normal condition to take correct reading.
3. Standard pressure reading of startup of all fire pumps are found varying up to 0.5kg as per actual (Jockey pump auto starts at 8 kg/cm² & auto off at 10 kg/cm²).
4. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on

yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.

5. All pump input and output pipeline to be maintaining proper individual labeling & water flow direction.

B. AHU

2. Provision is available inside AHU rooms to access the auto operated AHU dampers.
3. All AHUs room DCP extinguishers are to be kept outside of AHUs room.

C. Emergency Evacuation Plan

6. Fire order was displayed in the building at prominent locations.

D. LT Rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

E. HT Rooms

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent.

2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

F. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

21. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.

22. Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.

23. Physical check not permitted, hence please take it up departmentally (68).

G. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

H. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

I. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

2. Exit door at HT Room, Transformer room and PLC Room are opening inside. All exit doors should open outside towards the travel direction.

J. Refuge Area

- 1 Balcony is being used as a refuge area in each floor & all balcony barricades and railing height to be increased.
- 2 Balcony step height to be improved
Balcony is to be cleared from split A/C exhaust due to using as a refuge area.
- 3 Balcony currently used to house AC units but must be kept clear to be used as a refuge space.
- 4 Refuge area is to be maintain as per NBC part iv -2005 (4.12.3)

K. Stair Case & Lift Shaft.

1. All Lift shaft & emergency stair cases is to be maintained pressurisation as per NBC part-IV 2005, 4.10

2. Fire man switch not checked but available should be checked departmentally

L. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI.

M. Basement Ventilation.

1) Mechanical ventilation is not provided to cover entire area of basement. Mechanical ventilation integrated with the fire detection panel should be provided.

N. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower I & II

ELECTRONICS REGIONAL TESTLABORATORY



EXECUTIVE SUMMARY

Part I & II

General Information

ELECTRONICS REGIONAL TEST LABORATORY (EAST) is under Ministry of Communication and Information Technology, STQC Directorate, Department of Electronics & IT. These buildings are situated at DN 63, Sector V, Salt Lake, Kolkata 700091. Its function is (a) Testing (b) IT Support Service (c) skill base on Training. The in

Infrastructure is situated in 12132.81 SqMtr of Land

There are two distinct buildings called **building A & building B**

Building A is G+3 (Built up area 6828.287 SqMtr) & **building B** is G+2 storied (Built up area 1857 SqMtr)

OC date from NDITA Could not been Shown

Valid NOC is available. Ref WBFES 7862/14 dated 9.1.14 Valid for one year

Occupancy Load was found as follows

Designed – NA

Existing --152

Projected--NA

There is one no of 45 KVA capacity **DG sets** is available as alternate power source. Another 45 KVA is planned to add to run all the operations

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are Two Nos Stair cases in building **A** & Two Nos Stair cases in building **B**.

There is one Passenger lift 408 kg capacity & one passenger Lift of 1000 Kg capacity in building **A**. One lift is being installed in building **B**. Lifts do not have valid C Certificate

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers Only. Building **A** do have smoke detector but these are found not working. There is no smoke detectors at Building **B**. There is no hydrant system. The building **A** has one Dry riser only.

There is Fire bell at building A in each floor, There is MCP at building B in each floor.

PAS is available only at building B. Emergency siren at building is found out of commission.

Water System:-

There is no wet riser or down comer in the buildings. There is one dry riser at building **A**

There are two U/G tanks, one at Building A of 340000 ltr capacity & at building B 1,50,000 Ltr capacity tanks.

Alternate source of water is the lagoon 1000 mtrs away of the building.

There are total 83 Nos fire extinguishers available in both the buildings,

These are placed as per scheduled locations. Common areas, Stairs

PART V

ELECTRICAL ,CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box. The ELCB/RCCB available.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

MS Certification Services Pvt. Ltd Nonconformity tracking report

NC = No conformity

Sl. No	OBSERVATIONS On 27.1.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is No Evacuation plan is available at building B	Emergency plan is to be made		
2.	There is no Assembly point identified.	Assembly point is to be identified.		
5.	There is no Emergency siren	Emergency siren is to be provided		
6.	There is No Firefighting Mock drill	Firefighting Mock drill is to be conducted to the assigned persons		
7.	No Evacuation drill has been Conducted	Evacuation drill is to be conducted periodically		
8.	fireman's Switch Cover of the lift in Bldg A is defective	fireman's Switch cover should be provided in the lift		
9	There is no lightening arrestor In building B	lightening arrestors are to be provided I building B		
10	Housekeeping at the DG room is poor	Housekeeping is to be done		

Signature of Inspecting and Reporting Authority with seal

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1 General Information

1.	Premises No:	DN-63, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	Electronic Regional Test Laboratory (East)	
3.	Name of the owner /occupier/lessee	Govt of India	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr Gautam Biswas	
6.	Contact no	Mob	
		Landline	2367 3420
		E-mail	gbiswas@ertleast.org
7.	Occupancy use	Principal Use	Research Work✓
		Mixed Use✓	Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
			Hazardous

8.	Plot Area	12132.81 sq.mtr
9.	Super built up area	Bldg A → 6828.287 sq.mtr & Bldg B 1857 Sq.mtr
10.	No of Floors	Bldg A → G +3 & Bldg B → G +2
11.	Date of Sation of Building Plan	1990
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	☒ Yes ✓ Could not be shown ☐ No
SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	NVF
14.	No of Security Personnel engaged	6
15.	Whether Records of Vehicles (No & type entering into the building are kept	yes
16.	Whether records of Visitors entering into the building are kept	yes
17.	Whether Metal detectors are used at the entry point	NO
18.	Whether Monitoring System through Close circuit TV available	Yes
VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organisation	4
20.	No of Vehicles for which parking space is available in the premises	yes
21.	Whether parking space available for visitors within the premises	yes
22.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
	Garbage Clearing	NDITA Garbage clearing system
	Drainage System	Connected to NDITA Drainage system
	Maintenance of Road	Internal road maintained by owner

TELEPHONE TOWER		
23.	No of Towers	NIL
24.	Statutory Clearance from AAI	Not applicable
25.	Any Other Clearance	Not applicable

PART - II Building Description

26.	Whether Air-conditioned or Non Air-conditioned?		☐ AC ☒ Non AC ✓
27.	Whether designed and approved from Sanctioning Authority as air-conditioned building or not?		Not applicable
28.	Is sanctioned plan from WBF&ES of the premises available?		Not applicable.
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)		No
30.	Occupant load		
	i)	Designed	
		a) Regular	NA
		b) Floating	NA
	ii)	Existing	
		a) Regular	122
		b) Floating	30
	iii)	Projected	
		a) Regular	NA
		b) Floating	NA

31.	Fire Load (in Kg)		
	i)	Designed	Not available
	ii)	Existing	Not available
	iii)	Projected	Not available
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
	e)	If yes, their use to be specified	Not Applicable
	f)	Whether fire zones are defined?	Not Applicable
	g)	If yes, please provide details	Not Applicable

Part- III Provisions of means of escape

33.	Number of staircases		4Nos			
34.			A-1	A-2	B-1	B-2
	a)	Width of flight	1350 mm	1350 mm	1350 mm	1450 mm
	b)	Tread width	300 mm	300 mm	280 mm	280 mm
	c)	Riser Height	160 mm	160 mm	170 mm	170 mm
	d)	Finish	Marble	Marble	Marble	Kota stone
	e)	Width of stair door (FCD)	NIL	NIL	NIL	NIL
	f)	Height of stair head room	13ft	13ft	12 ft	12 ft
	g)	Height of stair handrail	970 mm	970 mm	950 mm	900 mm
	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		2Nos at Bldg A & one at Bldg B is being installed		
	a)	Type of door	Metallic	Collapsible	At B being installed
	b)	Fire resistance rating	2 Hrs		
	c)	Area of lift car	950mm x 1200 mm		
	d)	Capacity (no of persons)	6		
	e)	Capacity(in kg)	408	1000 Kg	
	f)	Company	OTIS	OTIS	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 of the same)	NO		
36.	Presence of proper signage in all the exit route		AT Bldg A -Yes ,AT Bldg B - No		
37.	Is it posted with illuminated signage ?		AT Bldg A -Yes, AT Bldg B - No		
38.	Whether it is landing to fire assembly point?		Yes		
39.	Any form of Public address system available ?		AT Bldg A -NO , AT Bldg B - YES		
40.	Width form of internal road within the Premises ?		4800mm		
41.	Width of the Entry / exit of Gate		4100 mm(Two Nos)		
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. 2 No U/G tank of 3,40,000ltr capacity& 150000 ltr capacity		
	a)	If yes, specify the distance from the building	10 mtr		
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	NA		
	c)	Specify the condition of the reservoir	satisfactory		

44.	Is any public or other water storage facility available nearby ?		Yes✓
	a)	Is it readily accessible ?	Yes✓
	b)	If yes, specify the distance from the building	800mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a water body
45.	Are internal hydrants being provided ?		NO
	a)	If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Not Applicable
46.	Are first aid hose reels being provided ? If so please indicate		No Not Applicable Not Applicable Not Applicable
	a)	No of hose reels on each floor	
	b)	Bore and length of hose reel tubing on each reel	
	c)	Size (bore) and type of nozzle fitted to each hose reel	
	d)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Not Applicable
47.	Are fire hoses being provided near each hydrant? If so, please indicate		Not Applicable
	a)	Type of hose	Not Applicable
	b)	Size of hose	Not Applicable
	c)	Length of hose	Not Applicable
	d)	Total no of hoses provided near each hydrant	Not Applicable
48.	Have wet risers/dry risers been provided?		Yes (Dry Riser) at Bldg A Only
49.	If yes, please indicate the number of risers and internal diameter of each		One

50.	Has any down comer been provided? If so, please give details	No
51.	Are stationary fire pumps 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	Not Applicable
	c) Output of each pump	Not Applicable
	d) 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
52.	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	Not Applicable
	b) Standard to which the detectors conform	Not Applicable
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.	MCP at Bldg B only
	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	Yes
	a) Number of FE	83Nos
	b) Type of FE	Type Installed DCP (5.0 kgs) --- 37DCP (2.0 kgs) ---

			02CleaAgennt (2 Kg) --- 18 CleaAgennt (5Kg) --- 14 Water Type (9 Ltr) --- 03Foam (9 Ltr) --- 04 Foam (50 Ltr) --- 01Co ₂ (4.5 Kg) --- 04
	c)	Location	Stairs, Laboratories, Electrical Installation
	d)	Date of Expiry	2014
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes ✓
56.	Are Emergency Fire Alarm being provided in each floor ?		Yes
	a)	No. of Fire Alarm	7 nos
	b)	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

Part-VElectrical, Cables and Ventilation

59.	If the building is air –conditioned, please indicate,		NO
	a)	Material used for construction of ducts and its fittings	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 FOR EACHS 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✓
	a)	If yes, how	Through generator ✓
	b)	Specify the capacity	168KVA –on eno.
	c)	Specify the functions that can be maintained simultaneously by such back ups	Lights & Fanns & Equipments
61.		Is there any back up supply	Automatic
62.		Location of switch- gears and transformers	Inside the building✓
	a)	Transformer capacity	168 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?	NA
63.		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers& sand buckets
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?	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?	No

70.	Whether the refuge area is being provided?	No
	a) On which floor	Not Applicable
	b) Area per floor(if more than one)	Not Applicable
	c) Area of Fire Refuge Area	Not Applicable
	d) Width of Fire Refuge Area	Not Applicable
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?	Not available

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	Yes	No✓
73.	RCCBs	Yes✓	No
74.	Master switch in warehouses	Yes	No✓
75.	Proper cable joint procedures as per manufacturer	Yes✓	No
76.	Earthling defects	Yes	No✓
77.	Use of nonstandard fuse wires	Yes	No✓
78.	Bypassing of protection devices	Yes	No✓
79.	Deteriorated insulation	Yes	No✓
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes✓	No
81.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	Yes	No✓
82.	Tracking possibility	Yes✓	No
83.	Unused opening in the panels, etc.	Yes	No✓
84.	Possibility of ground fault/short circuit	Yes	No✓
85.	Mechanical protection to cables	Yes✓	No
86.	Loose terminations due to improper supports, crimping	Yes	No✓
87.	Improper gland installation, wrong lug size	Yes	No✓

88.	Over-rated uses, wrongly set protection relays, etc.	Yes	No✓
89.	Review of equipment safety	Yes✓	No
90.	Cable layout	Yes✓	No
91.	Earthing layout & it's effectiveness	Yes✓	No
92.	Switch yard and sub station	Yes✓	No
93.	MCC and distribution boards	Yes✓	No
94.	DG operation and maintenance	Yes✓	No
95.	Reliability of the fire hydrant system	Yes✓	No
96.	Emergency preparedness and response	Yes	No✓
97.	Evacuation plan	Yes✓ at A	No_/at B
98.	Mock drill	Yes	No✓
99.	Awareness of the people	Poor	
100.	Sample basis validation of smoke detection system	Yes	No✓
101.	Storage if hazardous material, chemicals	Yes	No✓
102.	Use of signage	Yes at A	No✓at B
103.	Hydrants clear, access to public thorough fare open	Yes✓	No
104.	Flame & work permits (as applicable)	No	
105.	Effective internal communication and public address system	Yes at B	No✓at A
106.	Colour coding system of hazardous chemical gas lines etc.	Yes	No✓
107.	Management structure, role of safety officer, fire department etc.	Yes✓	No✓
108.	Procedure for incident investigation and control	Yes	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.	Name of the Insurance Company	Not available
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

REGIONAL OCCUPATIONAL HEALTH CENTRE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DP-1
2.	Premises Name (if any)	Regional Occupational Health Centre
3.	Name of the owner /occupier/lessee	Govt of India
4.	Permanent Address	DP-1, Sector 5, Salt Lake, Kolkata-91
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold
6.	Name of the Contact Person	Mr A K Mukherjee (OIC)
7.	Phone No of Contact Person	033-23674390, 23673262
8.	E-mail	
9.	Purpose of the Land Use	Residential
		Educational
		Institutional
		Assembly
		YES Business
		Mercantile
		Industrial
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	3 Acres approx
11.	Build up area(as informed to the Auditor)	Data not provided
12.	No of Floors	G+2
13.	Date of Sanction of Building Plan	Data not provided.
14.	Whether P.O.C/OC received from local body?	Yes Data no provided
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	General Security and Information System
16.	No. of Security Personnel engaged	10
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	2
22.	No of Vehicles for which parking space is available in the premises	4
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load	50 in office time APPX.		
	Existing	50		
	a)Regular	170		
	b)Floating	--		
32.	Basement	NO		
	a) If basement extends beyond building profile	N/A		
	b) Use of the basement	N/A	N/A	N/A
	c) Are sprinklers provided?	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 – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→	03		
	Stairs Number	#1(Left)	#2	#3
	a) Width of flight	1400 mm	260mm	1400 mm
	b) Tread width	260 mm	1900 mm	260 mm
	c) Riser Height	140 mm	140 mm	140 mm
	d) Finish	Ground	Ground	Ground
	e) Width of stair door (FCD)	NA	NA	NA
	f) Height of stair handrail	900 mm	900mm	900 mm
	g) Area & location & profile of Fire Refuge Area	NA	NA	NA
	h) Width and type of door leading to Fire refugee area	--	--	
	i) Pressurization of staircase	No		
	j) Segregation of staircase	Yes		

34.	Number of Lifts installed→		--	
	Lift-Numbers		#1	#2
	a)	Type of door	N/A	N/A
	b)	Fire resistance rating	N/A	N/A
	c)	Area of lift car	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A
	f)	Company	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A
	i)	Pressurization of lift	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.	
35.	Presence of proper signage in all the exit route		No	
36.	Is it posted with illuminated signage?		No	
37.	Whether it Leadsto theFire assembly point?		NO	
38.	Any form of Public address system available?		NO	
39.	Width form of internal road within the Premises?		6 meter approx.	
40.	Width of the Entry / exit of Gate		6 meter approx.	
41.	Height of the Entry / exit of Gate		No upper arch.	

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)		No	U/G- O/H -
	a)	If yes, specify the distance from the building	N/A	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	N/A	
	c)	Specify the condition of the reservoir	N/A	
43.	Is any public or other water storage facility available nearby?		NO	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?	--	IF YES, SPECIFY Condition and type of the reservoir: NA

44.	Are internal hydrants being provided?		No	--
	If so, please indicate no of hydrants in each floor		--	
45.	Are first aid hose reels being provided? If so please indicate		No	--
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	N/A	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 their size		N/A	N/A
	a)	N/A	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	N/A	
	e)	Is the pump automatic in action?	N/A	
	f)	Is the water pressure sufficient at max distance from the pump?	N/A	
DETECTION SYSTEM				
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes	
	a)	Type of detectors used	Conventional	
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		No (Under maintenance)	

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 Yes	Number of FE: 25 approx Type/ Capacity CO2-4.5kgs 15 no's	
54.	Location and population of the FEs adequate	Yes		
55.	Is Emergency Fire Alarm being provided in each floor?	No	Location of Fire Alarm: Staircase	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	Data not provided.		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA		
60.	Status of NOC from WBF&ES	Data not provided.		

Part – 5 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	N/A
	b)	Type of support used for ducts	N/A
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A
	d)	Is the lagging secured?	N/A
	e)	Is false ceiling present?	N/A
	f)	Material used for false ceiling	N/A
	g)	Is a separate AHU being provided	N/A
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A

	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Are fire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		NO	DG: yes Capacity:	UPS Capacity: No
	Is the back supply automatic?		N/A		
63.	Location of switch- gears and transformers		Ground behind the building.		
64.	a)	Transformer capacity	500kva		
	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?	Outside		
	c)	If outside, how far is it from the building?	5.0 meters		
65.	What precautions will be 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		
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?		NA		
69.	Whether natural ventilation is relied upon? If so, give details.		NO		
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	NA	
76.	Proper cable joint procedures as per manufacturer	No	
77.	Earthing Pit Tested?	No	
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	
83.	Tracking possibility	Yes	
84.	Unused opening in the panels, etc.	No	
85.	Possibility of ground fault/short circuit	Yes	

86.	Mechanical protection to cables	Yes
87.	Loose terminations due to improper supports, crimping	Yes
88.	Improper gland installation, wrong lug size	No
89.	Over-rated uses, wrongly set protection relays, etc.	NA
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	NA
92.	Reliability of the fire hydrant system	NA
93.	Emergency preparedness and response	No
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	No
96.	Awareness of the people?	No
97.	Sample basis validation of smoke detection system?	--
98.	Condition of Lightning Arrestor	OK
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	Yes, CPWD

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

Part - 6

OTHER

INFORMATION

Observation			
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	Yes, Hydrogen is used inside the lab in photo chromatography machine.	
112	Remarks (if any)		
	- Fire and safety awareness should be increased - Mock drills should be conducted on regular intervals. - Evacuation plan should be made and displayed. - Installation of fixed fire fighting installation should be done. - Fire detection system should be installed. - Safe Assembly point not marked.		

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order& evacuation plan not created and displayed in the building at prominent locations.

B. Fire Exit Doors

1. Normal doors should be installed with fire retardent doors at fire exits.
2. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

C. Assembly Area.

1. Assembly area should be indicated& maintained as per NBC part-VI

D. General:

- 11)Hydrogen gas is used in the lab in huge amount but gas leak detectors are not installed.
- 12)Extinguishers must be provided in the lab.
- 13)Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 14)Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.

NHPC LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DP-03
2.	Premises Name (if any)	NHPC Ltd (Office area)
3.	Name of the owner /occupier/lessee	NHPC Ltd.
4.	Permanent Address	DP-03, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr A D Sahu
7.	Phone No of Contact Person	9748335300
8.	E-mail	ad.sahu@rediffmail.com
9.	Purpose of the Land Use	Residential
		Educational
		Institutional
		Assembly
		YES Business
		Mercantile
		Industrial
		Storage
10.	Plot Area(as informed to the Auditor)	4048 sq mtr
11.	Build up area(as informed to the Auditor)	15108 sq fts
12.	No of Floors	G+03 floor
13.	Date of Sanction of Building Plan	11/02/1999
14.	Whether P.O.C/OC received from local body?	Yes 22 January 1998
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	M/s IFS
16.	No. of Security Personnel engaged	20Nos
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	04 nos
22.	No of Vehicles for which parking space is available in the premises	25
23.	Whether parking space available for visitors within the premises	Yes
24.	Is there Place where excess vehicles (if any) can be parked	No

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	Not required, as told
30.	Any Other Clearance	Data not provided.

Part – 2

31.	Occupancy load		80 in office time approx		
	Existing		80 app		
	a)Regular		80 app		
	b)Floating		--		
32.	Basement		No		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		02		
	Stairs Number		#1(Front)	#2(Rear)	
	a)	Width of flight	255mm	260mm	N/A
	b)	Tread width	1560mm	1400mm	N/A
	c)	Riser Height	130 mm	180 mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door , normal door	--	800 mm	N/A
	f)	Height of stair handrail	920 mm	890 mm	N/A
	g)	Area & location & profile of Fire Refuge Area	NA	NA	N/A

	h)	Width and type of door leading to Fire refugee area	--	--	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		02 passenger		
	Lift-Numbers		#1	#2	N/A
	a)	Type of door	SS Door	SS Door	N/A
	b)	Fire resistance rating	--	--	N/A
	c)	Area of lift car	1.82 sq m	1.82 sq m	N/A
	d)	Capacity (no of persons)	10 persons	10 persons	N/A
	e)	Capacity(in kg)	680 kg	680 kg	N/A
	f)	Company	OTIS	OTIS	N/A
	g)	Is communication system, installed in the lift car?	No	No	N/A
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	N/A
	i)	Pressurization of lift	No	No	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Leadsto theFire assembly point?		NO		
38.	Any form of Public address system available?		No		
39.	Width form of internal road within the Premises?		3.43 meter approx.		
40.	Width of the Entry / exit of Gate		4.9meter approx. (only one gate)		
41.	Height of the Entry / exit of Gate		No upper arch.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	YES	U/G- 40000 ltrs O/H -NIL
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Data not provided.	
	c) Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?	No	
	a) Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?	Yes	Single outlets.
	If so, please indicate no of hydrants in each floor	01 per floor.	
45.	Are first aid hose reels being provided? If so please indicate	Yes	01 per floor
	a) What is the length of hosereel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Connected to riser.	25 mm dia 36 mtr length
	b) Size (bore) and type of nozzle fitted to each hose reel	9mm brass, hand controlled.	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size	Yes	Type of hose: RRL, Canvass Size of hose:63 mm Length of hose:15 mtr
	a) Total no of hoses provided near each hydrant	01 per hydrant	
47.	Have wet risers/dry risers been provided?	Yes	
	If yes, please indicate the number of risers and internal diameter of each	01 (one), 150 mm dia	
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	Stationary pumps are sent for repairing and maintenance.	
	a) Number of pumps	NIL	
	b) Size of suction and delivery connection to each pump/Output	Suction: 200 mm Delivery: 150 mm Output of each pump: Hydrant Pump: 2400 lpm Standby Pump: 2400 lpm Head: 70 mtr	

	e)	Is the pump automatic in action?	Yes but currently sent for repairing.		
	f)	Is the water pressure sufficient at max distance from the pump?	N/A		
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Conventional 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		
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?		Yes Yes	Number of FE Type/ Capacity DCP Co2-4.5	40 no's
54.	Location and population of the FEs adequate		Yes		
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	No of Alarm: 16 no's Location of Fire Alarm: Common and office area.	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?		No		
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Yes		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Yes		
60.	Status of NOC from WBF&ES		NOC taken.		

Part – 5 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	N/A		
	b)	Type of support used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	Is the lagging secured?	-- N/A		
	e)	Is false ceiling present?	No		
	f)	Material used for false ceiling	--		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Arefire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?N.B : One 10 Kva DG is dedicated for fire pump.		Yes	DG: yes Capacity: 250 Kva	UPS Capacity: No
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: no ■Lift: yes ■Partly to Office : yes ■ Others--	
63.	Location of switch- gears and transformers		Ground, behind the Office building.		
64.	a)	Transformer capacity	11 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?	N/A		
	c)	If outside, how far is it from the building?	Adjacent		

65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	No Plan.
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
67.	Is Earth Leakage Circuit Breaker (ELCB) in every distribution board?	No
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA
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?	Yes
75.	Master switch in warehouses	NA
76.	Proper cable joint procedures as per manufacturer	No
77.	Earthing Pit Tested?	Yes (05 months back)

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
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	NA
91.	DG operation and maintenance	Done by M/s Garudathe authorised service agency by M/s Cummins.
92.	Reliability of the fire hydrant system	--Not tested

93.	Emergency preparedness and response	Ok
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Ok
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightening Arrestor	Not installed.
99.	Periodic test of UPS system (as applicable)	--
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	No
103.	Use of signage?	No
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Not Installed
107.	Color coding system of hazardous chemical gas lines etc.	NA

108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	NO

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	--	■ Deviation: No
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		
	1. Diesel tank with 1000 litres capacity kept next to electrical panel with about 440 Kva capacity. In the room next to it Transformer is installed separated by 300mm wall with no fire rating. Extinguishers are not installed in the room. 2. Record room is next to the DG room and about 50000 books are kept in it. 3. Proper signages should be installed mentioning the various hazardous locations.		

OBSERVATIONS & RECOMMENDATIONS:

A. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

B. Fire Exit Doors

1. Fire order & evacuation plan not displayed in the building at prominent locations.
2. No emergency lights are installed.
3. Floor exit signages are not installed.

C. Assembly Area.

1. Assembly area is not mentioned in building premises. Assembly area should be indicated & maintained as per NBC part-VI

D. General:

- 1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 2) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 3) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 4) Electrical Panel is installed just beneath the drainage lines, some separation should be there to avoid electrocution hazard in case of water leakage from those drainage lines.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DP, No-03	
2.	Premises Name (if any)	NHPC Ltd, Guest House for VIP's	
3.	Name of the owner /occupier/lessee	NHPC Ltd.	
4.	Permanent Address	Block DP, No-03, Sec V, Salt Lake City Kolkata, 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold.	
6.	Name of the Contact Person	Mr A D Sahu	
7.	Phone No of Contact Person	9748335300	
8.	E-mail	ad.sahu@rediffmail.com	
9.	Purpose of the Land Use	YES	Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	180 sqmtr	
11.	Build up area(as informed to the Auditor)	180 sqmtr	
12.	No of Floors	G+2floor	
13.	Date of Sanction of Building Plan	11/02/1999	
14.	Whether P.O.C/OC received from local body?	Yes	22 Jan' 1998
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	M/s IFS	
16.	No. of Security Personnel engaged	01 (one)	
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	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)
23.	Whether parking space available for visitors within the premises	No
24.	Is therePlace where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		03 (Three)		
	Existing		05 (Five)		
	a)Regular		05 (Five)		
	b)Floating		NIL		
32.	Basement		NA		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		01 (One)		
	Stairs Number		#1		
	a)	Width of flight	260 mm	N/A	N/A
	b)	Tread width	980 mm	N/A	N/A
	c)	Riser Height	140 mm	N/A	N/A
	d)	Finish	GF	N/A	N/A
	e)	Width of stair door (FCD)	NA	N/A	N/A
	f)	Height of stair handrail	952 mm	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	NA	N/A	N/A
	h)	Width and type of door leading to Fire refugee area	NA	N/A	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NA		
35.	Presence of proper signage in all the exit route		NO		
36.	Is it posted with illuminated signage?		NO		
37.	Whether it Leads to the Fire assembly point?		NO		
38.	Any form of Public address system available?		NO		
39.	Width of internal road within the Premises?		3.43 meter		
40.	Width of the Entry / exit of Gate		4.9 mtr approx.		
41.	Height of the Entry / exit of Gate		No upper arch available.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead) N.B.: Water tank is situated on the Office building.		YES	U/G- 40000ltrs O/H -
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Data not provided.	
	c)	Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?		NO	IF YES, Specify the distance from the building: NA
	a)	Is it readily accessible?	-	IF YES, SPECIFY Condition and type of the reservoir: NA
44.	Are internal hydrants being provided?		Yes	Single
	If so, please indicate no of hydrants in each floor		Hydrants are provided outside building only.	
45.	Are first aid hose reels being provided? If so please indicate		NO	
	a)	What is the length of hose AND 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	--	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		No	Type of hose: Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	01 per hydrant.	
47.	Have wet risers/dry risers been provided?		No	
	If yes, please indicate the number of risers and internal diameter of each		--	
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, but currently sent for repairing and maintenance.	
	a)	Number of pumps	Common with main building	
	b)	Size of suction and delivery connection to each pump/Output N.B: Pump room is shared with main office building.	Suction: 200 mm Delivery: 150 mm Output of each pump: Hydrant Pump: 2400 lpm Standby Pump: 2400 lpm Head: 70 mtr	

	e)	Is the pump automatic in action?	Yes but currently sent for repairing.		
	f)	Is the water pressure sufficient at max distance from the pump?	--		
DETECTION SYSTEM					
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Conventional		
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?		Yes	Number of FE Type/ Capacity DCP-5kg	
			Yes	Water CO2- 9ltr	
54.	Location and population of the FEs adequate		Ok		
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	Location of Fire Alarm: Staircase	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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		Data not provided, said it is available with NDITA.		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Data not provided		
60.	Status of NOC from WBF&ES		Yes		

Part – 5

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	N/A		
	b)	Type of support used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	Is the lagging secured?	N/A		
	e)	Is false ceiling present?	NO		
	f)	Material used for false ceiling	--		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Are fire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		NO	DG: yes Capacity: 250 Kva	UPS Capacity
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: no ■ Lift: yes ■ Partly to Office : yes ■ Others--	
63.	Location of switch- gears and transformers		Ground, behind the Office building.		
64.	a)	Transformer capacity	11 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?	Outside		
	c)	If outside, how far is it from the building?	Adjacent		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		No plan.		

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	
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?	NA	
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 refuge area.	
73.	Storage of combustibles materials near electrical equipment/fuse units.	NO	
74.	RCCBs available?	Yes	
75.	Master switch in warehouses	NA	
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	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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.	--
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	Done by M/s Garuda the authorized service agency by M/s Cummins.
92.	Reliability of the fire hydrant system	--

93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Ok
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightening Arrestor	Not Installed.
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	YES
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	NO
103.	Use of signage?	NO
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Not installed.
107.	Color coding system of hazardous chemical gas lines etc.	NA

108.	Management structure, role of safety officer, fire department etc.	NO
109.	Procedure for incident investigation and control	Not Aware

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.

General:

- 1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 2) An emergency preparedness plan should be made.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DP, No-03
2.	Premises Name (if any)	NHPC Ltd, Transit Camp(a)
3.	Name of the owner /occupier/lessee	NHPC Ltd.
4.	Permanent Address	Block DP, No-03, Sec V, Salt Lake City Kolkata, 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold.
6.	Name of the Contact Person	Mr A D Sahu
7.	Phone No of Contact Person	9748335300
8.	E-mail	ad.sahu@rediffmail.com
9.	Purpose of the Land Use	YES Residential
		Educational
		Institutional
		Assembly
		Business
		Mercantile
		Industrial
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	1388 sq ft
11.	Build up area(as informed to the Auditor)	1388 sq ft
12.	No of Floors	G+3floor
13.	Date of Sanction of Building Plan	11/02/1999
14.	Whether P.O.C/OC received from local body?	Yes 22 Jan' 1998
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	M/s IFS
16.	No. of Security Personnel engaged	01 (one)
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	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)

23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		03 (Three)		
	Existing		05 (Five)		
	a)Regular		05 (Five)		
	b)Floating		NIL		
32.	Basement		NA		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		01 (One)		
	Stairs Number		#1		
	a)	Width of flight	240 mm	N/A	N/A
	b)	Tread width	1000 mm	N/A	N/A
	c)	Riser Height	160 mm	N/A	N/A
	d)	Finish	GF	N/A	N/A
	e)	Width of stair door (FCD)	2000 mm	N/A	N/A

	f)	Height of stair handrail	900 mm	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	NA		
	h)	Width and type of door leading to Fire refugee area	NA		
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NA		
35.	Presence of proper signage in all the exit route		NO		
36.	Is it posted with illuminated signage?		NO		
37.	Whether it Leads to the Fire assembly point?		NO		
38.	Any form of Public address system available?		NO		
39.	Width of internal road within the Premises?		3.43 meter		
40.	Width of the Entry / exit of Gate		4.9 mtr approx.		
41.	Height of the Entry / exit of Gate		No upper arch available.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)N.B.: Water tank is situated on the Office building.	YES	U/G- 40000ltrs O/H –
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Data not provided.	
	c) Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?	NO	IF YES, Specify the distance from the building: NA
	a) Is it readily accessible?	-	IF YES, SPECIFY Condition and type of the reservoir: NA
44.	Are internal hydrants being provided?	Yes	Single
	If so, please indicate no of hydrants in each floor	Hydrants are provided outside building only.	
45.	Are first aid hose reels being provided? If so please indicate	NO	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	N/A	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 their size	No	
	a) Total no of hoses provided near each hydrant	01 per hydrant.	
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	Yes, but currently sent for repairing and maintenance.	
	a) Number of pumps	04	
	b) Size of suction and delivery connection to each pump/Output N.B: Pump room is shared with main office building.	Suction: 200 mm Delivery: 150 mm Output of each pump: Hydrant Pump: 2400 lpm Standby Pump: 2400 lpm Head: 70 mtr	

	e)	Is the pump automatic in action?	Yes but currently sent for repairing.		
	f)	Is the water pressure sufficient at max distance from the pump?	-- N/A		
DETECTION SYSTEM					
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Conventional		
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?		Yes Yes	Number of FE Type/ Capacity DCP-5kg Water CO2- 9ltr	
54.	Location and population of the FEs adequate		Ok		
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	Location of Fire Alarm: Staircase	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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		Data not provided, said it is available with NDITA.		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Data not provided		
60.	Status of NOC from WBF&ES		Yes		

Part – 5 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	N/A	
	b)	Type of support used for ducts	N/A	
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A	
	d)	Is the lagging secured?	N/A	
	e)	Is false ceiling present?	NO	

	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Arefire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		NO	DG: yes Capacity: 250 Kva	UPS Capacity
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■Emergency Light: no ■Lift: yes ■Partly to Office : yes ■ Others--	
63.	Location of switch- gears and transformers		Ground, behind the Office building.		
64.	a)	Transformer capacity	11 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?	Outside		
	c)	If outside, how far is it from the building?	Adjacent		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		No plan.		
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		
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?	NA
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 refuge area.
73.	Storage of combustibles materials near electrical equipment/fuse units.	NO
74.	RCCBs available?	Yes
75.	Master switch in warehouses	NA
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	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes

82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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.	--
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	Done by M/s Garuda the authorised service agency by M/s Cummins.
92.	Reliability of the fire hydrant system	--
93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Ok

97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	Not Installed.
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	YES
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	NO
103.	Use of signage?	NO
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Not installed.
107.	Color coding system of hazardous chemical gas lines etc.	NA
108.	Management structure, role of safety officer, fire department etc.	NO
109.	Procedure for incident investigation and control	Not Aware

Part - 6**OTHER INFORMATION**

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Emergency Evacuation Plan**

1. Fire order& evacuation plan not displayed in the building at prominent locations.

General:

- 1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 2) An emergency preparedness plan should be made.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DP, No-03
2.	Premises Name (if any)	NHPC Ltd, Transit Camp(b)
3.	Name of the owner /occupier/lessee	NHPC Ltd.
4.	Permanent Address	Block DP, No-03, Sec V, Salt Lake City Kolkata, 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold.
6.	Name of the Contact Person	Mr A D Sahu
7.	Phone No of Contact Person	9748335300
8.	E-mail	ad.sahu@rediffmail.com
9.	Purpose of the Land Use	YES Residential
		Educational
		Institutional
		Assembly
		Business
		Mercantile
		Industrial
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	1388 sq ft
11.	Build up area(as informed to the Auditor)	1388 sq ft
12.	No of Floors	G+3floor
13.	Date of Sanction of Building Plan	11/02/1999
14.	Whether P.O.C/OC received from local body?	Yes 22 Jan' 1998
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	M/s IFS
16.	No. of Security Personnel engaged	01 (one)
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	04 (Four)
22.	No of Vehicles for which parking space is available in the premises	15 (Fifteen)

23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok (Daily)
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		03 (Three)		
	Existing		05 (Five)		
	a)Regular		05 (Five)		
	b)Floating		NIL		
32.	Basement		NA		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases -->		01 (One)		
	Stairs Number		#1		
	a)	Width of flight	240 mm	N/A	N/A
	b)	Tread width	1000 mm	N/A	N/A
	c)	Riser Height	160 mm	N/A	N/A
	d)	Finish	GF	N/A	N/A
	e)	Width of stair door (FCD)	2000 mm	N/A	N/A
	f)	Height of stair handrail	900 mm	N/A	N/A

	g)	Area & location & profile of Fire Refuge Area	NA	N/A	N/A
	h)	Width and type of door leading to Fire refugee area	NA	N/A	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	NA		
35.	Presence of proper signage in all the exit route		NO		
36.	Is it posted with illuminated signage?		NO		
37.	Whether it Leadsto theFire assembly point?		NO		
38.	Any form of Public address system available?		NO		
39.	Width of internal road within the Premises?		3.43 meter		
40.	Width of the Entry / exit of Gate		4.9 mtr approx.		
41.	Height of the Entry / exit of Gate		No upper arch available.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)N.B.: Water tank is situated on the Office building.	YES	U/G- 40000ltrs O/H –
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Data not provided.	
	c) Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?	NO	
	a) Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?	Yes	Single
	If so, please indicate no of hydrants in each floor	Hydrants are provided outside building only.	
45.	Are first aid hose reels being provided? If so please indicate	NO	
	a) What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 their size	No	Type of hose: Size of hose: Length of hose:
	a) Total no of hoses provided near each hydrant	01 per hydrant.	
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	Yes, but currently sent for repairing and maintenance.	
	a) Number of pumps	Common with main building	
	b) Size of suction and delivery connection to each pump/Output N.B: Pump room is shared with main office building.	Suction: 200 mm Delivery: 150 mm Output of each pump: Hydrant Pump: 2400 lpm Standby Pump: 2400 lpm Head: 70 mtr	

	e)	Is the pump automatic in action?	Yes but currently sent for repairing.		
	f)	Is the water pressure sufficient at max distance from the pump?	-- N/A		
	DETECTION SYSTEM				
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Conventional		
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?		Yes	Number of FE Type/ Capacity DCP-5kg Water CO2- 9ltr	
			Yes		
54.	Location and population of the FEs adequate		Ok		
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	Location of Fire Alarm: Staircase	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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		Data not provided, said it is available with NDITA.		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Data not provided		
60.	Status of NOC from WBF&ES		Yes		

Part – 5

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	N/A		
	b)	Type of support used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	Is the lagging secured?	N/A		
	e)	Is false ceiling present?	NO		
	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	J)	Are fire dampers provided in AC duct?	N/A		
62.	Is there any standby source of electric supply being provided?		NO	DG: yes Capacity: 250 Kva	UPS Capacity
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■Emergency Light: no ■Lift: yes ■Partly to Office : yes ■ Others--	
63.	Location of switch- gears and transformers		Ground, behind the Office building.		
64.	a)	Transformer capacity	11 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?	Outside		
	c)	If outside, how far is it from the building?	Adjacent		

65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	No plan.
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
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?	NA
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 refuge area.
73.	Storage of combustibles materials near electrical equipment/fuse units.	NO
74.	RCCBs available?	Yes
75.	Master switch in warehouses	NA
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	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	NO
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.	--
90.	Switch yard and sub station	NA
91.	DG operation and maintenance	Done by M/s Garuda the authorised service agency by M/s Cummins.
92.	Reliability of the fire hydrant system	Not tested as pump not available

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

Part - 6**OTHER INFORMATION**

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Emergency Evacuation Plan**

1. Fire order& evacuation plan not displayed in the building at prominent locations.

General:

- 1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 2) An emergency preparedness plan should be prepared.

GODREJ WATER SIDE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DP-5	
2.	Premises Name (if any)	GODREJ WATER SIDE Tower-I	
3.	Name of the owner /occupier/lessee	Infinity InfoTech Park Ltd.	
4.	Permanent Address	BLOCK DP-5 SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Bipul Tarafdar	
7.	Phone No of Contact Person	09831678924	
8.	E-mail	btarafdar@infinityitpark.com	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		YES	Business
			Mercantile
			Industrial
			Storage
		YES	IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided	
11.	Build up area(as informed to the Auditor)	615667sqft	
12.	No of Floors	LB+UB+G+XI floor	
13.	Date of Sanction of Building Plan	Data not provided	
14.	Whether P.O.C/OC received from local body?	Yes	Data visually checked
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	A to Z infra services ltd.	
16.	No. of Security Personnel engaged	39Nos	
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	No	
22.	No of Vehicles for which parking space is available in the premises	1000apx	
23.	Whether parking space available for visitors within the premises	No	
24.	Is there Place where excess vehicles (if any) can be parked	NDITA parking	

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	STP
27.	Maintenance of Road	Ok
TELEPHONE TOWER		
28.	No of Towers	NO
29.	Statutory Clearance from AAI	NA
30.	Any Other Clearance	NA

Part – 2

31.	Occupancy load		2500 in office time		
	Existing				
	a)Regular				
	b)Floating				
32.	Basement		Yes		
	a)	If basement extends beyond building profile	NO		
	b)	Use of the basement	Parking	Storage of 3600 liters of diesel in DG day tank, for DG use.	
	c)	Are sprinklers provided?	Provided		
	d)	Whether any cubicles present in the basement?	NO		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	No		
		If yes, please provide details	NA		

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases --→		04		
	Stairs Number		#1,2,3,4	#1,2,3,4	
	a)	Width of flight	2000mm	2000mm	
	b)	Tread width	300mm	300mm	
	c)	Riser Height	150mm	150mm	
	d)	Finish	Basement	Ground	
	e)	Width of stair door (FCD)	1500mm	1500mm	
	f)	Height of stair handrail	1000mm	1000mm	
	g)	Area & location & profile of Fire Refuge Area	6 th &10 th floor	6 th &10 th floor	

	h)	Width and type of door leading to Fire refugee area	1500mm Fire door	1500mm Fire door	
	i)	Pressurization of staircase	Yes		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed →		12 passenger		
	Lift-Numbers		#1,2,3	#4,5,6	7,8,9,10
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	Yes	Yes	Yes
	c)	Area of lift car	2sq m	2 sqm	2 sqm
	d)	Capacity (no of persons)	20	20	20
	e)	Capacity(in kg)	1360	1360	1360
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data Checked & provided.		
35.	Presence of proper signage in all the exit route		Yes		
36.	Is it posted with illuminated signage?		Yes		
37.	Whether it Leads to the Fire assembly point?		Yes		
38.	Any form of Public address system available?		Yes		
39.	Width form of internal road within the Premises?		5 meter approx.		
40.	Width of the Entry / exit of Gate		4 meter approx.		
41.	Height of the Entry / exit of Gate		1.2 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire fighting available?(At ground level / over head)		Yes	U/G- 400000 liters O/H -
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Yes	
	c)	Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?		Yes	IF YES, Specify the distance from the building: 200M
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: Yes
44.	Are internal hydrants being provided?		Yes	Twine outlets.
	If so, please indicate no of hydrants in each floor		4nos	

45.	Are first aid hose reels being provided? If so please indicate		Yes	4Nos of hose reels on each floor.	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.	
	b)	Size (bore) and type of nozzle fitted to each hose reel	ss nozzle, 6mm diameter		
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose: RRL Size of hose:63mm Length of hose:2 x 15 m	
	a)	Total no of hoses provided near each hydrant	2 no.		
47.	Have wet risers/dry risers been provided?		Yes, Wet riser		
	If yes, please indicate the number of risers and internal diameter of each		4 each side of building 150mm diameter		
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	4 no.		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr		
	e)	Is the pump automatic in action?	Yes		
	f)	Is the water pressure sufficient at max distance from the pump?	Yes		
DETECTION SYSTEM					
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes		
	a)	Type of detectors used	Multi 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? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FE Type/ Capacity Water CO2- 9 ltr, DCP-5 kgs, AFFF-9ltr, ABC-1, 5 kgs	
	Location and population of the FEs		Yes		

54.	adequate		
55.	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Lift lobby, Staircase & office area
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes	
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Record checked data provided.	
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Record checked data provided.	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA	
60.	Status of NOC from WBF&ES	Memo No. WBFES/DG/FP/1194/12Valid till April 2013	

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air – conditioned, please indicate	Yes, HVAC
	a) Material used for construction of ducts and its fittings	GI material
	b) Type of support used for ducts	BRACKET TYPE
	c) Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.
	d) Is the lagging secured?	Yes, Visually checked
	e) Is false ceiling present?	Yes
	f) Material used for false ceiling	Plaster of Paris sheet
	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
	J) Are fire dampers provided in AC duct?	Yes, All dampers are automatic motorized, individual for each floor & integrated with fire detection panel.

62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 2030KVA	UPS Capacity: 100Kva
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		G floor		
64.	a)	Transformer capacity	2.5 amp X 7		
	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?	NA		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fixed fire-fighting installation of DCP cylinder, Fire Extinguisher & sand bucket.		
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		
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes		
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		NA		
69.	Whether natural ventilation is relied upon? If so, give details.		NO		

70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	Yes	
71.	Whether mechanical ventilation is being coupled with automatic detection system?	Yes	
72.	Whether the refuge area is being provided?	Yes	
73.	Storage of combustibles materials near electrical equipment/fuse units.	No	
74.	RCCBs available?	Yes	
75.	Master switch in warehouses	Yes	
76.	Proper cable joint procedures as per manufacturer	Yes	
77.	Earthing Pit Tested?	Yes	
78.	Use of MCB?	Yes	
79.	Bypassing of protection devices	Yes	
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.	Switch yard and sub station	NA
91.	DG operation and maintenance	Yes
92.	Reliability of the fire hydrant system	Yes
93.	Emergency preparedness and response	Yes
94.	Availability of Evacuation plan	Yes
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Yes
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	Good

99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	NO
103.	Use of signage?	Yes
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Yes
107.	Colour coding system of hazardous chemical gas lines etc.	Yes
108.	Management structure, role of safety officer, fire department etc.	NA
109.	Procedure for incident investigation and control	Yes

Part - 6**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	Provided	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Pressure gauges of hydrant, sprinkler and jockey pumps are working.
2. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.

B. Emergency Evacuation Plan

7. Fire order was displayed in the building at prominent locations.

C. LT Rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a clean agent.

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

D. HTRooms

1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent.

2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.

3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

10. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
11. Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.
12. Physical check not permitted, hence please take it up departmentally (68).

F. Transformers

Transformers to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

G. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

H. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.
2. Exit door at HT Room, Transformer room and PLC Room are opening inside. All exit doors should open outside towards the travel direction.

I. Refuge Area

1. Refuge area is to be maintain as per NBC part iv -2005 (4.12.3)

J. Stair Case & Lift Shaft.

1. Fire man switch not checked but available should be checked departmentally

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI

L. Basement Ventilation.

1) Mechanical ventilation is not provided to cover entire area of basement. Mechanical ventilation integrated with the fire detection panel should be provided.

M. General:

- 3) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 4) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 5) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 6) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 7) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 8) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

1. Security, Water Reservoir, Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower & Service building.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block DP-5
2.	Premises Name (if any)	GODREJ WATER SIDE Tower-II
3.	Name of the owner /occupier/lessee	Infinity InfoTech Park Ltd.
4.	Permanent Address	BLOCK DP-5, SECTOR-5, SALT LAKE, KOLKATA – 91
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr. Bipul Tarafdar
7.	Phone No of Contact Person	09831678924
8.	E-mail	btarafdar@infinityitpark.com
9.	Purpose of the Land Use	Residential
		Educational
		Institutional
		Assembly
		YES Business
		Mercantile
		Industrial
		Storage
		YES IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided
11.	Build up area(as informed to the Auditor)	1240000sqft
12.	No of Floors	LB+UB+G+XVIII floor
13.	Date of Sanction of Building Plan	Data not provided
14.	Whether P.O.C/OC received from local body?	-- Operation yet not started, work in progress
SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	A to Z infra services ltd.
16.	No. of Security Personnel engaged	39Nos
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	No
22.	No of Vehicles for which parking space is available in the premises	3000apx
23.	Whether parking space available for visitors within the premises	No
24.	Is there Place where excess vehicles (if any) can be parked	NDTIA parking

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	STP
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	Yes
30.	Any Other Clearance	PCB clearance

Part – 2

31.	Occupancy load		Operation yet not started, work in progress		
	Existing				
	a)Regular				
	b)Floating				
32.	Basement		Yes		
	a)	If basement extends beyond building profile	NO		
	b)	Use of the basement	Parking	Storage of 3600 liters of diesel in DG day tank, for DG use.	
	c)	Are sprinklers provided?	Provided		
	d)	Whether any cubicles present in the basement?	NO		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	No		
		If yes, please provide details			

Part – 3 **PROVISIONS OF MEANS OF ESCAPE**

33.	Number of staircases -->		08		
	Stairs Number		#1	#2	#3&4
	a)	Width of flight	2000mm	2000mm	2000mm
	b)	Tread width	300mm	300mm	300mm
	c)	Riser Height	150mm	150mm	150mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	1500mm	1500mm	1500mm
	f)	Height of stair handrail	1000mm	1000mm	1000mm
	g)	Area & location & profile of Fire Refuge Area	6 th &10 floor	6 th & 10 th floor	6 th & 10 th floor
	h)	Width and type of door leading to Fire refugee area	1500mm Fire door	1500mm Fire door	1500mm Fire door
	i)	Pressurization of staircase	Yes		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→		12 passenger		
	Lift-Numbers		#1,2,3	#4,5,6	7,8,9,10
	a)	Type of door	SS Door	SS Door	SS Door
	b)	Fire resistance rating	Yes	Yes	Yes
	c)	Area of lift car	2sq m	2 sq m	2 sqm
	d)	Capacity (no of persons)	20	20	20
	e)	Capacity(in kg)	1360	1360	1360
	f)	Company	Otis	Otis	Otis
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data Checked & provided.		
35.	Presence of proper signage in all the exit route		Yes		
36.	Is it posted with illuminated signage?		Yes		
37.	Whether it Leads to the Fire assembly point?		Yes		
38.	Any form of Public address system available?		Yes		
39.	Width form of internal road within the Premises?		5 meter approx.		
40.	Width of the Entry / exit of Gate		4 meter approx.		
41.	Height of the Entry / exit of Gate		1.2 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire-fighting available?(At ground level / over head)		Yes	U/G- 400000 liters O/H -No
	a)	If yes, specify the distance from the building	Adjacent	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Yes	
	c)	Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?		Yes	IF YES, Specify the distance from the building: 200M
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: Yes
44.	Are internal hydrants being provided?		Yes	Twine outlets.
	If so, please indicate no of hydrants in each floor		4nos	

45.	Are first aid hose reels being provided? If so please indicate		Yes	4Nos of hose reels on each floor.
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter & 30metres in length.
	b)	Size (bore) and type of nozzle fitted to each hose reel	ss nozzle, 6mm diameter	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose:RRL Size of hose:63mm Length of hose:2 x 15 m
	a)	Total no of hoses provided near each hydrant	2 no.	
47.	Have wet risers/dry risers been provided?		Yes, Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		4 each side of building 150mm diameter	
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	4 no.	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M3/Hr	
	e)	Is the pump automatic in action?	Yes	
	f)	Is the water pressure sufficient at max distance from the pump?	Yes	
DETECTION SYSTEM				
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes	
	a)	Type of detectors used	Multi 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? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity Water CO2- 9 ltr, DCP-5 kgs, AFFF- 9ltr, ABC-1, 5 kgs	
54.	Location and population of the FEs adequate	Yes		
55.	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Lift lobby, Staircase & office area	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Yes		
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Operation yet not started, work in progress		
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Operation yet not started, work in progress		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA		
60.	Status of NOC from WBF&ES	Operation yet not started, work in progress		

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air - conditioned, please indicate		Yes, HVAC
	a)	Material used for construction of ducts and its fittings	GI material
	b)	Type of support used for ducts	BRACKET TYPE
	c)	Type of lagging used, if any for insulating any portion of the duct	RUBBER COATING, NET, GLASS WOOL.
	d)	Is the lagging secured?	Yes, Visually checked
	e)	Is false ceiling present?	Yes
	f)	Material used for false ceiling	Plaster of Paris sheet

	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		
	J)	Are fire dampers provided in AC duct?	Yes, All dampers are automatic motorized, individual for each floor & integrated with fire detection panel.		
62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 2030KVA	UPS Capacity: 100Kva
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: yes ■ Emergency Light: yes ■ Lift: yes ■ Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		G floor		
64.	a)	Transformer capacity	2.5 amp X 7		
	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?	NA		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fixed fire-fighting installation of DCP cylinder, Fire Extinguisher & sand bucket.		
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		

67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA
69.	Whether natural ventilation is relied upon? If so, give details.	NO
70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	Yes
71.	Whether mechanical ventilation is being coupled with automatic detection system?	Yes
72.	Whether the refuge area is being provided?	No refuge area present. The balcony is being designated as the refuge area. However, currently, AC units have been found Installed.
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available?	Yes
75.	Master switch in warehouses	Yes
76.	Proper cable joint procedures as per manufacturer	Yes
77.	Earthing Pit Tested?	Yes
78.	Use of MCB?	Yes

79.	Bypassing of protection devices	Yes
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.	Switch yard and sub station	NA
91.	DG operation and maintenance	Yes
92.	Reliability of the fire hydrant system	Yes
93.	Emergency preparedness and response	Yes

94.	Availability of Evacuation plan	Yes
95.	Mock drill conducted?	Yes
96.	Awareness of the people?	Yes
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightening Arrestor	Good
99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	NO
103.	Use of signage?	Yes
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	NA
106.	Effective internal communication and public address system	Yes
107.	Colour coding system of hazardous chemical gas lines etc.	Yes
108.	Management structure, role of safety officer, fire department etc.	NA
109.	Procedure for incident investigation and control	Yes

Part - 6**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	Provided	
	Is Trade License available?	Yes	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Direct Indication of water level is not available for fire water tank level in fire control room. Water level indication for fire water shall be available in fire water pump house and in fire control room. Water tank capacity is to be displayed.
2. Pressure gauges of hydrant, sprinkler and jockey pumps are working but water dripping inside pressure gauge is observed. Pressure gauge should be maintained in normal condition to take correct reading.
3. There is no yearly calibration and test report available for pressure gauges for fire water pumps & interlocks. Pressure gauges of Fire Water Pumps to be calibrated on yearly basis and record to be maintained. Interlocks should be annually tested and records to be maintained.
4. All pump input and output pipeline to be maintaining proper individual labeling & water flow direction.

B. Emergency Evacuation Plan

1. Fire order was displayed in the building at prominent locations.

C. LT Rooms

LT Panels to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a clean agent.

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed.

D. HT Rooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system) preferably using a clean agent.
2. No provision of gas masks/escape masks is made in LT & HT panel room. Escape mask (universal gas filter type) & resuscitator to be kept outside each LT panel room.
3. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

E. DG Sets

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally (68).

F. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system) preferably using a powder or a suitable agent.

G. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

H. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.
2. Exit door at HT Room, Transformer room and PLC Room are opening inside. All exit doors should open outside towards the travel direction.

I. Refuge Area

1. Refuge area is to be maintained as per NBC part iv -2005 (4.12.3)

J. Stair Case & Lift Shaft.

1. Fire man switch not checked but available should be checked departmentally

K. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as an assembly area found adjacent to building. Assembly area should be indicated& maintained as per NBC part-VI

L. Basement Ventilation.

1) Mechanical ventilation is not provided to cover entire area of basement. Mechanical ventilation integrated with the fire detection panel should beprovided.

M. General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) A designated fire officer along with a maintenance crew should be appointed to look after the upkeep of the Fire Fighting infrastructure provided in the facility.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

2. Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower & Service building.

Signature& date of Inspecting and Reporting Authority With seal

ANDAMAN & NICOBAR GUEST HOUSE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	DP 7 (GUEST HOUSE)	
2.	Premises Name (if any):	Office of the Resident Deputy commissioner Andaman & Nicobar	
3.	Name of the owner /occupier/lessee	Govt. body	
4.	Permanent Address	Office of the resident deputy commissioner Andaman & Nicobar	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	J.K.Das (J.E)	
7.	Phone No of Contact Person	033 23572865 9163745258	
8.	E-mail		
9.	Purpose of the Land Use	Guest House & office	Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area (as informed to the Auditor)	Not disclosed	
11.	Build up area (as informed to the Auditor)	Not disclosed	
12.	No of Floors	G+3	
13.	Date of Sanction of Building Plan	Details Not available	
14.	Whether P.O.C/OC received from local body?	Yes	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	PWD	
16.	No of Security Personnel engaged	6 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 Organization	3
21	No of Vehicles for which parking space is available in the premises	10 approx.
23	Whether parking space available for visitors within the premises	Yes
24	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25	Garbage Clearing	OK
26	Drainage System	OK
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	NIL
29	Statutory Clearance from AAI	N/A
30	Any Other Clearance	N/A

PART - 2

31	Occupancy load		40 persons in office time		
	Existing		22		
	a)Regular		40		
	b)Floating		10nos		
32	Basement		YES		
	a)	If basement extends beyond building profile	NO		
	b)	Use of the basement	ParkingNO	Storageof 2700 liters fuel in DG day tank for DG use.	
	c)	Are sprinklers provided?	Provided		
	d)	Whether any cubicles present in the basement?	NO		
		If yes, their use to be specified	NO		
	f)	Whether fire zones are defined?	NO		
		If yes, please provide details	N/A		

Part – 3**PROVISIONS OF MEANS OF ESCAPE**

33	Number of staircases -->		01		
	Stairs Number		#1	#2	#3
	a)	Width of flight	1500mm	N/A	N/A
	b)	Tread width	300mm	N/A	N/A
	c)	Riser Height	150mm	N/A	N/A
	d)	Finish	Ground	N/A	N/A
	e)	Width of stair door (FCD)	1500mm	N/A	N/A
	f)	Height of stair head room		N/A	N/A
	g)	Height of stair handrail	1000mm	N/A	N/A
	h)	Area & location & profile of Fire Refuge Area	No	N/A	N/A
	i)	Width and type of door leading to Fire refugee area		N/A	N/A
	J)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→		01		
	Lift-Numbers		#1	#2	3
	a)	Type of door	SS	N/A	N/A
	b)	Fire resistance rating	Yes	N/A	N/A
	c)	Area of lift car	Standard	N/A	N/A
	d)	Capacity (no of persons)	8	N/A	N/A
	e)	Capacity(in kg)	544	N/A	N/A
	f)	Company	Bharat Elevator	N/A	N/A
	g)	Is communication system, installed in the lift car?	Yes	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	Yes	N/A	N/A
	i)	Pressurization of lift	NA	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Not disclosed	N/A	N/A
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?		yes		

39	Width of internal road within the Premises?	4.5 meter
40	Width of the Entry / exit of Gate	12 ft
41	Height of the Entry / exit of Gate	8 ft

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available?(at ground level / overhead)	No	
	a) If yes, specify the distance from the building	N/A	
	b) If yes, specify the capacity (in liters) as approved by WBF & ES.	Not Specified by client	
	c) Specify the condition of the reservoir	N/A	
43	Is any public or other water storage facility available nearby?	No	
	a) Is it readily accessible?	No	
44	Are internal hydrants being provided ?	No	
	If so, please indicate no of hydrants in each floor		
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?	N/A	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	
	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	No	
	b) Size of suction and delivery connection to each pump/Output/Head	N/A	
	e) Is the pump automatic in action?	N/A	
	f) Is the water pressure sufficient at max distance from the pump?	N/A	

50	DETECTION SYSTEM		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	Yes, Not activated.	
	a) Type of detectors used	Smoke	
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	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 Yes	Number of FE Type/ Capacity DCP-5kgs Co2-4.2 kgs
54	Location and population of the FEs adequate	No .Adequate extinguisher required	
55	Is Emergency Fire Alarm being provided in each floor?	Yes	No. of Fire Alarm:1 Location of Fire Alarm:Comman area
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	No	
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	No	
60	Status of NOC from WBF&ES	Yes, As verbally discuss	

Part – 5

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	N/A		
	b)	Type of tinning used for ducts	N/A		
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A		
	d)	How the lagging is secured?	N/A		
	e)	If false ceiling is there?	N/A		
	f)	Material used for false ceiling	N/A		
	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j)	Will fire dampers be provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		Yes	DG: Capacity: 62.5 KVA	UPS: No 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	
63	Location of switch- gears and transformers		On Ground level		
64	a)	Transformer capacity	1.1 KVA 2No.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?	Yes		
	c)	If outside, how far is it from the building?	5m		

65	What precautions will be taken to prevent a possible fire in the transformers from spreading?	DCP Fire Extinguisher & sand bucket.
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
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	No
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?	Yes
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
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	No
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	No
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	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?	No
97	Sample basis validation of smoke detection system?	No
98	Condition of Lightning Arrestor	No
99	Periodic test of UPS system (as applicable)	Yes
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	No
104	Hydrants clear, access to public thoroughfare open	No
105	Flame & work permits (as applicable)	Yes
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 - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
112	Remarks (if any)		

Observations & Recommendations:

A. DG Room

1. Vapour detector was not installed for Diesel Tank in DG Room. Vapour detector should be installed for diesel tank.
2. Three number M/Foam 50 lit extinguishers is to be placed out side of D.G. Room.

B. Fire alarm System

1. Fire alarm system found deactivated. It is recommended to activate the system and to bring under maintenance scheme

C. Assembly Area.

1. Assembly area is not mention in building premises. And the area used as a assembly area found adjacent to building. Assembly area should be indicate & maintain as per NBC part-VI .

D. General:

1. Adequate no. of fire extinguisher is required to be provided at each floor
2. Fire detection system is required to be activated as early as possible.
3. Fire and life safety evacuation plan to be displayed at each landing.
1. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
2. All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

MAHISH BATHAN SUB-STATION



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DP-08 Block	
2.	Premises Name (if any)	Bidhan Nagar Industrial Township(O&M) subdivision	
3.	Name of the owner /occupier/lessee	Bidhan Nagar Industrial Township(O&M) subdivision	
4.	Permanent Address	BIDHAN NAGAR INDUSTRIAL TOWNSHIP(O&M)SUBDIVISION DP BLOCK SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	Mr. TARUN KANTI GHOSH	
7.	Phone No of Contact Person	27062282	
8.	E-mail	Not disclosed	
9.	Purpose of the Land Use		Residential
			Educational
		YES	Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided by client	
11.	Build up area(as informed to the Auditor)	Not Known by client	
12.	No of Floors	G+II floor	
13.	Date of Sanction of Building Plan	Not disclosed by client	
14.	Whether P.O.C/OC received from local body?	Yes	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	G4S security	
16.	No.of Security Personnel engaged	04 person @ round O'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	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	02 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.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok
26.	Drainage System	Not Maintained
27.	Maintenance of Road	Ok
TELEPHONE TOWER		
28.	No of Towers	NA
29.	Statutory Clearance from AAI	N/A
30.	Any Other Clearance	N/A

Part – 2

31.	Occupancy load		6 person @ round O'Clock		
	Existing		6		
	a)Regular		6		
	b)Floating		10		
32.	Basement		No		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A		
	c)	Are sprinklers provided?	No		
	d)	Whether any cubicles present in the basement?	NO		
		If yes, their use to be specified	NA		
	f)	Whether fire zones are defined?	No		
		If yes, please provide details	N/A		

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		01 No.		
	Stairs Number		#1	#2	#3
	a)	Width of flight	2500mm	N/A	N/A
	b)	Tread width	300mm	N/A	N/A
	c)	Riser Height	150mm	N/A	N/A
	d)	Finish	Ground	N/A	N/A
	e)	Width of stair door (FCD)	1500mm	N/A	N/A
	f)	Height of stair handrail	1500mm	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	NA		
	h)	Width and type of door leading to Fire refugee area	N/A		
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	No		
34.	Number of Lifts installed→		N/A		
	Lift-Numbers		#1	#2	3
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	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?	N/A		
35.	Presence of proper signage in all the exit route		No		
36.	Is it posted with illuminated signage?		No		
37.	Whether it Landing to the Fire assembly point?		NO		
38.	Any form of Public address system available?		No		
39.	Width of internal road within the Premises?		7 feet. approx		
40.	Width of the Entry / exit of Gate		10 feet. approx.		
41.	Height of the Entry / exit of Gate		8 feet approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for fire fighting available?(At ground level / over head)		Yes	U/G-NA O/H-1000 liter
	a)	If yes, specify the distance from the building	Top on the floor	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Specified by client	
	c)	Specify the condition of the reservoir	Ok	
43.	Is any public or other water storage facility available nearby?		NO	
	a)	Is it readily accessible?	N/A	
44.	Are internal hydrants being provided?		No	.
	If so, please indicate no of hydrants in each floor		No	
45.	Are first aid hose reels being provided? If so please indicate		No	.
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 their size		No	
	a)	Total no of hoses provided near each hydrant	No	
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	No	
	b)	Size of suction and delivery connection to each pump/Output	N/A	
	e)	Is the pump automatic in action?	No	
	f)	Is the water pressure sufficient at max distance from the pump?	No	

	DETECTION SYSTEM		
50.	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	
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?	Yes Yes	Number of FE Type/ Capacity CO2- 4.5kg,22.5kg, DCP-10 kg, ABC-5 kgs
54.	Location and population of the FEs adequate	Yes	
55.	Is Emergency Fire Alarm being provided in each floor?	No	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	NA	
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	NA	
60.	Status of NOC from WBF&ES	Record not provided	

Part – 5**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	N/A
	b)	Type of support used for ducts	N/A
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A
	d)	Is the lagging secured?	N/A
	e)	Is false ceiling present?	N/A
	f)	Material used for false ceiling	N/A
	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)	Are fire dampers provided in AC duct?	No
62.	Is there any standby source of electric supply being provided?		No
	Is the back supply automatic?		Yes Specify the functions that can be maintained simultaneously by such back ups ■ Fire Pump: No ■ Emergency Light: No ■ Lift: No ■ Partly to Office : yes ■ Others
63.	Location of switch- gears and transformers		Within Premises
64.	a)	Transformer capacity	10 MVA
	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?	No

65.	What precautions will be 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
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	NA
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?	Yes
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.	Yes
74.	RCCBs available?	Yes
75.	Master switch in warehouses	Yes
76.	Proper cable joint procedures as per manufacturer	Yes

77.	Earthing Pit Tested?	Yes
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	Yes
80.	Deteriorated insulation	Yes
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
82.	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	No
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	No
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	Yes
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?	Yes
97.	Sample basis validation of smoke detection system?	No
98.	Condition of Lightning Arrestor	Good
99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of 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)	Yes
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.	NA
109.	Procedure for incident investigation and control	Not Aware

Part - 6

OTHER INFORMATION

110.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not Provided	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

General:

- 1) All offices in the building should be equipped with portable fire extinguishers & a smoke detection system. This system should either be interfaced with the building fire alarm system or a separate common control panel that could indicate to the security on round the clock duty that a fire has occurred in a particular office on a respective floor.
- 2) All offices that house large dedicated server rooms or telecommunication equipment must be equipped with a clean agent total flooding system or linear heat sensing tubes (tube based fire detection & suppression system) using a clean agent.
- 3) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 4) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 5) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 6) All Combustible material to be removed from terrace floor.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	DP-8	
2.	Premises Name (if any):	WBSEDCL	
3.	Name of the owner /occupier/lessee	WBSEDCL	
4.	Permanent Address	DP-8	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease /Any other	WBSEDCL	
6.	Name of the Contact Person	Sanjiv Mukherjee	
7.	Phone No of Contact Person	23671122	
8.	E-mail	Not shared	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
		Yes	Industrial
			Storage

10.	Plot Area(as informed to the Auditor)	Not shared	
11.	Build up area(as informed to the Auditor)	Not shared	
12.	No of Floors	G floor	
13.	Date of Sanction of Building Plan	Not shared	
14.	Whether P.O.C/OC received from local body?	Yes	
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	ZRR Security	
16	No of Security Personnel engaged	5 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	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	01	
22	No of Vehicles for which parking space is available in the premises	02	

23	Whether parking space available for visitors within the premises	No
24	Is there Place where excess vehicles (if any) can be parked	NO
GENERAL MAINTENANCE		
25	Garbage Clearing	No
26	Drainage System	Yes
27	Maintenance of Road	Yes
TELEPHONE TOWER		
28	No of Towers	NIL
29	Statutory Clearance from AAI	N/A
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load	7 Nos.
	Existing	7
	a)Regular	7
	b)Floating	1+1+1

32	Basement		NA		
	a)	If basement extends beyond building profile	N/A		
	b)	Use of the basement	N/A	N/A	N/A
	c)	Are sprinklers provided?	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 – 3 PROVISIONS OF MEANS OF ESCAPE

33	Number of staircases --→		NIL		
	Stairs Number		#1	#2	#3
	a)	Width of flight	N/A	N/A	N/A
	b)	Tread width	N/A	N/A	N/A
	c)	Riser Height	N/A	N/A	N/A
	d)	Finish	N/A	N/A	N/A
	e)	Width of stair door (FCD)	N/A	N/A	N/A
	f)	Height of stair handrail	N/A	N/A	N/A
	g)	Area & location & profile of Fire Refuge Area	N/A	N/A	N/A
	h)	Width and type of door leading to Fire refugee area	N/A	N/A	N/A
	i)	Pressurization of staircase	N/A		
	j)	Segregation of staircase	N/A		

34	Number of Lifts installed→		N/A		
	Lift-Numbers		#1	#2	
	a)	Type of door	N/A	N/A	N/A
	b)	Fire resistance rating	N/A	N/A	N/A
	c)	Area of lift car	N/A	N/A	N/A
	d)	Capacity (no of persons)	N/A	N/A	N/A
	e)	Capacity(in kg)	N/A	N/A	N/A
	f)	Company	N/A	N/A	N/A
	g)	Is communication system, installed in the lift car?	N/A	N/A	N/A
	h)	Is a fireman's switch being installed in the car?	N/A	N/A	N/A
	i)	Pressurization of lift	N/A	N/A	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	N/A		
35	Presence of proper signage in all the exit route		N/A		
36	Is it posted with illuminated signage?		N/A		
37	Whether it Leads to the Fire assembly point?		N/A		
38	Any form of Public address system available?		N/A		
39	Width of internal road within the Premises?		N/A		
40	Width of the Entry / exit of Gate		4.5M		
41	Height of the Entry / exit of Gate		OPEN		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for firefighting available? (At ground level / overhead)		No	
	a)	If yes, specify the distance from the building	N/A	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	N/A	
	c)	Specify the condition of the reservoir	N/A	
43	Is any public or other water storage facility available nearby?		N/A	

	a)	Is it readily accessible?	N/A	
44		Are internal hydrants being provided?	N/A	
		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	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	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 size	N/A	
	a)	Total no of hoses provided near each hydrant	N/A	
47		Have wet risers/dry risers been provided?	N/A	
		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	N/A	
49		Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	N/A	
	a)	Number of pumps	NIL	
	b)	Size of suction and delivery connection to each pump/Output	N/A	

	e)	Is the pump automatic in action?	N/A		
	f)	Is the water pressure sufficient at max distance from the pump?	N/A		
50.	DETECTION SYSTEM		N/A		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		N/A		
	a)	Type of detectors used	N/A		
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.		N/A		
52	Alarm receiving system		N/A		
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	
			Yes	Type/ Capacity	
				MF-9	
				DCP-10+5	
				6.8-CO ₂ +4.5	
				Sand Bracket	
54	Location and population of the FEs adequate		Yes		
55	Is Emergency Fire Alarm being provided in each floor?		No	No. of Fire Alarm:	
				Location of Fire Alarm:	

56	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE 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	N/A
59	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	N/A
60	Status of NOC from WBF&ES	Yes

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61	If the building is Centrally air –conditioned, please indicate,		Yes
	a)	Material used for construction of ducts and its fittings	N/A
	b)	Type of support used for ducts	N/A
	c)	Type of lagging used, if any for insulating any portion of the duct	N/A
	d)	Is the lagging secured?	N/A
	e)	Is false ceiling present?	N/A
	f)	Material used for false ceiling	N/A

	g)	Is a separate AHU being provided in each floor	N/A		
	H)	Whether automatic shutdown of AHU is coupled with detection system?	N/A		
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	N/A		
	j)	Are fire dampers provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		N/A		
	Is the back supply automatic?		N/A		
63	Location of switch- gears and transformers		Ground 33KV+11KV		
64	a)	Transformer capacity	10 Amp , 4×6.3		
	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?	Open		
	c)	If outside, how far is it from the building?	N/A		
65	What precautions will be 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		
67	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		Yes		

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?	Yes	
71	Whether mechanical ventilation is being coupled with automatic detection system?	N/A	
72	Whether the refuge area is being provided?	N/A	
73	Storage of combustibles materials near electrical equipment/fuse units.	N/A	
74	RCCBs available?	Yes	
75	Master switch in warehouses	N/A	
76	Proper cable joint procedures as per manufacturer	Yes	
77	Earthing Pit Tested?	Yes	Monthly
78	Use of MCB?	Yes	
79	Bypassing of protection devices	Yes	
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)	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	No
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	Yes
91	DG operation and maintenance	No
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?	Satisfactory
97	Sample basis validation of smoke detection system?	N/A

98	Condition of Lightening Arrestor	Yes
99	Periodic test of UPS system (as applicable)	N/A
100	Handling of electrical work by competent electrician	Yes
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	No
103	Use of signage?	No
104	Hydrants clear, access to public thorough fare open	N/A
105	Flame & work permits (as applicable)	Yes
106	Effective internal communication and public address system	N/A
107	Colour coding system of hazardous chemical gas lines etc.	N/A
108	Management structure, role of safety officer, fire department etc.	Yes
109	Procedure for incident investigation and control	Yes

Part - 6**OTHER INFORMATION**

110	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	No	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License		
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. General:**

- 6) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 7) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 8) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 9) Accumulation of combustible materials to be avoided.

PRESS TRUST OF INDIA



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	DP -09	
2.	Premises Name (if any)	Press trust Of India	
3.	Name of the owner /occupier/lessee	Govt Of India	
4.	Permanent Address	DP-09 Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr Debasis Mandal	
7.	Phone No of Contact Person	9830069360	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage
		IT/ITES	
10.	Plot Area(as informed to the Auditor)	NOT SHARED WITH AUDITOR	
11.	Build up area(as informed to the Auditor)	--NOT SHARED WITH AUDITOR	
12.	No of Floors	G+08	
13.	Date of Sanction of Building Plan	NOT SHARED WITH AUDITOR	
14.	Whether P.O.C/OC received from local body?	YES	BIDHAN NAGAR MUNICIPIALITY
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	M/s Zupiter	
16.	No. of Security Personnel engaged	34	
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	No	
22.	No of Vehicles for which parking space is available in the premises	40 no's	

23.	Whether parking space available for visitors within the premises	YES
24.	Is there Place where excess vehicles (if any) can be parked	No
GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok Regular
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	NA
29.	Statutory Clearance from AAI	N/A
30.	Any Other Clearance	N/A

Part – 2

31.	Occupancy load		100
	Existing		100
	a)Regular		50
	b)Floating		60
32.	Basement		Yes
	a)	If basement extends beyond building profile	NO
	b)	Use of the basement	ParkingYes
	c)	Are sprinklers provided?	YES
	d)	Whether any cubicles present in the basement?	NO
		If yes, their use to be specified	N/A
	f)	Whether fire zones are defined?	NO
		If yes, please provide details	N/A

Part – 3

PROVISIONS OF MEANS OF ESCAPE

33.	Number of staircases --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	2000mm	2000mm	N/A
	b)	Tread width	300mm	300mm	N/A
	c)	Riser Height	150mm	150mm	N/A
	d)	Finish	Basement	Basement	N/A
	e)	Width of stair door (FCD)	1500mm	1500mm	N/A
	f)	Height of stair handrail	1000mm	1000mm	N/A
	g)	Area & location & profile of Fire Refuge Area	3,6,8 th floor		N/A
	h)	Width and type of door leading to Fire refugee area	N/A		
	i)	Pressurization of staircase	NO		
	j)	Segregation of staircase	NA		
34.	Number of Lifts installed→		03 no's		
	Lift-Numbers		#1	#2	#3
	a)	Type of door	SS	SS	SS
	b)	Fire resistance rating	02 HRS	02 HRS	02 HRS
	c)	Area of lift car	02 SQM	02 SQM	02 SQM
	d)	Capacity (no of persons)	09	09	09
	e)	Capacity(in kg)	612	612	612
	f)	Company	Schindler	Schindler	Schindler
	g)	Is communication system, installed in the lift car?	Yes	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	Yes
	i)	Pressurization of lift	No	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Data not provided.		
35.	Presence of proper signage in all the exit route		NO		
36.	Is it posted with illuminated signage?		Yes		
37.	Whether it Leadsto theFire assembly point?		NO		
38.	Any form of Public address system available?		NO		

39.	Width form of internal road within the Premises?	4M
40.	Width of the Entry / exit of Gate	--
41.	Height of the Entry / exit of Gate	--

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)	Yes	U/G- 250000 litres O/H -100000 litres
	a) If yes, specify the distance from the building	Adjacent	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Data not provided	
	c) Specify the condition of the reservoir	OK	
43.	Is any public or other water storage facility available nearby?	Yes	IF YES, Specify the distance from the building:
	a) Is it readily accessible?	No	IF YES, SPECIFY Condition and type of the reservoir:
44.	Are internal hydrants being provided?	Yes	Single outlets.
	If so, please indicate no of hydrants in each floor	1nos	
45.	Are first aid hose reels being provided? If so please indicate	Yes	--
	a) What is the length of hosereel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	25mmdiameter &33 metres in length.
	b) Size (bore) and type of nozzle fitted to each hose reel	hand controlled type, 9 mm diameter	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size	Yes	Type of hose:RRL, Canvas Size of hose:63mm Length of hose:15 m
	a) Total no of hoses provided near each hydrant	02 no's	
47.	Have wet risers/dry risers been provided?	Yes, Wet riser	
	If yes, please indicate the number of risers and internal diameter of each	2 each side of building 150mm diameter	
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	04 no.	

	b)	Size of suction and delivery connection to each pump/Output	Suction: 150mm Delivery: 150mm Output of each pump: Jockey: -- Main Electrical Pump: 174m3/hr Diesel Engine Pump:		
	e)	Is the pump automatic in action?	Automatic		
	f)	Is the water pressure sufficient at max distance from the pump?	NO		
DETECTION SYSTEM					
50.	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		
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?		Yes Yes	Number of FE Type/ Capacity	--
54.	Location and population of the FEs adequate		Yes		
55.	Is Emergency Fire Alarm being provided in each floor?		Yes	Location of Fire Alarm:Common area.	
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?		Yes		
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		Yes		
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES		Yes		
60.	Status of NOC from WBF&ES		NOC OBTAINED		

Part – 5**ELECTRICAL, CABLES AND VENTILATION**

61.	If the building is Centrally air – conditioned, please indicate		Yes		
	a)	Material used for construction of ducts and its fittings	G S sheets		
	b)	Type of support used for ducts	Brackets		
	c)	Type of lagging used, if any for insulating any portion of the duct	BRACKET		
	d)	Is the lagging secured?	YES		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	POP		
	g)	Is a separate AHU being provided in each floor	NO		
	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?	NO		
	J)	Arefire dampers provided in AC duct?	YES		
62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 625 KVa X 03 no's	UPS Capacity: 180 KVa
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: yes ■Emergency Light: yes ■Lift: yes ■Partly to Office : yes ■ Others: yes	
63.	Location of switch- gears and transformers		Ground backside.		
64.	a)	Transformer capacity	11KV INPUT		
	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?	Inside		
	c)	If outside, how far is it from the building?	Yes		

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	
67.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes	
68.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	No	
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?	YES	
71.	Whether mechanical ventilation is being coupled with automatic detection system?	YES	
72.	Whether the refuge area is being provided?	Yes	On 3 rd , 6 th and 8 th floor.
73.	Storage of combustibles materials near electrical equipment/fuse units.	No	
74.	RCCBs available?	Yes	
75.	Master switch in warehouses	YES	
76.	Proper cable joint procedures as per manufacturer	Yes	
77.	Earthing Pit Tested?	Yes	
78.	Use of MCB?	Yes	
79.	Bypassing of protection devices	Yes	
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	No
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	YES
91.	DG operation and maintenance	YES Quarterly
92.	Reliability of the fire hydrant system	YES
93.	Emergency preparedness and response	No
94.	Availability of Evacuation plan	No
95.	Mock drill conducted?	No
96.	Awareness of the people?	No
97.	Sample basis validation of smoke detection system?	Yes
98.	Condition of Lightning Arrestor	OK
99.	Periodic test of UPS system (as applicable)	Yes
100.	Handling of electrical work by competent electrician	Yes
101.	Approval of receiving station, substation and DG	Yes
102.	Storage of hazardous material, chemicals?	YES
103.	Use of signage?	Yes
104.	Hydrants clear, access to public thorough fare open	Yes
105.	Flame & work permits (as applicable)	Yes
106.	Effective internal communication and public address system	Yes
107.	Color coding system of hazardous chemical gas lines etc.	NA
108.	Management structure, role of safety officer, fire department etc.	No
109.	Procedure for incident investigation and control	No

Part - 6**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	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:**A. Fire Water Pump House**

1. Fire pump should be maintained serviceable & 3.5 kg/cm² pressure maintained at top level.

B. Emergency Evacuation Plan

1. Fire order& evacuation plan not displayed in the building at prominent locations.
1. Exits are blocked.

C. HTRooms

- 1) As per NBC Part 4 (6.4.8.6) Main power panels such as HT and other major panels are to be protected with linear heat sensing tubes (tube based fire detection & suppression system)preferably using a clean agent..
2. High Voltage electric cables (vertical) are not coated with fire retardant paint. It should be coated with fire retardant paint.

D. Transformers

DG sets to be protected with linear heat sensing tubes (tube based automatic fire detection & suppression system)preferably using a powder or a suitable agent.

E. Fire Hose Boxes & Hoses

1. No hydro test report of fire hoses is available. Hydro test of the hoses should be done annually and records to be maintained.

F. Fire Exit Doors

1. Test certificate of fire resistant exit doors is not available. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.
2. Fire exits are blocked at many locations.

G. Assembly Area.

1. Assembly area is not mention in building premises. Assembly area should be indicated& maintained as per NBC part-VI

H. General:

- 1) Regular fire drills, mock drills etc must be conducted in the facility / premises and inmates must be trained on the use of first aid equipment such as hose reels, fire extinguishers, manual call points etc.
- 2) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

HOTEL EAST PALACE



EXECUTIVE SUMMARY

Part I & II

General Information

Hotel East Palace is situated in 5.2 Kathas of Land, super built up area is 16000 sqft at EN 43, Sector V, Salt Lake, Kolkata 700091.

The building is G+9 storied & is a 3 Star hotel. This hotel has not yet started.

There are Two Nos Stair cases & One No of Passenger lift.

OCdate from NDITA Could not be shown

Valid NOC is available. Ref WBFES 7862/14 dated 9.1.14 Valid for one year

Occupancy Load was found as follows

Designed – 315

Existing -- 8

Projected--320

There is one no of 45 KVA capacity DG sets is available as alternate power source. Another 45 KVA is planned to add to run all the operations

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two nos stairs . There is one Passenger lift 408 kg capacity . **Lifts do not have Valid C Certificate.**

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers sprinklers, Fire hydrant, Hose reels, Smoke detector & MCPs Hooter, at each floor. All these facilities are being installed but not in operation

Wet Risers:-

There are one U/G tank of 150000 ltr capacity. Alternate source of water is the lagoon 800 mtrs away of the building.

At the Ground floor there are three pumps of 55 KW each for main & one 11 KW jockey pump,

Pressure of the fire pumps are being set by trial & error to get optimum pressure at the top floor.

Alternate source of water is 25Mtr away

DCP (6 Kg Capacity) -22 os

These are being placed as per scheduled locations. Common areas, Stair I & II

PART V

ELECTRICAL ,CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

MS Certification Services Pvt.Ltd.
Nonconformity tracking report

NC = No conformity

Sl. No	OBSERVATIONS on 21.01.2014	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is No Evacuation plan is available to any floor	Evacuation plan should be available in each floor		
2.	There is No Evacuation plan is available	Emergency plan is to be made		
5.	There is no Assembly point identified.	Assembly point is to be identified.		
6.	There is no ELCB/RCCB in the DB	ELCB/RCCB is to be provided the DB		
7.	There is no Emergency siren	Emergency siren is to be provided		
8.	There is Firefighting Mock drill	Firefighting Mock drill is to be conducted to the assigned persons		
9	No Evacuation drill has been Conducted	Evacuation drill is to be conducted periodically		
10	There is no fireman's Switch available in the lift	fireman's Switch should be provided in the lift		
11	There is no Pressure gauge at the top floor I the hydrant line for checking the pressure	One pressure gauge is to be provided		
12	NO Fire alarm in each floor	Fire alarm should be provided in each floor		
13	CCTV, Fire pumps are not In operation for no occupancy	CCTV, Fire pumps should be in operation when the occupancy starts		
14	There is no lightening arrestor	lightening arrestors are to be provided		
15	In Kitchen LPG line is found painted Red	Pipe should be painted yellow		
16	There is no clear access to refuse area. Passage is through a closed door room	Clear access is to be provided to the refuse area with a FCD		

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	E-43, Sector V, Kolkata 700091.	
2.	Premises Name (if any):	Hotel East Palace	
3.	Name of the owner /occupier/lessee	Mr Shymal Basu	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr Vikky Kumar Shaw	
6.	Contact no	Mob	9339556509
		Landline	
		E-mail	
7.	Occupancy use	Principal Use	HOTEL✓
		Mixed Use✓	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	5.2 Katas	
	Super built up area	16000Sqft (approx.)	
9.	Whether POC/O.C received from local body?(Municipal corporation /Zilla parishad)/Gram panchayat). If yes date?	■Yes ✓■No	

SECURITY SETUP DETAILS		
10.	Name of the SECURITY AGENCY engaged	ORIENT Securities
11.	No of Security Personnel engaged	2
12.	Whether Records of Vehicles (No & type entering into the building are kept	NO
13.	Whether records of Visitors entering into the building are kept	NO
14.	Whether Metal detectors are used at the entry point	NO
15.	Whether Monitoring System through Close circuit TV available	CCTV installed but at present it is not running for no occupancy
VEHICLES VOLUME		
16.	No of Vehicles Engaged by the Organisation	Nil
17.	No of Vehicles for which parking space is available in the premises	8
18.	Whether parking space available for visitors within the premises	No
19.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
20.	Garbage Clearing	NDITA Garbage clearing system
21.	Drainage System	Connected to NDITA Drainage system
22.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
23.	No of Towers	NIL
24.	Statutory Clearance from AAI	Not applicable
25.	Any Other Clearance	Not applicable

PART – II

Building Description

26.	Whether Air-conditioned or Non Air-conditioned?	■AC ■Non AC✓
27.	Whether designed and approved from Sanctioning Authority as air-conditioned building or not?	Not applicable
28.	Is sanctioned plan from WBF&ES of the premises available?	Not applicable
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)	No
30.	Occupant load	
	i) Designed	
	a) Regular	300
	b) Floating	15
	ii) Existing	
	a) Regular	6
	b) Floating	2
	iii) Projected	
	a) Regular	300
	b) Floating	20
31.	Fire Load (in Kg)	
	i) Designed	Not available
	ii) Existing	Not available
	iii) Projected	Not available
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
	e) If yes, their use to be specified	Not Applicable
	f) Whether fire zones are defined?	Not Applicable
	g) If yes, please provide details	Not Applicable

Part- III

Provisions of means of escape

33.	Number of staircases	2Nos	
34.		#1	#2
	a) Width of flight	1200 mm	1700 mm
	b) Tread width	260 mm	260 mm
	c) Riser Height	190 mm	200 mm
	d) Finish	Mossaic	Kota Stone
	e) Width of stair door (FCD)	Nil	Nil
	f) Height of stair head room	11ft	13 ft
	g) Height of stair handrail	650mm	1000mm
	h) Area & location & profile of Fire Refuge Area	8 th floor 11 Mtr X 1400 cm	
	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	1Nos	
	a) Type of door	Mettalic	
	b) Fire resistance rating	2 hrs	
	c) Area of lift car	1000 mmX900 mm	
	d) Capacity (no of persons)	6	
	e) Capacity(in kg)	408kgs	
	f) Company	OTIS	
	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)	Yes. Registered o 201302071252(22667) valid upto 25.11.14	
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 ?	3500mm	
41.	Width of the Entry / exit of Gate	3500 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 fire fighting available ? (at ground level / over head)	Yes. 1 No U/G tank of 1,50,000ltr capacity
	a) If yes, specify the distance from the building	Adjacent
	b) If yes, specify the capacity (in litres)as approved by WBF & ES.	NA
	c) Specify the condition of the reservoir	satisfactory
44.	Is any public or other water storage facility available nearby ?	Yes✓
	a) Is it readily accessible ?	Yes✓
	b) If yes, specify the distance from the building	800mtr
	c) Specify the condition and type of the reservoir	Satisfactory. – a water body
45.	Are internal hydrants being provided ?	Yes
	a) If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Single outlet. One in each floor
46.	Are first aid hose reels being provided ? If so please indicate	Yes
	a) No of hose reels on each floor	One
	b) Bore and length of hose reel tubing on each reel	30 Mtr
	c) Size (bore) and type of nozzle fitted to each hose reel	5 mm
	d) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes
47.	Are fire hoses being provided near each hydrant? If so, please indicate	Yes
	a) Type of hose	Canvas
	b) Size of hose	63 mm
	c) Length of hose	15 Mtr
	d) Total no of hoses provided near each hydrant	one
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
50.	Has any down comer been provided? If so, please give details	No

51.	Are stationary fire pumps installed for pressurizing the wet riser? If so, please indicate		Yes but not in operation
	a)	Number of pumps	3 nos
	b)	Size of suction and delivery connection to each pump	200 mm 150 mm
	c)	Output of each pump	141 M3/Hr
	d)	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?	NO Meter has been fixed at the top for checking
52.	Sprinkler system		Yes but not in operation
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes
	a)	Type of detectors used	Agni- Model#12
	b)	Standard to which the detectors conform	Not applicable
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 but not in operation
	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		Yes
	a)	Number of FE	22Nos
	b)	Type of FE	Type Installed DCP (6.0 kgs) --- 22Nos
	c)	Location	2 Nos in each floor, Kitche 4 Nos, Banquate 1, Restaurant-1
	d)	Date of Expiry	2015
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes ✓
56.	Are Emergency Fire Alarm being provided in each floor ?		NO
	a)	No. of Fire Alarm	NIL
	b)	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

Part-V

Electrical, Cables and Ventilation

59.	If the building is air –conditioned, please indicate,		NO
	a)	Material used for construction of ducts and its fittings	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 FOR EACHS 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✓
	a)	If yes, how	Through generator ✓
	b)	Specify the capacity	45 KVA –oneno. Another 45 KVA is planned to install
	c)	Specify the functions that can be maintained simultaneously by such back ups	All operations with 90 KVA
61.	Is there any back up supply		Automatic
62.	Location of switch- gears and transformers		outside the building✓
	a)	Transformer capacity	45 KVA –One No 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?	2 Mtr
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		None
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
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
	a) On which floor	at 8 th floor
	b) Area per floor(if more than one)	Not applicable
	c) Area of Fire Refuge Area	11 Mtr X 1400 CM
	d) Width of Fire Refuge Area	1400 CM
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?	Yes Valid NOC is available. Ref WBFES 7862/14 dated 9.1.14 Valid for one year

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	Yes	No✓
73.	RCCBs	Yes	No✓
74.	Master switch in warehouses	Yes	No✓
75.	Proper cable joint procedures as per manufacturer	Yes✓	No
76.	Earthing defects	Yes	No✓
77.	Use of non standard fuse wires	Yes	No✓
78.	Bypassing of protection devices	Yes	No✓
79.	Deteriorated insulation	Yes	No✓
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes✓	No
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes	No✓
82.	Tracking possibility	Yes✓	No
83.	Unused opening in the panels, etc.	Yes	No✓
84.	Possibility of ground fault/short circuit	Yes	No✓
85.	Mechanical protection to cables	Yes✓	No
86.	Loose terminations due to improper supports, crimping	Yes	No✓
87.	Improper gland installation, wrong lug size	Yes	No✓

88.	Over-rated uses, wrongly set protection relays, etc.	Yes	No✓
89.	Review of equipment safety	Yes✓	No
90.	Cable layout	Yes✓	No
91.	Earthing layout & it's effectiveness	Yes✓	No
92.	Switch yard and sub station	Yes✓	No
93.	MCC and distribution boards	Yes✓	No
94.	DG operation and maintenance	Yes✓	No
95.	Reliability of the fire hydrant system	Yes✓	No
96.	Emergency preparedness and response	Yes	No✓
97.	Evacuation plan	Yes	No✓
98.	Mock drill	Yes	No✓
99.	Awareness of the people	Yes	No✓
100.	Sample basis validation of smoke detection system	Yes	No✓
101.	Storage if hazardous material, chemicals	Yes	No✓
102.	Use of signage	Yes	No✓
103.	Hydrants clear, access to public thorough fare open	Yes✓	No
104.	Flame & work permits (as applicable)	No	
105.	Effective internal communication and public address system	Yes	No✓
106.	Colour coding system of hazardous chemical gas lines etc.	Yes	No✓
107.	Management structure, role of safety officer, fire department etc.	Yes✓	No✓
108.	Procedure for incident investigation and control	Yes	No✓

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	YES. Auto Fire extinguishers in Electrical installation
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Name of the Insurance Company	Not available
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

**NATIONAL ATLAS & THEMATIC
MAPPING ORGANISATION**



EXECUTIVE SUMMARY

Part I & II

General Information

National Atlas & Thematic Mapping Organisation is situated at GN 35, Sector V, Salt Lake, Kolkata 700091. In 432.5312 Cottahs of land. The Old building is situated in 1364 sqmtr of land.

The building is G+2 storied & has two part jointed together. Left portion is the old building where MAP Sales office & Brail Map printing unit is situated. Right portion which is a bigger portion recently build by PWDA & has not yet handed over & is under Lock & Key

OC date from NDITA Could not been Shown

NOC from WBFES is not available.

Occupancy Load was found as follows

Designed – Not Available

Existing -- 55 +5 =60

Projected--Not available

There is no **DG set** available as alternate power source.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are one No Stair case in the old building & 4 Nos in the New Building

There is no lift available in either block.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement in the premises are 3 Nos portable fire extinguishers only. These portable Fire extinguishers have not been serviced for a long time & have expired. There is no detection system or any hydrant system available

Alternate source of water is 500Mtr away

PART V

ELECTRICAL CABLES & VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box. **There is no ELCB/RCCB available.**

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

MS Certification Services Pvt. Ltd.
Nonconformity tracking report

Sl. No	OBSERVATIONS on 24.01.2014	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is No Evacuation plan is available to any floor	Evacuation plan should be available in each floor		
2.	There is No Emergency Response plan is available	Emergency plan should be available		
4	NO Exit sign is available	Exit sign is to be provided		
5.	There is no Assembly point identified.	Assembly point is to be identified.		
6.	There is no ELCB/RCCB in the DB	ELCB/RCCB is to be provided the DB		
7.	There is no master switch outside the Store	master switch is to be provided outside the Store		
8.	There is no Emergency siren	Emergency siren is to be provided		
9.	There is no Firefighting Mock drill	Firefighting Mock drill is to be conducted to the assigned persons		
10	No Evacuation drill has been Conducted	Evacuation drill is to be conducted periodically		
11.	There is no fire detection system	Fire detection system like Smoke detectors with alarm is to be provided		
12	In the Canteen LPG cylinder Gas pipe is a ordinary plastic pipe & is very near to the open heater 	LPG Pipe to be immediately to be replaced by authorized Rubber LPG gas pipe		

13.	All the MCB box cover at the old building are found open 	MCB box should be covered with a lid		
14.	There is no lightening Arrestor available	lightening Arrestor are to be provided with dedicated earthing		

NDITA- FIRE SURVEY AND SAFETY AUDITREPORT

PART-1

General Information

1.	Premises No:	GN 35, Sector V, Kolkata 700091.	
2.	Premises Name (if any):	Rastriya Atlas Bhaban (Yet to be cofirmed)	
3.	Name of the owner /occupier/lessee	Govt of India	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Director	
6.	Contact no	Mob	
		Landline	2337 8413,23345006
		E-mail	

7.	Occupancy use	Principal Use	IT
		Mixed Use✓	Research✓
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)✓
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	432.5312 Cottah	
	Super built up area	3817 SqMtr	
9.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	■Yes Not available ■No	
SECURITY SETUP DETAILS			
10.	Name of the SECURITY AGENCY engaged	ROYAL Securities	
11.	No of Security Personnel engaged	31	
12.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
13.	Whether records of Visitors entering into the building are kept	Yes	
14.	Whether Metal detectors are used at the entry point	Yes.	
15.	Whether Monitoring System through Close circuit TV available	NO but it is being Reinstalled	
VEHICLES VOLUME			
16.	No of Vehicles Engaged by the Organisation	One	
17.	No of Vehicles for which parking space is available in the premises	40	
18.	Whether parking space available for visitors within the premises	yes	
19.	Place where excess vehicles (if any) are parked	Outside Road	

GENERAL MAINTENANCE		
20.	Garbage Clearing	NDITA Garbage clearing system
21.	Drainage System	Connected to NDITA Drainage system
22.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
23.	No of Towers	NIL
24.	Statutory Clearance from AAI	Not applicable
25.	Any Other Clearance	Not applicable

PART – II

Building Description

26.	Whether Air-conditioned or Non Air-conditioned?		■AC ■Non AC ✓
27.	Whether designed and approved from Sanctioning Authority as air-conditioned building or not?		Not applicable
28.	Is sanctioned plan from WBF&ES of the premises available?		Not applicable
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)		No
30.	Occupant load		
	i)	Designed	
		a) Regular	NA
		b) Floating	NA
	ii)	Existing	
		a) Regular	55
		b) Floating	5
	iii)	Projected	
		a) Regular	NA
		b) Floating	NA
31.	Fire Load (in Kg)		
	i)	Designed	Not available
	ii)	Existing	Not available
	iii)	Projected	Not available
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
	e)	If yes, their use to be specified	Not Applicable
	f)	Whether fire zones are defined?	Not Applicable
	g)	If yes, please provide details	Not Applicable

Part- III

Provisions of means of escape

33.	Number of staircases		5Nos	
34.			OLD (1 No)	NEW(4 Nos Gr to 1 st)
	a)	Width of flight	1900 mm	2200 mm
	b)	Tread width	250 mm	350 mm
	c)	Riser Height	140 mm	140 mm
	d)	Finish	Kota Stone	Kota Stone
	e)	Width of stair door (FCD)	Nil	Nil
	f)	Height of stair head room	10ft	13 ft
	g)	Height of stair handrail	850mm	900mm
	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		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? (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 ?		4000mm	
41.	Width of the Entry / exit of Gate		4000 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 fire fighting available ? (at ground level / over head)	Yes. 1 No U/G tank of 1,90,000ltr capacity
	a) If yes, specify the distance from the building	50 mtr
	b) If yes, specify the capacity (in litres)as approved by WBF& ES.	NA
	c) Specify the condition of the reservoir	satisfactory
44.	Is any public or other water storage facility available nearby?	Yes✓
	a) Is it readily accessible?	Yes
	b) If yes, specify the distance from the building	500mtr
	c) Specify the condition and type of the reservoir	Satisfactory. – a water body
45.	Are internal hydrants being provided?	NO
	a) If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Not applicable
46.	Are first aid hose reels being provided ? If so please indicate	NO
	a) No of hose reels on each floor	Not applicable
	b) Bore and length of hose reel tubing on each reel	Not applicable
	c) Size (bore) and type of nozzle fitted to each hose reel	Not applicable
	d) Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable
47.	Are fire hoses being provided near each hydrant? If so, please indicate	
	a) Type of hose	Not applicable
	b) Size of hose	Not applicable
	c) Length of hose	Not applicable
	d) 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	Not applicable

51.	Are stationary fire pumps installed for pressurizing the wet riser? If so, please indicate		Not applicable
	a)	Number of pumps	Not applicable
	b)	Size of suction and delivery connection to each pump	Not applicable
	c)	Output of each pump	Not applicable
	d)	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
52.	Sprinkler system		N0
	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
	b)	Standard to which the detectors conform	Not applicable
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.		NO
	a)	Alarm receiving system	NO
54.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate		Yes
	a)	Number of FE	17Nos
	b)	Type of FE	Type Installed DCP (5.0 kgs) --- 3Nos at old building
	c)	Location	Office
	d)	Date of Expiry	Expired
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes ✓
56.	Are Emergency Fire Alarm being provided in each floor ?		NO
	a)	No. of Fire Alarm	NIL
	b)	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

Part-V

Electrical, Cables and Ventilation

59.	If the building is air –conditioned, please indicate,		NO
	a)	Material used for construction of ducts and its fittings	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 FOR EACHS 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
	a)	If yes, how	Not applicable
	b)	Specify the capacity	Not applicable
	c)	Specify the functions that can be maintained simultaneously by such back ups	Not applicable
61.	Is there any back up supply		NO
62.	Location of switch- gears and transformers		NIL
	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✓
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?	No
70.	Whether the refuge area is being provided?	No
	a) On which floor	Not applicable
	b) Area per floor(if more than one)	Not applicable
	c) Area of Fire Refuge Area	Not applicable
	d) Width of Fire Refuge Area	Not applicable
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?	No

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	Yes	No✓
73.	RCCBs	Yes	No✓
74.	Master switch in warehouses	Yes	No✓
75.	Proper cable joint procedures as per manufacturer	Yes✓	No✓
76.	Earthing defects	Yes	No✓
77.	Use of nonstandard fuse wires	Yes	No✓
78.	Bypassing of protection devices	Yes	No✓
79.	Deteriorated insulation	Yes	No✓
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes✓	No
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes	No✓
82.	Tracking possibility	Yes✓	No
83.	Unused opening in the panels, etc.	Yes	No✓
84.	Possibility of ground fault/short circuit	Yes	No✓
85.	Mechanical protection to cables	Yes✓	No
86.	Loose terminations due to improper supports, crimping	Yes	No✓
87.	Improper gland installation, wrong lug size	Yes	No✓
88.	Over-rated uses, wrongly set protection relays, etc.	Yes	No✓
89.	Review of equipment safety	Yes	No✓
90.	Cable layout	Yes✓	No
91.	Earthing layout & it's effectiveness	Yes	No✓
92.	Switch yard and sub station	Yes✓	No
93.	MCC and distribution boards	Yes✓	No
94.	DG operation and maintenance	Yes✓	No

95.	Reliability of the fire hydrant system	NA	
96.	Emergency preparedness and response	NO	
97.	Evacuation plan	Yes	No✓
98.	Mock drill	Yes	No✓
99.	Awareness of the people	Yes	No✓
100.	Sample basis validation of smoke detection system	Not applicable	
101.	Storage if hazardous material, chemicals	Yes	No✓
102.	Use of signage	Yes	No✓
103.	Hydrants clear, access to public thorough fare open	Not applicable	
104.	Flame & work permits (as applicable)	No	
105.	Effective internal communication and public address system	Yes	No✓
106.	Colour coding system of hazardous chemical gas lines etc.	Yes	No✓
107.	Management structure, role of safety officer, fire department etc.	Yes✓	No✓
108.	Procedure for incident investigation and control	Yes	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.	Name of the Insurance Company	Not available
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

INFINITY IT LAGOON



EXECUTIVE SUMMARY

Part I & II

General Information

Infinity IT Lagoon is promoted by Infinity Projects Ltd in 1.12 Acres of Land, super built up area is 39096.10 sqmtr, at E 2-2/1, Block EP & GP, Sector V, salt Lake, Kolkata 700091.

The building is situated just besides a Lagoon of B+ G+ 15 storied. B+G+1+2+3+4 is exclusively for car parking. 5th to 15th floor are for Commercial use.

There are ThreeNos Stair cases & 8Nos of Passenger lifts including one service lift.

There is a central **AC system** with 3 nos chiller plants is installed at the basement which serves from 5th to 15th floor through floor mounted AHUs & 8 nos CSU (Ceiling suspended unit). On 5th & 6th floor there are 8 offices in each floor which are served by 8 CSUs in each floor. From 7th to 15th floor each floor is served by 4 nos AHUs. In the corridor of each floor it is served by one CSU. There are total 65 AHUs & CSUs. As this building is still in project stage. AHUs are being coupled with smoke detector system.

The system also consist of HRW (Heat recovery Wheel) & TFA system (Treated Freshen Air) for inducting % of fresh air in the system segregating bad air of the toilets thru separate duct.

OC from NDITA has not been obtained yet

NOC Ref no from 12 has been obtained from WBF & ES, Reference WBFES/3744/12/Bidhan-IT/103/04(118/04) dated 08.10.12 & is valid for one year. Renewal application made on 23.9.13. Awaiting Inspection.

Occupancy Load was found as follows

Designed – 2465

Existing -- 140

Projected -- 2465

33KV Electricity supply from WBSEDCL is taken through 2000 KVADry Transformers (Kirloskar) for supply of 415V to the premises.

There is one no of 1500 KVA capacity& one no 1010 KVA capacity DG sets(in sound proof enclosures) is available as alternate power source. DG supply is connected to all operations when in need , DGs is operated Automatic.

This Building Infinity IT Lagoon is still is in project stage & most of the facilities are in the project stage & not yet handed over.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are three nosstairs . There are 8noscapsule lifts (Mitshubishi) of 20 persons capacity . Lifts have Valid C Certificate.

The Stairs & the Lifts are in positive pressure mode coupled with detection system

There are refuse areas at 7th .10th& 13th floors

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises are portable fire extinguishers sprinklers, Fire hydrant, Hose reels, Smoke detector & MCPs Hooter,Talkback System & PAS at each floor.All these facilities are being installed or just installed stage.

Wet Risers:-

There are two u/G Fire tanks of each 125000 Ltr capacity each. Total capacity is 2,50,000Ltr capacity . both the tanks are inter connected. Alternate source of water is the lagoon 25 mtrs away of the building.

At the basement there are fire pumps of 120 HP each for main , Sprinkler &a Diesel driven Stand by pump 127 HP. These are supported by a jockey pump of 10 HP.

Pressure of the fire pumps are being set by trial & error to get optimum pressure at the top floor.

Alternate source of water is 25Mtr away

Total No of Fire extinguishers ordered as follows:-

CO2 (4.5 Kgs)--- 54Nos

Water-CO2 (9.0 Ltr)--- 54Nos

ABC(5 Kgs) --- 54Nos

Mechanical Foam(9 Ltr) --- 1 No

Mechanical Foam(50 Ltr)--- 1 No

These are being placed as per scheduled locations. Common areas, Stair I & III have been completed. Stair II, up to 7th floor has been completed.

PART V

ELECTRICAL ,CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

BUILDING DISTRIBUTION

Sub Station Electrical

There are two nos 2000 KVA each dry type transformers of Kirloskar make,input voltage 33 KV &out put voltage 415 Volt. Transformers are installed at ground floor inside the building. Transformer load was found very less . Body temperature was found 42⁰ C .Both the transformers can be operatedindividually or in parallel with facility having bus coupler at LT main panel. Auto fire extinguishers are not installed yet.

High Voltage test report was available.

Relay Time setting; Relay time setting of VCB is 3 sec. Hence IT Lagoon VCB trip time setting should be less than 3 sec. This is very important as at present setting is 3 sec.The change of setting has not been done yet

Back up supply: There are two nos DG sets of capacity 1500 KVA & 1010 KVA of Sterling make in the open yard.

Statutory requirement: Approval of Electrical Sub Station from Directorate of Electricity is obtained vide ref No 1691 dated 24.7.2012. consent to operate DG sets from Directorate of electricity is available vide letter no AH/28 dated 9.7.13

Earthing : There are 45 Nos (Copper 23 Nos + GI 22 Nos) for sub station, Lighting arrestors & UPS. None of the earth pits are visible for future maintenance. Ohmic Value of earth pits are less than one ohm.

Lighting Arrestors: There are 3 nos of lighting arrestors in the building appears to be adequate.

LT room: Space around LT gears is as per I.E.Rule. Auto fire extinguishers are not installed. No HT rubber mat provided in front of the Electrical panels. These are being purchased & expected soon.

UPS Room: one no of UPS of 40 KVA capacity is found installed. No smoke detector found installed.

Main supply through MCB is not having sheet Metal enclosure.

Pump Room: suggest to provide rubber mat in front of electrical panel

Building Internal Wiring Diagram with Circuit Identification: Building internal wiring diagram was not available at site during audit. This should be available at site as safety measure.

Main distribution panel at each floor is provided with 30 mA fault ELCB. This is ok as a safety measure. But identification of switch was not found. This identification should be provided as per internal wiring diagram

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

MS Certification Services Pvt.Ltd.
Nonconformity tracking report

Sl. No	OBSERVATIONS 25.1.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	The Electrical shafts & AC Shafts are found not sealed	At least in alternate floor these shafts are to be sealed with non combustibile materials.		
2.	No Mock drill has been conducted	Mock drill is to be conducted periodically & record is to be maintained		
3	Relay time setting of VCB is 3 sec. IT Lagoon VCB trip time setting is also 3 sec	IT Lagoon VCB trip time setting should be less than 3 sec		
4	Auto fire extinguishers are not installed above the transformers	Auto fire extinguishers are to be installed above the transformers		
5.	NO Valid Fire Noc from WBFES	To be obtained		

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	Plot no 2-2/1,Block EP & GP, Sector V, Kolkata 700091.	
2.	Premises Name (if any):	Infinity IT Lagoon	
3.	Name of the owner /occupier/lessee	Infinity BNK eInfocity Pvt Ltd	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr Sumon Das- Facility Manager	
6.	Contact no	Mob	97484 02436
		Landline	
		E-mail	sdas@infinitypark.com

7.	Occupancy use	Principal Use	IT
		Mixed Use✓	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)✓
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	1.12 Acres	
	Super built up area	39096.10 Sq Mtr (approx.)	
9.	Whether POC/O.C received from local body?(Municipal corporation /Zilla parishad)/Gram panchayat). If yes date?	■Yes ✓NKDA ■No	
SECURITY SETUP DETAILS			
10.	Name of the SECURITY AGENCY engaged	ROYAL Securities	
11.	No of Security Personnel engaged	31	
12.	Whether Records of Vehicles (No & type entering into the building are kept	YES	
13.	Whether records of Visitors entering into the building are kept	Yes	
14.	Whether Metal detectors are used at the entry point	Yes.	
15.	Whether Monitoring System through Close circuit TV available	NO but it is being Reinstalled	
VEHICLES VOLUME			
16.	No of Vehicles Engaged by the Organisation	One	
17.	No of Vehicles for which parking space is available in the premises	40	
18.	Whether parking space available for visitors within the premises	yes	
19.	Place where excess vehicles (if any) are parked	Outside Road	
GENERAL MAINTENANCE			
20.	Garbage Clearing	NDITA Garbage clearing system	
21.	Drainage System	Connected to NDITA Drainage system	
22.	Maintenance of Road	Internal road maintained by owner	
TELEPHONE TOWER			
23.	No of Towers	NIL	
24.	Statutory Clearance from AAI	Not applicable	
25.	Any Other Clearance	Not applicable	

PART – II

Building Description

26.	Whether Air-conditioned or Non Air-conditioned?										■AC✓■Non AC							
27.	Whether designed and approved from Sanctioning Authority as air-conditioned building or not?										■Yes✓■No ■ AC introduced at later stage							
28.	Is sanctioned plan from WBF&ES of the premises available?										Yes✓NO.							
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)										Yes✓No							
30.	Occupant load																	
	i)	Designed																
		a)	Regular										2365					
		b)	Floating										100					
	ii)	Existing																
		a)	Regular										130					
		b)	Floating										10					
	iii)	Projected																
		a)	Regular										2365					
	b)	Floating										100						
	G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Existi ng	42	3	0	0	0	5	10	0	0	0	0	0	0	60	0	0		
Float ing	Floating: 10 nos																	
31.	Fire Load (in Kg)																	
	i)	Designed										Not available						
	ii)	Existing										Not available						
	iii)	Projected										Not available						
32.	Basement										YES							
	a)	If basement extends beyond building profile										NO						
	b)	Use of the basement										Parking, Fire Pump Room						
	c)	Is it being sprinkled?										Yes. ✓						
	d)	Whether any cubicles present in the basement?										No ✓						
	e)	If yes, their use to be specified										Not Applicable						
	f)	Whether fire zones are defined?										No ✓						
	g)	If yes, please provide details										Not Applicable						

Part- III

Provisions of means of escape

33.	Number of staircases		3 Nos		
34.			#1	#2	#3
	a)	Width of flight	1400 mm	1400 mm	1400 mm
	b)	Tread width	290 mm	290 mm	290 mm
	c)	Riser Height	160 mm	160 mm	160 mm
	d)	Finish	Kota stone	Kota stone	Kota stone
	e)	Width of stair door (FCD)	1100 mm	1100 mm	1100 mm
	f)	Height of stair head room	10 ft	10 ft	10 ft
	g)	Height of stair handrail	900mm	900mm	900mm
	h)	Area & location & profile of Fire Refuge Area	7 th floor- 1 no, 10 th floor -1 no, 13 th floor-1 no each 2240 mm(Width) X 640 mm		
	i)	Width and type of door leading to Fire refugee area	FCD , 1100 mm		
	j)	Pressurization of staircase	Yes		
	k)	Segregation of staircase	YES		
35.	Number of Lifts installed		8Nos		
	a)	Type of door	Metallic		
	b)	Fire resistance rating	2 Hrs		
	c)	Area of lift car	5400 mm X 9800 mm		
	d)	Capacity (no of persons)	20 persons		
	e)	Capacity(in kg)	1360 kgs		
	f)	Company	Mithshubishi		
	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 of the same)	All 8 nos C certificates are valid till 12.8.14 20120207684(2072) 20120207685(2073) 20120207686(2074) 20120207687(2075) 20120207688(2076) 20120207689(2077) 20120207690(2078) 20120207691(2079)		
36.	Presence of proper signage in all the exit route		Yes, Except Lift Lobby. Procurement done. To be fixed yet		
37.	Is it posted with illuminated signage ?		Yes		
38.	Whether it is landing to fire assembly point?		Yes✓		

39.	Any form of Public address system available ?	Yes✓. Being activated
40.	Width form of internal road within the Premises ?	5000mm
41.	Width of the Entry / exit of Gate	5000 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 fire fighting available ? (at ground level / over head)	Yes. 2 No U/G tank of 250000 ltr capacity
	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.	NA
	c) Specify the condition of the reservoir	satisfactory
44.	Is any public or other water storage facility available nearby ?	Yes✓
	a) Is it readily accessible ?	Yes✓
	b) If yes, specify the distance from the building	25mtr
	c) Specify the condition and type of the reservoir	Satisfactory. – a lagoon
45.	Are internal hydrants being provided ?	Yes
	a) If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	One in each floor. double out let in each riser
46.	Are first aid hose reels being provided ? If so please indicate	YES
	a) No of hose reels on each floor	One
	b) Bore and length of hose reel tubing on each reel	30 Mtr, 20 mm
	c) Size (bore) and type of nozzle fitted to each hose reel	5 mm , Jet type
	d) Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes
47.	Are fire hoses being provided near each hydrant? If so, please indicate	Yes
	a) Type of hose	Canvas
	b) Size of hose	63 mm
	c) Length of hose	15 Mtr
	d) Total no of hoses provided near each hydrant	Two
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	6 riser for Hydrant ,2 risers for sprinkler

50.	Has any down comer been provided? If so, please give details	No ✓
51.	Are stationary fire pumps installed for pressurizing the wet riser? If so, please indicate	Yes
	a) Number of pumps	4 Nos Diesel Stand by – 93 KW (127 HP) Main Hydrant - 90 KW (120 HP) Sprinkler main – 90 KW (120 HP) Jockey -7.5 KW (10 HP)
	b) Size of suction and delivery connection to each pump	200 mm,150 mm
	c) Output of each pump	171M3/Hr
	d) Max head against which the pump can operate at the output mentioned in	105 Mtr
	e) Is the pump automatic in action?	Yes
	f) Is the water pressure sufficient at max distance from the pump?	Yes minimum 4.0 Kg/Cm ² & aboveat the top floor
52.	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 Detectors, Heat Detectors,Multi detectors
	b) Standard to which the detectors conform	Addressable .There are 43 Nos Heat detectors positioned at the top of probable Pantry room There are total 701 nos smoke detectors in the commercial areas There are 126 nos multi detectors in the car parking spaces GE- EST model
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 . There are 51 Nos in total
	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	Yes
	a) Number of FE	171Nos Order Placed. Expected soon

	b)	Type of FE	Type Installed stock CO2 (4.5 Kgs) --- 43Nos 11 nos (Including 5 Reject) ABC (5.0 kgs) --- 50Nos 4 nos Water/CO2(9 Ltr)--- 38Nos 16 nos Mech. Foam(9 Ltr)-- 1 N0 Mech Foam (50 Ltr) --- 1 No
	c)	Location	Mainly at stair case , Yard, Lift room , Transformer room
	d)	Date of Expiry	2014. Tagging is to be done yet
55.		Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes ✓
56.		Are Emergency Fire Alarm being provided in each floor ?	YES✓
	a)	No. of Fire Alarm	51 nos
	b)	Location of Fire Alarm	Near Stair Cases
57.		Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	NO. though the building under supervision of common trained fire men
58.		Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Done . Maintenance Group in last Aug & Sept 13 in 5 groups

Part-V

Electrical, Cables and Ventilation

59.	If the building is air -conditioned, please indicate,		YES. 275 TR chiller -3 Nos (TREND)
	a)	Material used for construction of ducts and its fittings	GI
	c)	Type of lagging used, if any for insulating any portion of the duct	Aquastic lagging
	d)	How the lagging is secured?	Strapping
	e)	If false ceiling is there?	Yes
	f)	Material used for false ceiling	Gypsum Board
	g)	Is a separate AHU BEING PROVIDED FOR EACHS FLOOR?	YES
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Being Planned
	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✓	
	a) If yes, how	Through generator ✓	
	b) Specify the capacity	1500KVA –one no + 1010 KVA one no	
	c) Specify the functions that can be maintained simultaneously by such back ups	All the Operations of the building	
61.	Is there any back up supply	Automatic ✓	Manual
62.	Location of switch- gears and transformers	Inside the building	Outside the building
	a) Transformer capacity	2000 KVA –Two Nos 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 will be taken to prevent a possible fire in the transformers from spreading?	Planning to install auto 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✓	
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?	Yes✓. Coupled with CO sensors	
70.	Whether the refuge area is being provided?	Yes✓	
	a) On which floor	7 th Floor – 1 no 10 th Floor – 1 No 13 th Floor -1 No	
	b) Area per floor(if more than one)	268.8 CM	
	c) Area of Fire Refuge Area	2240 mm X 640 mm	
	d) Width of Fire Refuge Area	2240 mm	
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?	Yes✓.	

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	Yes	No✓
73.	RCCBs	Yes	No✓
74.	Master switch in warehouses	NA	NA
75.	Proper cable joint procedures as per manufacturer	Yes✓	No
76.	Earthing defects	Yes	No✓
77.	Use of non standard fuse wires	Yes	No✓
78.	Bypassing of protection devices	Yes	No✓
79.	Deteriorated insulation	Yes	No✓
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes✓	No
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes	No✓
82.	Tracking possibility	Yes✓	No
83.	Unused opening in the panels, etc.	Yes	No✓
84.	Possibility of ground fault/short circuit	Yes	No✓
85.	Mechanical protection to cables	Yes✓	No
86.	Loose terminations due to improper supports, crimping	Yes	No✓
87.	Improper gland installation, wrong lug size	Yes	No✓
88.	Over-rated uses, wrongly set protection relays, etc.	Yes	No✓
89.	Review of equipment safety	Yes✓	No
90.	Cable layout	Yes✓	No
91.	Earthing layout & it's effectiveness	Yes✓	No
92.	Switch yard and sub station	Yes✓	No
93.	MCC and distribution boards	Yes✓	No
94.	DG operation and maintenance	Yes✓	No
95.	Reliability of the fire hydrant system	Yes✓	No
96.	Emergency preparedness and response	Yes	No✓
97.	Evacuation plan	Yes	No✓
98.	Mock drill	Yes	No✓
99.	Awareness of the people	Yes	No✓
100.	Sample basis validation of smoke detection system	Yes✓	No✓
101.	Storage if hazardous material, chemicals	Yes	No✓
102.	Use of signage	Yes✓	No
103.	Hydrants clear, access to public thorough fare open	Yes✓	No
104.	Flame & work permits (as applicable)	Being implemented	
105.	Effective internal communication and public address system	Yes✓	No
106.	Colour coding system of hazardous chemical gas lines etc.	Yes✓	No✓
107.	Management structure, role of safety officer, fire department etc.	Yes✓	No
108.	Procedure for incident investigation and control	Yes✓	No

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	YES. Auto Fire extinguishers in Electrical installation
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Name of the Insurance Company	ICICI LOMBART
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

PLASTO CHEM PVT. LTD.



EXECUTIVE SUMMARY

Part I & II

General Information

Plasto Chem Pvt Ltd in 0.296 Acres of Land, super built up area is 1319.15 sqmtr, at GP, J1, Sector V, salt Lake, Kolkata 700091.

The building is G+2 storied & has a number of Plastic Injection Moulds to form their product.

There are TwoNos Stair cases &One No of Goods lift..

OCdate from NDITA Could not been Shown

NOCRef no 42850 is valid till 31.12.112. Renewal application made o 3.1.14

Occupancy Load was found as follows

Designed – 100

Existing -- 40

Projected--115

There is one no of 7.5 KVA capacity**DG sets**is available as alternate power source. DG supply is connected to Lights & Fans oly, DGs is operated Manualy.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two nos stairs . There is one goods lift 1000 kg capacity . **Lifts do not have Valid C Certificate.**

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement in the premises are portable fire extinguishers only, **There is no detection system or any hydrant system available**

Alternate source of water is 500Mtr away

Total No of Fire extinguishers ordered as follows:-

Total 14 nos of DCP Fire Extinguishers of 5 kg capacity & 3 Nos 2 Kg Cease Fire F/Ext are available

These are being placed as per scheduled locations.

PART V

ELECTRICAL ,CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available.

PART VI

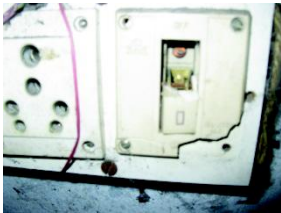
OTHER INFORMATION

There is no storage of substances which required Fire License

MS Certification Services Pvt.Ltd.
Nonconformity tracking report

Sl. No	OBSERVATIONS on 21.01.2014	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is NO Evacuation plan is available to any floor	Evacuation plan should be available in each floor		
2.	Emergency plan dated 25.4.10 is not updated	Emergency plan dated 25.4.10 has to be reviewed & modify		
3	Stairs are found blocked with material    	Clear access is to be provided I the stairs for Emergecy Exit		

4	NO Exit sign is available	Exit sign is to be provided		
5.	There is no Assembly point identified.	Assembly point is to be identified.		
6.	There is no ELCB/RCCB in the DB	ELCB/RCCB is to be provided the DB		
7.	There is no master switch out side the Store	master switch is to be provided out side the Store		
8.	There is no Emergency siren	Emergency siren is to be provided		
9.	There is No Fire fighting Mock drill	Fire fighting Mock drill is to be conducted to the assigned persons		
10	No Evacuation drill has been Conducted	Evacuation drill is to be conducted periodically		
11.	There is no fire detection system	Fire detection system like Smoke detectors with alarm is to be provided		
12	Store has no aisleway at some places 	Clear aisleway is to be provided		
13	Materials are stacked hapazardly , may fall down 	To be arraged properly		

14	On Electrical conduit rope is tied up to take the load 	Rope should be immediately removed		
15	Fire Extinguisher is totally blocked by materials 	Access to Fire Extinguisher is to be made clear		
16	Broken switch In the scrap crushing room 	Should be replaced immediately		
17	Switc gear room is full of Poly Granule bags 	To be removed from that room		
18	At the roof top where construction is on, cooking is being doe on an ope chula & a plastic sheet is hanging near by- Fire Hazard 	Plastic shhet should be removed immediately.		

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	Plot -J1,Block GP, Sector V, Kolkata 700091.	
2.	Premises Name (if any):	Plasto Chem Pvt Ltd	
3.	Name of the owner /occupier/lessee	Swastik. S Ghuwala	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	C.S Tibriwala	
6.	Contact no	Mob	98303 35554
		Landline	
		E-mail	
7.	Occupancy use	Principal Use	IT
		Mixed Use✓	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial✓
			Storage
	Hazardous		
8.	Plot Area	0.296 Acres	
	Super built up area	1319.15 SqMtr (approx.)	
9.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	■Yes Not available ■No	
SECURITY SETUP DETAILS			
10.	Name of the SECURITY AGENCY engaged	ROYAL Securities	
11.	No of Security Personnel engaged	31	
12.	Whether Records of Vehicles (No & type entering into the building are kept	YES	

13.	Whether records of Visitors entering into the building are kept	Yes
14.	Whether Metal detectors are used at the entry point	Yes.
15.	Whether Monitoring System through Close circuit TV available	NO but it is being Reinstalled
VEHICLES VOLUME		
16.	No of Vehicles Engaged by the Organisation	One
17.	No of Vehicles for which parking space is available in the premises	40
18.	Whether parking space available for visitors within the premises	yes
19.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
20.	Garbage Clearing	NDITA Garbage clearing system
21.	Drainage System	Connected to NDITA Drainage system
22.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
23.	No of Towers	NIL
24.	Statutory Clearance from AAI	Not applicable
25.	Any Other Clearance	Not applicable

PART – II

Building Description

26.	Whether Air-conditioned or Non Air-conditioned?		■AC ■Non AC ✓
27.	Whether designed and approved from Sanctioning Authority as air-conditioned building or not?		Not applicable
28.	Is sanctioned plan from WBF&ES of the premises available?		Not applicable
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)		No
30.	Occupant load		
	i)	Designed	
		a) Regular	90
		b) Floating	10
	ii)	Existing	
		a) Regular	30
		b) Floating	10
	iii)	Projected	
		a) Regular	90
		b) Floating	25
31.	Existing		40
	Floating		10
	Fire Load (in Kg)		
	i)	Designed	Not available
	ii)	Existing	Not available
	iii)	Projected	Not available

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
	e)	If yes, their use to be specified	Not Applicable
	f)	Whether fire zones are defined?	Not Applicable
	g)	If yes, please provide details	Not Applicable

Part- III

Provisions of means of escape

33.	Number of staircases		2 Nos	
34.			#1	#2
	a)	Width of flight	1500 mm	1500 mm
	b)	Tread width	260 mm	260 mm
	c)	Riser Height	130 mm	130 mm
	d)	Finish	Cemented	Cemented
	e)	Width of stair door (FCD)	Nil	Nil
	f)	Height of stair head room	13ft	13 ft
	g)	Height of stair handrail	1000mm	1000mm
	h)	Area & location & profile of Fire Refuge Area	NIL	
	i)	Width and type of door leading to Fire refuge area	NIL	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	YES	

35.	Number of Lifts installed		8Nos
	a)	Type of door	Collapsible
	b)	Fire resistance rating	
	c)	Area of lift car	2100 mmX1900 mm
	d)	Capacity (no of persons)	
	e)	Capacity(in kg)	1000 kgs
	f)	Company	GRJ
	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
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 ?		5000mm
41.	Width of the Entry / exit of Gate		5000 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 fire fighting available ? (at ground level / over head)		Yes. 1 No U/G tank of 30000 ltr capacity
	a)	If yes, specify the distance from the building	20 mtr
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	NA
	c)	Specify the condition of the reservoir	satisfactory
44.	Is any public or other water storage facility available nearby ?		Yes✓
	a)	Is it readily accessible ?	Yes_/_
	b)	If yes, specify the distance from the building	500mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a water body
45.	Are internal hydrants being provided ?		NO
	a)	If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Not applicable
46.	Are first aid hose reels being provided ? If so please indicate		NO
	a)	No of hose reels on each floor	Not applicable
	b)	Bore and length of hose reel tubing on each reel	Not applicable
	c)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable
	d)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable

47.	Are fire hoses being provided near each hydrant? If so, please indicate		
	a)	Type of hose	Not applicable
	b)	Size of hose	Not applicable
	c)	Length of hose	Not applicable
	d)	Total no of hoses provided near each hydrant	Not applicable
48.	Have wet risers/dry risers been provided?		N0
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		Not applicable
51.	Are stationary fire pumps installed for pressurizing the wet riser? If so, please indicate		Not applicable
	a)	Number of pumps	Not applicable
	b)	Size of suction and delivery connection to each pump	Not applicable
	c)	Output of each pump	Not applicable
	d)	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
52.	Sprinkler system		N0
	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
	b)	Standard to which the detectors conform	Not applicable

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.		NO
	a)	Alarm receiving system	NO
54.	Are appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate		Yes
	a)	Number of FE	17Nos
	b)	Type of FE	Type Installed DCP (5.0 kgs) --- 14Nos CeaseFire 2kgs --- 3 Nos
	c)	Location	Office & Factory
	d)	Date of Expiry	2016.
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes ✓
56.	Are Emergency Fire Alarm being provided in each floor ?		NO
	a)	No. of Fire Alarm	NIL
	b)	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

Part-V

Electrical, Cables and Ventilation

59.	If the building is air -conditioned, please indicate,		NO
	a)	Material used for construction of ducts and its fittings	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 FOR EACHS 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✓
	a)	If yes, how	Through generator ✓
	b)	Specify the capacity	7.5KVA -one no
	c)	Specify the functions that can be maintained simultaneously by such back ups	Only Lights & Fans
61.	Is there any back up supply		Manual
62.	Location of switch- gears and transformers		Inside the building✓
	a)	Transformer capacity	200 KVA -One No 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?	NO
	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?	None
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✓
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?	No
70.	Whether the refuge area is being provided?	No
	a) On which floor	Not applicable
	b) Area per floor(if more than one)	Not applicable
	c) Area of Fire Refuge Area	Not applicable
	d) Width of Fire Refuge Area	Not applicable
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?	Applied for Renewal o 4.1.14

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	Yes	No✓
73.	RCCBs	Yes	No✓
74.	Master switch in warehouses	Yes	No✓
75.	Proper cable joint procedures as per manufacturer	Yes✓	No
76.	Earthing defects	Yes	No✓
77.	Use of non standard fuse wires	Yes	No✓
78.	Bypassing of protection devices	Yes	No✓
79.	Deteriorated insulation	Yes	No✓
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes✓	No
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes	No✓
82.	Tracking possibility	Yes✓	No
83.	Unused opening in the panels, etc.	Yes	No✓
84.	Possibility of ground fault/short circuit	Yes	No✓
85.	Mechanical protection to cables	Yes✓	No
86.	Loose terminations due to improper supports, crimping	Yes	No✓
87.	Improper gland installation, wrong lug size	Yes	No✓
88.	Over-rated uses, wrongly set protection relays, etc.	Yes	No✓
89.	Review of equipment safety	Yes✓	No
90.	Cable layout	Yes✓	No
91.	Earthing layout & it's effectiveness	Yes	No✓
92.	Switch yard and sub station	Yes✓	No
93.	MCC and distribution boards	Yes✓	No
94.	DG operation and maintenance	Yes✓	No
95.	Reliability of the fire hydrant system	NA	
96.	Emergency preparedness and response	Needs review of 2010 Made Emergency Response Plan	
97.	Evacuation plan	Yes	No✓
98.	Mock drill	Yes	No✓
99.	Awareness of the people	Yes	No✓
100.	Sample basis validation of smoke detection system	Not applicable	
101.	Storage if hazardous material, chemicals	Yes	No✓
102.	Use of signage	Yes	No✓
103.	Hydrants clear, access to public thorough fare open	Not applicable	
104.	Flame & work permits (as applicable)	No	
105.	Effective internal communication and public address system	Yes	No✓

106.	Colour coding system of hazardous chemical gas lines etc.	Yes	No✓
107.	Management structure, role of safety officer, fire department etc.	Yes✓	No✓
108.	Procedure for incident investigation and control	Yes	No✓

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	YES. Auto Fire extinguishers in Electrical installation
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Name of the Insurance Company	New India Assurance
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

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