

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



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

Volume IV



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 *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)



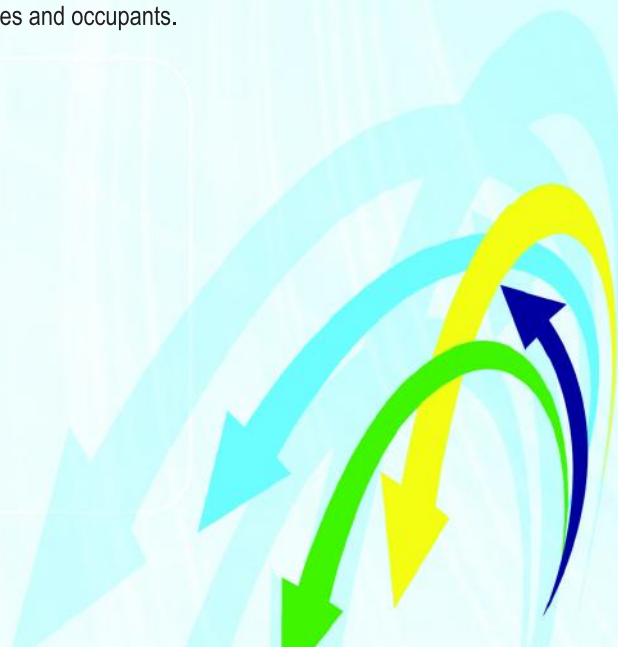


Introduction

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.

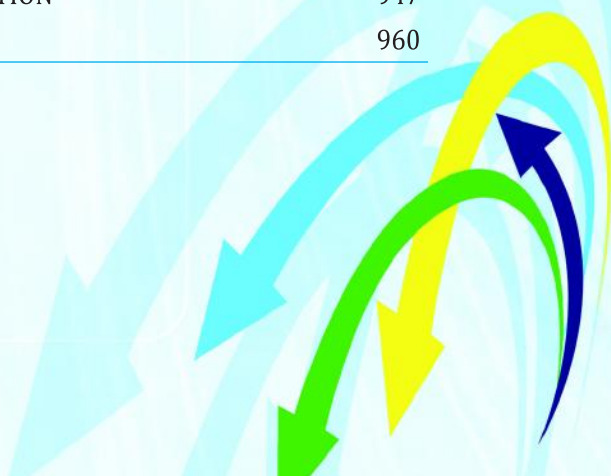
Kolkata
12-02-2014

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

NDWM LTD.



EXECUTIVE SUMMARY

Part I & II

General Information

NDWM Ltd situated at GN 11 -19 ,Salt Lake SectorV ,Kolkata 700091. There are Two Buildings each of G+1 storied .A Over Head Drinking Water Tank of capacity 0.5Million Gallon is situated in between the two premises. Supplying drinking water to sector V,Salt Lake city. The total plot of land is 12707.48 SqMtr& Built up area is 473 SqMtr. The land is leased from NDITA.This NDWM Ltd is a joint venture of TATA Group with NDITA.

There is no central AC system in the building

OC(Occupation Certificate) At present it is not available with them.

No NOC is obtained from WBF&ES.

Occupancy Load was found as

Existing -- 12

Floating -- 6

Part III

PROVISION OF MEANS OF ESCAPE

One stair at each build exist.

Evacuation Drill is periodically conducted

work permit for Civil& Electrical are issued.

There is no Signage available in the EXIT Route

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is 3 Nosportable fire extinguishers in both the buildings which is inadequate.

PART V

ELECTRICAL FIRE HAZARDS

There is RCCB in the distribution board found.

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

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

1No.650Kva,oil cooled out-door transformer of WBSed Ltd installed in the premises
Area surrounding transformer is full of grass & trees.

In the Chlorination room Hydrogen Gas is extracted & thrown out of the room.It is suggested to replace existing conventional wall exhaust by flame proof wall exhaust.

PART VI

OTHER INFORMATION

NIL

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

General Information

PART - I

1.	Plot No/Premises No:	GN:11 to 19	
2.	Premises Name (if any):	NDWM Ltd.	
3.	Name of the owner /occupier/lessee	NDWM LTD	
4.	Permanent Address	GN 11 to 19,Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Lease Hold Land	
6.	Name of the Contact Person	Mr. Kousik Chattopadhyaya	
7.	Phone No of Contact Person	9231027337	
8.	E-mail		
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		Drinking water supply station ✓	
10.	Plot Area(as informed to the Auditor)	12707.48 SqMtr	
11.	Build up area(as informed to the Auditor)	473 SqMtr	
12.	No of Floors	G+1 ---Two buildings	
13.	Date of Sanction of Building Plan	Not Available	
14.	Whether P.O.C/OC received from local body?	Not Available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Roy Sinha Infrastructure pvt.ltd.	
16.	No of Security Personnel engaged	2	
17.	Whether Records of Vehicles (No & type entering into the building are kept	NO	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	4
22.	No of Own Vehicles engaged by Employees	Nil
23.	No of Vehicles for which parking space is available in the premises	7
24.	Whether parking space available for visitors within the premises	No
25.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
26.	Garbage Clearing	NDITA Garbage clearing system
27.	Drainage System	Connected to NDITA Drainage system
28.	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
29.	No of Towers	NIL
30.	Statutory Clearance from AAI	Not applicable
31.	Any Other Clearance	Not applicable

PART – II

32.	Occupancy load	Building #1		Building #2	
	Existing				
	a)Regular	1	4	3	4
	b)Floating	3		3	
33.	Basement	NIL			

Part- III

Provisions of means of escape

34.	Number of staircases --→ TWO Nos			
	Stairs Number		#1	#2
	a)	Width of flight	1100 mm	1100 mm
	b)	Tread width	250 mm	250 mm
	c)	Riser Height	150 mm	150 mm
	d)	Finish	Kota Stone	Kota Stone
	e)	Width of stair door (FCD)	NIL	NIL
	f)	Height of stair head room	3048 mm	3048 mm
	g)	Height of stair handrail	900 mm	900 mm
	h)	Area & location & profile of Fire Refuge Area	NO Refuse Area	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	No	
	k)	Segregation of staircase	Yes	
35.	Number of Lifts installed→ 2 nos			
	Lift-Numbers		NIL	
	a)	Type of door	Not Applicable	
	b)	Fire resistance rating	Not Applicable	
	c)	Area of lift car	Not Applicable	
	d)	Capacity (no of persons)	Not Applicable	
	e)	Capacity(in kg)	Not Applicable	
	f)	Company	Not Applicable	
	g)	Is communication system, installed in the lift car?	Not Applicable	
	h)	Is a fireman's switch being installed in the car?	Not Applicable	
	i)	Pressurization of lift	Not Applicable	
	j)	Whether validity of "Form-C" from appropriate authority obtained? (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?		Assembling point is in between two buildings	
39.	Any form of Public address system available ?		No	
40.	Width form of internal road within the Premises ?		4400 mm	
41.	Width of the Entry / exit of Gate		4300 mm	
42.	Height of the Entry / exit of Gate		Open to sky	

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)		NO	
	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.	NIL	
	c)	Specify the condition of the reservoir	Satisfactory	
44.	Is any public or other water storage facility available nearby ?		■Yes ✓	■specify the distance from the building ---- 500 Mtr
		Is it readily accessible ?	■Yes✓	■condition and type of the reservoir—Water body
45.	Are internal hydrants being provided ?		NO	
	If so, please indicate no of hydrants in each floor		Not Applicable	
46.	Are first aid hose reels being provided ? If so please indicate		NO	
47.	Are fire hoses being provided near each hydrant? If so, please indicate		NO	
		Total no of hoses provided near each hydrant	Not Applicable	
48.	Have wet risers/dry risers been provided?		NO	
49.	If yes, please indicate the number of risers and internal diameter of each		Not Applicable	
50.	Has any down comer been provided? If so, please give details		NO	
51.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		NO	
	a)	Number of pumps	NIL	
	b)	Size of suction and delivery connection to each pump/Output/Head	Not Applicable	
	e)	Is the pump automatic in action?	Not Applicable	
	f)	Is the water pressure sufficient at max distance from the pump?	Not Applicable	

52.	Sprinkler system	No
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No
	Type of detectors used	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
	Alarm receiving system	Not Applicable
54.	Is appropriate Fire Extinguishers (FE) available depending on materials being stored or installed at various locations? If yes, indicate Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity	■Yes ✓ Number of FE Type/ Capacity DCP(5 Kg) ABC (3 Kg) ■Yes✓ 3 2 1 Till Apr 14
	Location	Stair case & in the working area in Gr, 1 st ,
55.	Are Emergency Fire Alarm being provided in each floor ?	NO
56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	NO
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	■Yes✓ But not an interval of 6months as told.But proper record was not found.
58.	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	Not available
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
60.	Status of NOC from WBF&ES	Not obtained.

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air -conditioned, please indicate,		No Central AC
	a)	Material used for construction of ducts and its fittings	Not applicable
	b)	Type of tinning used for ducts	Not applicable
	c)	Type of lagging used, if any for insulating any portion of the duct	Not applicable
	d)	How the lagging is secured?	Not applicable
	e)	If false ceiling is there?	At office only.
	f)	Material used for false ceiling	Gypsum
	g)	Is a separate AHU being provided in each floor	Not applicable
	H)	Whether automatic shutdown of AHU is coupled with detection system?	Not applicable
	i)	Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable
	j)	Will fire dampers be provided in AC duct?	Not applicable
62.	Is there any standby source of electric supply being provided?		NO
63.	Is the back supply automatic?		Not applicable
64.	Location of switch- gears and transformers		Outdoor Transformer, In the premises
65.	a)	Transformer capacity	650 KVA oil cooled
	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?	5mtr
66.	What precautions is taken to prevent a possible fire in the transformers from spreading?		No such precaution is taken
67.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Not applicable
68.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		NO
69.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not applicable

70.	Whether natural ventilation is relied upon? If so, give details.	Yes
71.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	Not applicable
72.	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
73.	Whether the refuge area is being provided?	Not applicable.
74.	Storage of combustibles materials near electrical equipment/fuse units.	No
75.	RCCBs available??	Yes
76.	Master switch in warehouses	Not applicable
77.	Proper cable joint procedures as per manufacturer	Yes
78.	Earthing Pit Tested??	Records are available
79.	Use of MCB??	Yes
80.	Bypassing of protection devices	NO
81.	Deteriorated insulation	NO
82.	Selection, deployment of PFFs (Portable Fire Extinguishers)	YES
83.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NA
84.	Tracking possibility	Yes
85.	Unused opening in the panels, etc.	No
86.	Possibility of ground fault/short circuit	No
87.	Mechanical protection to cables	Yes
88.	Loose terminations due to improper supports, crimping	NO
89.	Improper gland installation, wrong lug size	NO
90.	Over-rated uses, wrongly set protection relays, etc.	NO
91.	Earthing layout & it's effectiveness	All earth pits are indentified& effective.
92.	Switch yard and sub station	Yes
93.	DG operation and maintenance	Not applicable
94.	Reliability of the fire hydrant system	Not applicable
95.	Emergency preparedness and response	Yes
96.	Availibilty of Evacuation plan	Yes
97.	Mock drill conducted??	Yes , but not fixed interval
98.	Awareness of the people??	Yes
99.	Sample basis validation of smoke detection system??	No smoke detector installed in the office

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

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
110.	Is Trade License available??	YES. Enlistment for 2012-2013 no 002590 dt .10.09.13valid:31.03.14
111.	Name of the Insurance Company	Oriental Insurance
112.	Remarks (if any)	As per Observation sheet

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided	.	
2.	There is no signage for escape route	Signage to be kept in the stair case		
3.	No of Fire Extinguishers are inadequate	Requisite No of Fire Extinguishers are to be provided		
4,	Exhaust Fan of the chlorination room is not flame proof	Replace preferably with flame proof exhaust to take care of any hydrogen leakage		
5.	Housekeeping near the billing counter is very poor	Housekeeping is to be improved		
6	Surrounding area of outdoor Transformer is full of grass & weeds	Surrounding area of outdoor Transformer to be made free from grass & weeds		
7	Transformer body condition is found corroded	WBSEDCL is to be contacted		

Signature of Inspecting and Reporting Authority with seal

AIRPORT AUTHORITY OF INDIA



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block-AP-01	
2.	Premises Name (if any):	AIRPORT AUTHORITY OF INDIA	
3.	Name of the owner /occupier/lessee	AIRPORT AUTHORITY OF INDIA	
4.	Permanent Address	AIRPORT AUTHORITY OF INDIABLOCK –BP Sector-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. S.R.ROY	
7.	Phone No of Contact Person	033-23674472	
8.	E-mail	-	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
			IT/ITES
		Yes	Tower house
10.	Plot Area(as informed to the Auditor)	28800 sq/ft	
11.	Build up area(as informed to the Auditor)	750sq/ft	
12.	No of Floors	G 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			
17.	Name of the SECURITY AGENCY engaged	Own(AAI)	
18.	No of Security Personnel engaged	03	
19.	Whether Records of Vehicles No& type entering into the building are kept	No	
20.	Whether records of Visitors entering into the building are kept	No	

VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organization	Nil	
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	Own arrangement	
26	Drainage System	No	
27	Maintenance of Road	NA	
TELEPHONE TOWER			
28	No of Towers	01	
29	Statutory Clearance from AAI	Yes	
30	Any Other Clearance	N/A	

Part – 2

31	Occupancy load		06		
	Existing				
	a)	Regular	06		
	b)	Floating	20		
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 --→		No		
	Stairs Number				
	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→		Nil		
	Lift-Numbers				
	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 Leadsto theFire 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		1 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire-fighting available? (At ground level / over head)		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		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/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.	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 Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes	Number of FE Type/ CapacityCO2-4.5kg, & DCP-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	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	Details 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	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?	Yes	DG-750 KVA
		Is the back supply automatic?	Yes	
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?	N/A	
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?	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??	No
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)	DCP 10 kgs & AFFF 9 liters
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	Yes
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	Good
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)	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	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:

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 pipe line to be maintaining proper individual labeling & water flow direction.

B. AHU

1. Provision is available inside AHU rooms to access the auto operated AHU dampers.
2. All AHUs room DCP extinguishers is to keep outside of AHUs room.

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.

E. 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.

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 out side of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally (68).

G. LT Panels

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

H. 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.

I. 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.

J. 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.

K. 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)

L. 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 (38 – H)

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 .

N. Basement Ventilation.

- 1) Mechanical ventilations are not provided to cover entire area of basement. Mechanical ventilation is to be provide integrated with fire detection panel.

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:

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

IIPM



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block AQ 6	
2.	Premises Name (if any)	IIPM	
3.	Name of the owner /occupier/lessee	Drive Engineering (P) Ltd.	
4.	Permanent Address	IIPM BLOCK AQ-6, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	MrNitin	
7.	Phone No of Contact Person	033,30579995, 85	
8.	E-mail	canitinendoj@hotmail.com	
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)	8 katta	
11.	Build up area(as informed to the Auditor)	32422sq/ft	
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	Documents not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	NSIB	
16.	No. of Security Personnel engaged	13	
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	1	
22.	No of Vehicles for which parking space is available in the premises	5	
23.	Whether parking space available for visitors within the premises	No	

34.	Number of Lifts installed→		2nos	
	Lift-Numbers		1	2
	a)	Type of door	SS door	SS door
	b)	Fire resistance rating	Yes	Yes
	c)	Area of lift car	1.5 sqm	1.5 sqm
	d)	Capacity (no of persons)	10	10
	e)	Capacity(in kg)	680 Kgs	680 Kgs
	f)	Company	Kone	Kone
	g)	Is communication system, installed in the lift car?	yes	yes
	h)	Is a fireman's switch being installed in the car?	yes	yes
	i)	Pressurization of lift	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	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 of internal road within the Premises?		No.	
40.	Width of the Entry / exit of Gate		3 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 fightingavailable?(At ground level / over head)		Yes	U/G- 200000 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	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	
	If so, please indicate no of hydrants in each floor		1 nos in each floor	

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, 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: 15m	
	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 each side of building 80mm 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: 150mm Delivery: 150mm Output of each pump: 2850 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	Ionisation		
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 FEType/ Capacity 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: Both side of 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)?	Dec 2012
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	Memo No: WBFES/789/12, valid till Mar 2013.

Part – 5 ELECTRICAL, CABLES AND VENTILATION

61.	If the building is Centrally air -conditioned, please indicate	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?	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?	No		
62.	Is there any standby source of electric supply being provided?	Yes	DG: yes Capacity: 200kva	UPS Capacity: No
	Is the back supply automatic?		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	11000 volt
	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?	
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?		NA
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?	Yes
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	NO
81.	Selection, deployment of PFFs (Portable Fire Extinguishers)	ABC 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	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?	Yes
96.	Awareness of the people?	NO
97.	Sample basis validation of smoke detection system?	Yes
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	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	NO
107.	Colour coding system of hazardous chemical gas lines etc.	NA
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	No	
	Is Trade License available?	Yes	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

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

B. Extinguisher Maintenance

1. Extinguisher maintenance should be done atleast once in a year.
2. Two nos 10kgs extinguisher is to be providing near transformer.

C. 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.

D. Pump.

1. Maintain minimum pressure 3.5 kgs/cm at top level of building.
2. Individual pump details should be display in front of each pump.

E. 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) AllCombustible material to be removed from terrace floor.

NOTES:

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

Electro Info Tech Pvt Ltd



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	AQ-5	
2.	Premises Name (if any)	No Name	
3.	Name of the owner /occupier/lessee	M/s Electro Info Tech Pvt Ltd	
4.	Permanent Address	AQ-7, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr S K Agrawal	
7.	Phone No of Contact Person	9831114990, 03332626612	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		YES	Business
		YES	Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	600 sq mtr app	
11.	Build up area(as informed to the Auditor)	37000 sq fts app	
12.	No of Floors	B+G+10 floor	
13.	Date of Sanction of Building Plan	2007	
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 Suraksha Security	
16.	No. of Security Personnel engaged	08 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	Yes	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organization	05 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	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	Data not provided.
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		60 in office timeapx. (only 5 floors are occupies till now)	
	Existing		60 (sixty)	
	a)Regular		60 (sixty)	
	b)Floating		50	
32.	Basement		Yes (one)	
	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, Area of the basement is 3500 sq ft 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	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	Betn 7 th and 8 th floorArea: 128.5	No	
	h)	Width and type of door leading to Fire refugee area	1040 mm Normal wooden door.	No	
	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	N/A	N/A
	b)	Fire resistance rating	Yes	N/A	N/A
	c)	Area of lift car	154080 sq mm	N/A	N/A
	d)	Capacity (no of persons)	08	08	N/A
	e)	Capacity(in kg)	Not mentioned	Not mentioned	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	Yes	Yes	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?		3.68 meter approx.		
40.	Width of the Entry / exit of Gate		3.68 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- 100000 liters O/H – 6000 liters
	a)	If yes, specify the distance from the building	NO	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	NO	
	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 hosereel AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Riser	19mmdiameter &33 meters 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		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: 150mm Output of each pump:	
	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, Photoelectric.	
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 Co2-4.5	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?	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, as verbally told by Mr S K Agrawal		
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, as told By Mr Agrawal.		

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?	Yes		
	f)	Material used for false ceiling	POP		
	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: yes Capacity: 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: no ■Lift: yes ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Ground		
64.	a)	Transformer capacity	630kva		
	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?	3.7 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.	Floor wise A/c installed.
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?	No
78.	Use of MCB?	Yes

79.	Bypassing of protection devices	NO
80.	Deteriorated insulation	Data not provided.
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	No
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 Lightening Arrestor	Good
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	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. 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 retardant door be fixed in the Refuge area.

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:

7) 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.

8) 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.

9) 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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	AQ-7	
2.	Premises Name (if any)	No Name	
3.	Name of the <u>owner</u> /occupier/lessee	Mr S K Bhattacharjee	
4.	Permanent Address	AQ-7, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr S K Bhattacharjee	
7.	Phone No of Contact Person	09477557267	
8.	E-mail		
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)	3500 SQF Approx	
11.	Build up area(as informed to the Auditor)	3200 SQF Approx	
12.	No of Floors	G+05 floor	
13.	Date of Sanction of Building Plan	Data no provided	
14.	Whether P.O.C/OC received from local body?	Data no provided	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Own Security	
16.	No. of Security Personnel engaged	01 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 Organization	Nil	
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) can be parked	No	

GENERAL MAINTENANCE		
25.	Garbage Clearing	Ok
26.	Drainage System	Ok
27.	Maintenance of Road	Ok
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	Data not provided.
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		10 no's	
	Existing		10 no's	
	a)Regular		10 no's	
	b)Floating		--	
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 --→		02		
	Stairs Number		#1(Main)	#2(Rear)	
	a)	Width of flight	260 mm	250 mm	N/A
	b)	Tread width	1170mm	1360mm	N/A
	c)	Riser Height	170 mm	240 mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (normal door)	1170 mm	NA	N/A
	f)	Height of stair handrail	700 mm	1170 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	NA	No	N/A
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→		NO		
	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?	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?		NA		
40.	Width of the Entry / exit of Gate		3.2and 2.3 meter Approx resp.		
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- 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.	Data not provided.	
	c)	Specify the condition of the reservoir	Improperly maintained.	
43.	Is any public or other water storage facility available nearby?		Yes	IF YES, Specify the distance from the building: 100 mtrs app
	a)	Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: OK

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 hydrant outlet.	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	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 riser 150 mm diameter for both hydrant and sprinklers.	
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	02 no.	
	b)	Size of suction and delivery connection to each pump/Output	Suction: Delivery: 150mm Jockey: 63 mm Main Pump: 150 mm Output of each pump: Jockey: 10 m3/hour Main pump: 140 m3/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?	System not operational.	
	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, smoke type.	
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 operational.	

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 (5kg)	12 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)?	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	Data not provided.		
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?	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?		- N/A -	DG: No Capacity:	UPS Capa city: No
	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 : -- ■ Others	
63.	Location of switch- gears and transformers		NA		
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.	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?	NA
72.	Whether the refuge area is being provided?	No
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available?	No
75.	Master switch in warehouses	NA
76.	Proper cable joint procedures as per manufacturer	NO
77.	Earthing Pit Tested?	No
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	Data not provided.
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.	Yes
85.	Possibility of ground fault/short circuit	Yes
86.	Mechanical protection to cables	No
87.	Loose terminations due to improper supports, crimping	No
88.	Improper gland installation, wrong lug size	Glands not used.
89.	Over-rated uses, wrongly set protection relays, etc.	No
90.	Switch yard and sub station	No
91.	DG operation and maintenance	NA
92.	Reliability of the fire hydrant system	System not operational.
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?	Data not provided.

98.	Condition of Lightning Arrestor	Not installed
99.	Periodic test of UPS system (as applicable)	NA
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)	NO
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	NO

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. 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.

C. Fire Exit Doors

1. Fire exit doors not installed.

D. General:

- 1) Fire fighting and detection system not operational.
- 2) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

POSITIONAL ASTRONOMY CENTRE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	AQ-08
2.	Premises Name (if any)	Positional Astronomy Centre
3.	Name of the owner /occupier/lessee	Positional Astronomy Centre.
4.	Permanent Address	AQ-8, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold
6.	Name of the Contact Person	Mr S Sen
7.	Phone No of Contact Person	033-23671202
8.	E-mail	Not Shared
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)	4046.8 SQM Appx
11.	Build up area(as informed to the Auditor)	3176.20 SQM Appx
12.	No of Floors	G+03 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	M/s Limelight Security Agency
16.	No. of Security Personnel engaged	05
17.	Whether Records of Vehicles No. & type entering into the building are kept	Yes
18.	Whether records of Visitors entering into the building are kept	Yes
19.	Whether Metal detectors are used at the entry point	No
20.	Whether Monitoring System through Close circuit TV available	No

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organization	01 (one)
22.	No of Vehicles for which parking space is available in the premises	06 (six)
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	Nil
29.	Statutory Clearance from AAI	Data not provided.
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		30 in office time	
	Existing		30 (thirty)	
	a)Regular		30 (thirty)	
	b)Floating		--	
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 --→		03		
	Stairs Number		#1(Left)	#2(Middle)	#3(Right)
	a)	Width of flight	270mm	270mm	280 mm
	b)	Tread width	1400mm	1500mm	1370 mm
	c)	Riser Height	165 mm	165 mm	165 mm
	d)	Finish	Ground	Ground	Ground
	e)	Width of stair door (FCD)	NA	NA	NA
	f)	Height of stair handrail	920 mm	940 mm	930 mm
	g)	Area & location & profile of Fire Refuge Area	NA	NA	NA

	h)	Width and type of door leading to Fire refugee area	NA	NA	NA
	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	2.20 sq m	2.20 sq m	N/A
	d)	Capacity (no of persons)	10 persons	10 persons	N/A
	e)	Capacity(in kg)	884 kg	884 kg	N/A
	f)	Company	IBIJI	IBIJI	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		
	i)	Pressurization of lift	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 Leadsto the Fire assembly point?		NO		
38.	Any form of Public address system available?		Yes		
39.	Width of internal road within the Premises?		5.1 meter approx.		
40.	Width of the Entry / exit of Gate		4.8 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	
	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?		Yes	IF YES, Specify the distance from the building: 500 mtrs
	a)	Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: OK
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		N/A	
	a)	What is the length of hose reel 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	NO	
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		NO	
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.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No, Detection is manual.	
	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.		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 22 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: 11 no's Location of Fire Alarm: 03 on every floor and 02 on entrance
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	
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.	

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?		Yes	DG: yes Capacity:	UPS Capacity: No
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: -- ■Emergency Light: no ■Lift: yes ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Ground, near canteen		
64.	a)	Transformer capacity	315kva		
	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 and separated by 300 mm normal wall with no fire rating.		
	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 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?		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.	Yes
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	Done by CPWD
92.	Reliability of the fire hydrant system	--
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)	--
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	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	NO

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	
	Is Trade License available?	Data not provided.	
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 signage's should be installed mentioning the various hazardous locations.		

OBSERVATIONS & RECOMMENDATIONS:

A. Fixed fire fighting installation in accordance with NBC Part IV.

B. 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.

C. Fire Exit Doors

1. Fire order& evacuation plan not displayed in the building at prominent locations.
2. 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.

D. Assembly Area.

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

E. 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.

ELECTRONICS COMPLEX



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	AQ-10/1
2.	Premises Name (if any)	-----
3.	Name of the owner /occupier/lessee	M/s Security Hitech Graphics Pvt Ltd.
4.	Permanent Address	AQ-10/1, Sector V, Salt Lake, Kolkata 700091
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Data not provided.
6.	Name of the Contact Person	Mr ABanerjee
7.	Phone No of Contact Person	9874557831
8.	E-mail	Not Shared
9.	Purpose of the Land Use	Residential
		Educational
		Institutional
		Assembly
		Business
		Mercantile
		Industrial- Yes
		Storage
		IT/ITES
10.	Plot Area(as informed to the Auditor)	Data not provided
12.	No of Floors	G+03 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	Private Security
16.	No. of Security Personnel engaged	48
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	Nil
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	Regular but insufficient.
26.	Drainage System	Ok
27.	Maintenance of Road	Ok, by NDITA
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	N/A
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		200 (app) in office timeapx.		
	Existing		200		
	a)Regular		200		
	b)Floating		--		
32.	Basement		No		
	a)	If basement extends beyond building profile	NA		
	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 no's		
	Stairs Number		#1	#2	
	a)	Width of flight	250mm	250mm	N/A
	b)	Tread width	1708mm	1800mm	N/A
	c)	Riser Height	150 mm	150 mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	--	--	N/A
	f)	Height of stair handrail	800 mm	870 mm	N/A
	g)	Area & location & profile of Fire Refuge Area	NA	NA	
	h)	Width and type of door leading to Fire refugee area	N/A	N/A	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→		NIL		
	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		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?		NA		
40.	Width of the Entry / exit of Gate		7.0 meter approx.		
41.	Height of the Entry / exit of Gate		6.5 meter approx.		

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	NO	
	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?		Yes	IF YES, Specify the distance from the building: 100 mtrs
	a)	Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: Ok, Pond
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 hosereel 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 Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity Water CO2 , DCP 60 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:--

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	NA
60.	Status of NOC from WBF&ES	NOC taken, as told.

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?	Yes
	f) Material used for false ceiling	POP
	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: yes	UPS Capacity: --
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: -- ■Emergency Light: no ■Lift: -- ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Ground		
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?	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?		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?		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.		Floor wise A/c installed.		
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.	YES
74.	RCCBs available?	Yes
75.	Master switch in warehouses	N/A
76.	Proper cable joint procedures as per manufacturer	NO
77.	Earthing Pit Tested?	YES
78.	Use of MCB?	Yes
79.	Bypassing of protection devices	N/A
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	No
87.	Loose terminations due to improper supports, crimping	YES
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	No
91.	DG operation and maintenance	Yes, done by skilled person.
92.	Reliability of the fire hydrant system	NA
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?	NA
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	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	NA
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	
	Is Trade License available?	Data not provided.	
112	Remarks (if any)		
	1. Combustible material stored on terrace and staircase. 2. People smoke in the premises and combustible material is spread in complete area, fire hazards. 3. Improper and unsafe electrical connections. 4. Huge fire load in the premises. 5. Staircase is obstructed with material. 6. Installation of fixed fire fighting installation should be done in accordance with NBC part IV.		

OBSERVATIONS & RECOMMENDATIONS:

A. Fixed firefighting installations should be done.

B. Emergency Evacuation Plan

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

C. Electric Panels

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

2. Improper and unsafe electrical connections are taken. (Please refer pic no 1 and 3 on last page).

D. Assembly Area.

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

E. General:

- 1) Combustible material stored huge quantity in the Staircase and Terrace floor. (Please refer pic no 4 on last page).
- 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 fire extinguishers, manual call points etc.
- 3) Workers smoke inside the premises. Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 4) Diesel is stored near huge mass of combustible material. Very hazardous. . (Please refer pic no 2 on last page).

PICS FOR REFERENCE



Electrical connections without industrial plug.



Diesel stored in cans near combustible material.



Unsafe electrical connections.



Combustible material stored in staircase.

**THE BENGAL OBSTETRIC
&
GYNAECOLOGICAL SOCIETY**



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block AQ/10/3	
2.	Premises Name (if any)	B.O.G.S	
3.	Name of the owner /occupier/lessee	B.O.G.S	
4.	Permanent Address	B.O.G.S BLOCK AQ/10/13, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr Biswajit Bhar	
7.	Phone No of Contact Person	9830554272	
8.	E-mail	bogs1936@gmail.com	
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)	3600 sqft	
11.	Build up area(as informed to the Auditor)	2500 sq/ft	
12.	No of Floors	G+I 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 oint	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	Data Not provided	
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	NA
29.	Statutory Clearance from AAI	NA
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		3 in office time	
	Existing			
	a)Regular			
	b)Floating		100 appx student	
32.	Basement		No	
	a)	If basement extends beyond building profile	NA	
	b)	Use of the basement	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 --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	1200mm	1200mm	
	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	No	
	h)	Width and type of door leading to Fire refugee area	No	No	
	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
	g)	Is communication system, installed in the lift car?		NA	NA
	h)	Is a fireman's switch being installed in the car?		NA	NA
	i)	Pressurization of lift		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 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		2 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 fightingavailable?(At ground level / over head)		Yes	U/G- 100000 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.	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	
	If so, please indicate no of hydrants in each floor		1 nos in each floor	

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, 6mm diameter		
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	NA		
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 each side of building 80mm 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: 80mm Delivery: 80mm Output of each pump: Not mention		
	e)	Is the pump automatic in action?	No		
	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/ 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: 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	Memo No: WBFES/4194 , valid till oct 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	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
	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?	
	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?		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?		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	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)	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	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)	NO
106.	Effective internal communication and public address system	NO
107.	Colour coding system of hazardous chemical gas lines etc.	NA
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. Emergency Evacuation Plan

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

B. Extinguisher Maintenance

1. Extinguisher maintenance should be done atleast once in a year.

C. 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.

D. 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.

NATIONAL SEED CORPORATION



EXECUTIVE SUMMARY

Part I & II

General Information

National Seed Corporation has 5 buildings.

One administrative building G+1 storied. 1st floor is lying vacant with separate entrance.

Ground floor is rented to Park Indicom.

Two Nos of seed stores, one is lying vacant. Other store is in operation along with Seed testing laboratory. These two buildings are single storied.

One Sales Office of single storied.

One staff quarter of G+2 storied, which is lying vacant,

Apart from the above buildings there is one overhead tank, but inside G + 3 quarters are made for security people.

Total plot of land is 6064.27 SqMtr(1.4985 Acre) & built up area is 2219.159 sqMtr

OCdate from NDITA Could not been Shown

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Designed – Not Available

Existing -- 25 +5 =30

Projected--Not available

There is noDG setavailable 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 Administrative building &one at water tank quarter & one at staff quarter.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangements in the premises are 6 Nos portable fire extinguishers only, Rented portion office is having their own Fire extinguishers. **There is no detection system or any hydrant system**

Alternate source of water is 800Mtr 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 28.1.14	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	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 lightening Arrestor available	lightening Arrestor are to be provided with dedicated earthing		
12	Sand buckets of transformer room is found dry  	Sand in the bucket should be free flowing		

13	Housekeeping in Transformer is very poor. Trenches are found open 	Housekeeping is to be done. Rods are to be removed & Trench covers are to be put back		

Signature of Inspecting and Reporting Authority with seal

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	AQ-12,Sec V, Sector V, Kolkata 700091.	
2.	Premises Name (if any):	National Seed Corporation	
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	D.Guha	
6.	Contact no	Mob	9903069538
		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	6064.27 SqMtr (1.4985 Acre)
9.	Super built up area	2219.159 SqMtr
10.	No of floors	Admin- G+1, Store – G , Staff Qtr =G+3, Sales office-G
11.	Date of santio of building plan	17.1.1984
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	Own
14.	No of Security Personnel engaged	3
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 Organization	One
20.	No of Vehicles for which parking space is available in the premises	40
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	25
	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		3Nos		
34.			Admin	Staff Qtr	Water Tank
	a)	Width of flight	1550mm	830 mm	1200 mm
	b)	Tread width	290 mm	270 mm	260
	c)	Riser Height	160 mm	160 mm	160 mm
	d)	Finish	Kota Stone	cemented	cemented
	e)	Width of stair door (FCD)	Nil	Nil	
	f)	Height of stair head room	11ft	11 ft	
	g)	Height of stair handrail	950mm	900mm	800 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	NA		
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 ?		5500mm		
41.	Width of the Entry / exit of Gate		5500 mm		
42.	Height of the Entry / exit of Gate		Open to Sky		

PART IV**Provision of Fire Safety Arrangement**

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)	Yes. 1 No U/G tank of 50,000ltr capacity & Overhead tank of 50000 ltr capacity
	a) If yes, specify the distance from the building	30 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 waterbody
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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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	6Nos
	b)	Type of FE	Type Installed DCP Type (5.0 kgs) --- 5Nos CO2 (4.5 Kg) --- 1 No
	c)	Location	Office -2, Store-2 Transformer-2
	d)	Date of Expiry	14.7.14
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		After the Gate
	a)	Transformer capacity	150 KVA – Oil type
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes
	c)	If outside, how far is it from the building?	Not applicable
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?	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.	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	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.	Color 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

**WEST BENGAL
JOINT ENTRANCE
EXAMINATION BOARD**



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block AQ 13/1	
2.	Premises Name (if any)	WEST BENGAL JOINT ENTRANCE EXAMINATION BOARD	
3.	Name of the owner /occupier/lessee	Govt of West Bengal	
4.	Permanent Address	BLOCK AQ 13/1, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Tapan Kr Mukherjee	
7.	Phone No of Contact Person	033-23671159	
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	G+8 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	G4S	
16.	No. of Security Personnel engaged	10 nos	
17.	Whether Records of Vehicles No. & type entering into the building are kept	No	
18.	Whether records of Visitors entering into the building are kept	No	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the 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 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		200		
	b)Floating		100		
32.	Basement		No		
	a)	If basement extends beyond building profile			
	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	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	6 th and 8 th floor	6 th and 8 th floor	
	h)	Width and type of door leading to Fire refugee area	Normal door, 2mtr width	Normal door, 2mtr width	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→		02	
	Lift-Numbers		#1	#2
	a)	Type of door	SS Door	SS Door
	b)	Fire resistance rating	Yes	Yes
	c)	Area of lift car	1.5 sqmtr	1.5 sqmtr
	d)	Capacity (no of persons)	10 no's	10 no's
	e)	Capacity(in kg)	680 kg	680 kg
	f)	Company	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	Yes	Yes
	h)	Is a fireman's switch being installed in the car?	Yes	Yes
	i)	Pressurization of lift	No	No
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Not Available	
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 form of internal road within the Premises?		No	
40.	Width of the Entry / exit of Gate		20 feet	
41.	Height of the Entry / exit of Gate		10 ft approx.	

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42.	Is any water reservoir for firefighting available?(At ground level / overhead)		Data not provided	U/G- 30000 ltr 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 Specified by client	
	c)	Specify the condition of the reservoir	Ok, Satisfactory	
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	
	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	
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Conne cted to riser	30 mtr length
	b)	Size (bore) and type of nozzle fitted to each hose reel	19mm dia and hand controlled nozzle	
46.	Are fire hoses being provided near each hydrant? If so, please indicate their size		Yes	Type of hose: RRL Size of hose: 63 mm Length of hose: 15 mtr
	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		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		
	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	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		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 ABC type-5 kgs Water CO2, CO2
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	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

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?		DG: yes Capacity: UPS Capacity 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		Ground floor
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 providedNo
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?		6 th and 8 th floor
73.	Storage of combustibles materials near electrical equipment/fuse units.		Yes
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 and Water CO2
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	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	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)	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	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 maintained as per NBC part IV,

B. Emergency Evacuation Plan

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

C. 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.

D. 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.

E. Refuge Area

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

F. Extinguishers.

1. Adequate no of extinguisher is to be provided in the building.
2. Adequate no extinguisher are to be provided at pump room, Transformer room.

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

METAL HOUSE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block AQ-13/4	
2.	Premises Name (if any)	METAL HOUSE	
3.	Name of the owner /occupier/lessee		
4.	Permanent Address	BLOCKAQ-13/4, SECTOR-5, SALLAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. A K Roy	
7.	Phone No of Contact Person	033-23675004	
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	G+1floor	
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	Not Available	
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	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	No	
22.	No of Vehicles for which parking space is available in the premises	No	
23.	Whether parking space available for visitors within the premises	No	
24.	Is there Place where excess vehicles (if any) can be parked	Yes	

	f)	Company			
	g)	Is communication system, installed in the lift car?			
	h)	Is a fireman's switch being installed in the car?			
	i)	Pressurization of lift			
	j)	Whether validity of "Form-C" from appropriate authority obtained?	.		
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?		No		
40.	Width of the Entry / exit of Gate		1.5 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 firefighting available?(At ground level / overhead)		Data not provided	U/G- No O/H -
	a)	If yes, specify the distance from the building	--	
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Available	
	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?		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?		
	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		
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		No	
	a)	Number of pumps	NO	
	b)	Size of suction and delivery connection to each pump/Output	Suction: Delivery: Output of each pump:	
	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	Not 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 Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FE Type/ Capacity ABC type-5 kgs 02
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
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	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: yes Capacity:	UPS Capacity
	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		Not Available
64.	a)	Transformer capacity	Not Available
	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 Available
	c)	If outside, how far is it from the building?	Not Available
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 refuge area.
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?	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)	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	No
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	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	
	Is Trade License available?	Yes	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. General:

- 1) Store 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) Plant vessel should be removed from staircase.
- 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) All electrical cable should be managed in organized manner.
- 5) Smoking should only be permitted in designated areas and such areas should be kept free of all combustible material.
- 6) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.
- 7) All Combustible material to be removed from the vicinity.

INDIAN PUBLIC HEALTH ASSOCIATION



EXECUTIVE SUMMARY

Part I & II

General Information

Indian Public Health Association is situated at plot No AQ-13/5, Sector V, Salt Lake, Kolkata 700091 in 5.0253 Cottahsof land. IPHA has its Head office at Central Avenue Kolkata. It's main objective is to promote awareness of health issues to the common public. For this IPHA organizes different awareness program.

The building is G + 1 storied.. At present Caretaker is there. People come here for the board meeting or for the awareness programme. Ground floor there is a big coference hall of 50 person capacity. Upstair there is a library & two rooms are allotted for guest house.

Application is made for OC not yet received

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Existing -- 2

Floating--8

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 is one no Stair cases in the Building& no lift is available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises

Alternate source of water is 1000Mtr 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.

There is no Transformer.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	AQ-13/5, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	IPHA BHABAN	
3.	Name of the owner /occupier/lessee	IPHA ASSOCIATION	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold_/_	
		Sub lease	
		Any other	
5.	Contact Person's name	DrPhalguniDutta DrSurajitGhosh	
6.	Contact no	Mob	1. 98300 30188 2. 98300 74117
		Landline	
		E-mail	drpdutta@yahoo.com drsrajitghosh@rediffmail.com
7.	Occupancy use	Principal se✓	IE/ITES
		Mixed Use	Research
			Residential
			Educational✓
			Institutional
			Assembly
			Business Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Hazardous
		8.	Plot Area
9.	Super built up area	4193.48 sqft	
10.	No of Floors	G +1	
11.	Date of Sation of Building Plan	1996 Approx	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Applied Not yet available	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	Own
14.	No of Security Personnel engaged	1
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	NIL
20.	No of Vehicles for which parking space is available in the premises	NIL
21.	Whether parking space available for visitors within the premises	NO
22.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
	Garbage Clearing	Thru NDITA Vat
	Drainage System	Thru NDITA drainage System
	Maintenance of Road	By Occupier
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	2
	b)	Floating	8
	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		ONE
34.			
	a)	Width of flight	1300 mm
	b)	Tread width	250 mm
	c)	Riser Height	140 mm
	d)	Finish	Cemented
	e)	Width of stair door (FCD)	Not applicable
	f)	Height of stair head room	11 ft
	g)	Height of stair handrail	1050 mm
	h)	Area & location & profile of Fire Refuge Area	Not applicable
	i)	Width and type of door leading to Fire refugee area	Not applicable
	J)	Pressurization of staircase	NO
	k)	Segregation of staircase	Not applicable

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?		2700mm
41.	Width of the Entry / exit of Gate		2600mm
42.	Height of the Entry / exit of Gate		Open to Sky

PART- IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)		U/G tank -4500 Ltr
	a)	If yes, specify the distance from the building	2 Mtr
	b)	If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	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	1000mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?		NO
		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		NO
	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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
		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	NIL
	b)	Type of FE	Not Applicable
	c)	Location	Not Applicable
	d)	Date of Expiry	Not Applicable
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	Not Applicable
	b)	Location of Fire Alarm	Not applicable
57.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		Not Applicable
58.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Not Applicable

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		NIL

	provided?	
	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthling defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	Not Applicable
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	NA
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NA
90.	Cable layout	NA
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	Not Applicable
93.	MCC and distribution boards	Not Applicable
94.	DG operation and maintenance	Not Applicable
95.	Reliability of the fire hydrant system	Not Applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	NO

PART- VI**Other Information**

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
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	NONE
112.	Remarks (if any) As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

Sl. No	OBSERVATIONS on 19.02.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no Fire Extinguisher available in the building	Fire Extinguishers are to be provided at Ground floor & 1 st floor		
2.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided		
3.	There is no signage for escape route	Signage to be provided for the Emergency Escape route		
4.	No fire mock drill has been conducted	Firefighting Mock drill is to be conducted periodically		

Signature of Inspecting and Reporting Authority with seal

RED CROSS SOCIETY



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Warehouse 1.	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
		Yes	Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	5.4 Acres	
11.	Build up area(as informed to the Auditor)	2000 sq/ft	
12.	No of Floors	G floor	
13.	Date of Sanction of Building Plan	Data Notavailable	
14.	Whether P.O.C/OC received from local body?	Yes	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Society Own security	
16.	No of Security Personnel engaged	12	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	Nil
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own Arrangement
26	Drainage System	Ok
27	Maintenance of Road	Ok
TELEPHONE TOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	Not applicable
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		5 working in office time as per given information by Client.		
	Existing		05		
	a)Regular		05		
	b)Floating		Nil		
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 --→		Nil		
	Stairs Number		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		
	h)	N/A	N/A		
	i)	N/A	N/A		
	j)	N/A	N/A		
34	Number of Lifts installed→		Nil		
	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 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		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 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?		Yes	IF YES, Specify the distance from the building: 200 M
	a)	Is it readily accessible?		IF YES, SPECIFY Condition and type of the reservoir: Lake
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		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?	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	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	N/A	
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 9L Co2 4.5kgs ABC 5kgs ABC 2Kgs
54	Location and population of the FEs adequate	No	
55	Are 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	In Force	

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?		No	DG: yes	UPS: No
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: ■Emergency ■Lift: No ■Partly to Office : ■ Others:	
63	Location of switch- gears and transformers		No		
64	a)	Transformer capacity	Nil		
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	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.	Yes	
70	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO	
71	Whether mechanical ventilation is being coupled with automatic detection system?	NO	
72	Whether the refuge area is being provided?	NO	
73	Storage of combustibles materials near electrical equipment/fuse units.	No	
74	RCCBs available??	No	
75	Master switch in warehouses	No	
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)	Yes, DCP & Co2	
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??	Not satisfactory
97	Sample basis validation of smoke detection system??	N/A
98	Condition of Lightning Arrestor	N/A
99	Periodic test of UPS system (as applicable)	N/A
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	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. Yard Hydrant:** Yard hydrants are to be provided with 24hrs pressure maintain by pump.
- B. Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building.
- C. 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.
- D. 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.
- E. Signage's:** Signage's are not available. Signage's are to be placed in the building at prominent place

F. 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.

G. Storage: Storages to be kept organized manner.

H. Loose Electrical cable: Loose cable should be properly conduit.

I.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.

J. 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.

K. 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

L. 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.

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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Warehouse 2.	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
		Yes	Storage
			IT/ITES
10.	Plot Area (as informed to the Auditor)	5.4 Acres	
11.	Build up area(as informed to the Auditor)	2000 sq/ft	
12.	No of Floors	Ground floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	Yes	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Society Own security	
16.	No of Security Personnel engaged	12	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	04
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own arrangement
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		5 working in office time as per given information by Client.		
	Existing		05		
	a)Regular		05		
	b)Floating		Nil		
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 --→		Nil		
	Stairs Number		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		
	h)	N/A	N/A		
	i)	N/A	N/A		
	j)	N/A	N/A		
34	Number of Lifts installed→		Nil		
	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?		NO		
39	Width of internal road within the Premises?		Normal 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 fire fighting available? (At ground level / over head)		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?		Yes	IF YES, Specify the distance from the building: 200 M
	a)	Is it readily accessible?	Yes	Condition-Satisfactory
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		No	
	a)	Total No of hoses provided near each hydrant	Nil	
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/Head	N/A	
	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	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	N/A	
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 9L Co2 4.5kgs ABC 5kgs ABC 2Kgs
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	NO	
60	Status of NOC from WBF&ES	Not disclosed by 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	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?		yes	DG: yes	UPS: No
	Is the back supply automatic?			Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: ■Emergency ■Lift: No ■Partly to Office: ■ Others:	
63	Location of switch- gears and transformers		N/A		
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?	N/A
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.	Yes
70	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
71	Whether mechanical ventilation is being coupled with automatic detection system?	NO
72	Whether the refuge area is being provided?	NO
73	Storage of combustibles materials near electrical equipment/fuse units.	No
74	RCCBs available??	No
75	Master switch in warehouses	No
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)	Yes, DCP & Co2
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??	Needs improvement
97	Sample basis validation of smoke detection system?	NO
98	Condition of Lightning Arrestor	N/A
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.	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. **Yard Hydrant:** Yard hydrants are to be provided with 24hrs pressure maintain by pump.
- B. **Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building.
- C. **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.
- D. **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.
- E. **Signage's:** Signage's are not available. Signage's are to be placed in the building at prominent place
- F. **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.
- G. **Storage:** Storages to be kept organized manner.

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.

I. Loose Electrical cable: Loose cable should be properly conduit.

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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Warehouse 3.	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
		Yes	Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	5.4 Acres	
11.	Build up area(as informed to the Auditor)	2000 sq/ft	
12.	No of Floors	G floor	
13.	Date of Sanction of Building Plan	Data Notavailable	
14.	Whether P.O.C/OC received from local body?	Yes	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Society Own security	
16.	No of Security Personnel engaged	12	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	04
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own arrangement
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		5 working in office time as per given information by Client.		
	Existing		05		
	a)Regular		05		
	b)Floating		Nil		
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 --→		Nil		
	Stairs Number		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		
	h)	N/A	N/A		
	i)	N/A	N/A		
	j)	N/A	N/A		
34	Number of Lifts installed→		Nil		
	Lift-Numbers				
	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 LeadstotheFire assembly point?		NO		
38	Any form of Public address system available?		NO		
39	Width of internal road within the Premises?		Normal		
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 fire fighting available?(at ground level / over head)		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?		Yes	IF YES, Specify the distance from the building:200 M
	a)	Is it readily accessible?	yes	
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		
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	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.		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		Not specified	
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 9L Co2 4.5kgs ABC 5kgs ABC 2Kgs
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	Not disclosed by 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	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)	Arefire dampers provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes	UPS: No
	Is the back supply automatic?		No	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: ■Emergency ■Lift: No ■Partly to Office : ■ Others:	

63	Location of switch- gears and transformers		NA
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?		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?		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??		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, DCP & Co2
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??	Need improvement
97	Sample basis validation of smoke detection system?	N/A
98	Condition of Lightning Arrestor	No
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	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. Yard Hydrant:** Yard hydrants are to be provided with 24hrs pressure maintain by pump.
- B. Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building
- C. 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.
- D. 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.
- E. Signage's:** Signage's are not available. Signage's are to be placed in the building at prominent place
- F. 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.
- G. Storage:** Storages to be kept organized manner.

H. Loose Electrical cable: Loose cable should be properly conduit.

I. 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.

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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Warehouse 4.	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
		Yes	Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	5.4 Acers	
11.	Build up area(as informed to the Auditor)	2000 sq/ft	
12.	No of Floors	G floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	Yes	Data Not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Society Own security	
16.	No of Security Personnel engaged	12	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	04
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own arrangement
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		5 working in office time as per given information by Client.		
	Existing		05		
	a)Regular		05		
	b)Floating		Nil		
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 --→		NO		
	Stairs Number		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		
	h)	N/A	N/A		
	i)	N/A	N/A		
	j)	N/A	N/A		
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 LeadstotheFire assembly point?		NO		
38	Any form of Public address system available ?		NO		
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		1.5M		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / over head)	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?	Yes	IF YES, Specify the distance from the building: 200 M
	a) Is it readily accessible?	Yes	
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		
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	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.	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	Not established	
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 9L Co2 4.5kgs ABC 5kgs ABC 2Kgs
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	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	Not disclosed by 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	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	UPS: No Capacity
	Is the back supply automatic?		No		
63	Location of switch- gears and transformers		No		
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?			
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.	Yes
70	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
71	Whether mechanical ventilation is being coupled with automatic detection system?	NO
72	Whether the refuge area is being provided?	NO
73	Storage of combustibles materials near electrical equipment/fuse units.	No
74	RCCBs available??	No
75	Master switch in warehouses	No
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)	Yes, DCP & Co2
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	N/A
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	N/A
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	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. Yard Hydrant:** Yard hydrants are to be provided with 24hrs pressure maintain by pump.
- B. Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building.
- C. 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.
- D. 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.
- E. Signage's:**Signage's are not available. Signage's are to be placed in the building at prominent place
- F. 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.
- G. Storage:** Storages to be kept organized manner.
- H. Loose Electrical cable:** Loose cable should be properly conduit.

I . 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:

- 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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Admin Building.	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY,BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
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)	5.4 Acres	
11.	Build up area(as informed to the Auditor)	5000 sq/ft	
12.	No of Floors	G+1floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	Yes	Data Not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Society Own security	
16.	No of Security Personnel engaged	12	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	04
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own arrangement
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		15 working in office time as per given information by Client.		
	Existing		15		
	a)Regular		15		
	b)Floating		Nil		
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 --→		1		
	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	N/A		
	i)	Pressurization of staircase	N/A		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		Nil		
	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)	Whether validity of “Form-C” from appropriate authority obtained?(If yes, attach a photocopy)	N/A		
35	Presence of proper signage in all the exit route		NO		
36	Is it posted with illuminated signage ?		NO		
37	Whether it LeadstotheFire 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		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 fire fighting available?(at ground level / over head)		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?		Yes	IF YES, Specify the distance from the building:200 M
	a)	Is it readily accessible?	Yes	
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		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/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.	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	N/A	
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 4.5kgs ABC 5kgs ABC 2Kgs
54	Location and population of the FEs adequate	No	
55	Are 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	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	Not disclosed by 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	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)	Arefire dampers be provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		No	DG: yes	UPS: No
	Is the back supply automatic?				
63	Location of switch- gears and transformers		No		
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?		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.	Yes
70	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	NO
71	Whether mechanical ventilation is being coupled with automatic detection system?	NO
72	Whether the refuge area is being provided?	NO
73	Storage of combustibles materials near electrical equipment/fuse units.	No
74	RCCBs available??	No
75	Master switch in warehouses	No
76	Proper cable joint procedures as per manufacturer	Yes
77	Earthling 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, DCP & Co2
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	N/A
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	N/A
99	Periodic test of UPS system (as applicable)	N/A
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	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. Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building.
- B. 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.
- C. 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.
- D. Signage's:** Signage's are not available. Signage's are to be placed in the building at prominent place.
- E. 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.
- F. 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:

- 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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Staff Quarter-1	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY,BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
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)	5.4 Acers	
11.	Build up area(as informed to the Auditor)	5500sq/ft	
12.	No of Floors	G+1floor	
13.	Date of Sanction of Building Plan	Data Notavailable	
14.	Whether P.O.C/OC received from local body?	Yes	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Society Own security	
16.	No of Security Personnel engaged	12	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	NO	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	04
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own arrangement
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		20		
	Existing		20		
	a)Regular		20		
	b)Floating		Nil		
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 --→	1		
	Stairs Number	1		
	a) Width of flight	1000mm		
	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	NO		
	i) Pressurization of staircase	NA		
	j) Segregation of staircase	Yes		
34	Number of Lifts installed→	Nil		
	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 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	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 fire fighting available? (at ground level / over head)		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?		Yes	IF YES, Specify the distance from the building: 200 M
	a)	Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: Lake
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		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/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.		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		Not Available		
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?		No		
54	Location and population of the FEs adequate		No		
55	Are 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		Not disclosed		

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?		No		
	Is the back supply automatic?		No		
63	Location of switch- gears and transformers		No		
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?	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?	Not proposed
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	Earthling 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, DCP & Co2
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	NA
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	N/A
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)	N/A
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	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:

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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Staff Quarter-2	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY,BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
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)	5.4 Acers	
11.	Build up area(as informed to the Auditor)	5500sq/ft	
12.	No of Floors	G+1 floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	Yes	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Society Own security	
16.	No of Security Personnel engaged	12	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	NO	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	04
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own arrangement
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		20		
	Existing		20		
	a)Regular		20		
	b)Floating		Nil		
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 --→	1		
	Stairs Number	1		
	a) Width of flight	1000mm		
	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	NO		
	i) Pressurization of staircase	NA		
	j) Segregation of staircase	Yes		
34	Number of Lifts installed→	Nil		
	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 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	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 fire fighting available?(at ground level / over head)		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?		Yes	IF YES, Specify the distance from the building: 200 M
	a)	Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: Lake
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		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/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.	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	Not Available	
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	No	
55	Are 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	Not disclosed	

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?		No		
	Is the back supply automatic?		No		
63	Location of switch- gears and transformers		No		
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?	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?	Not proposed
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	Earthling 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, DCP & Co2
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	NA
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	N/A
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)	N/A
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	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:

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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block AQ14, Sector-V	
2.	Premises Name (if any):	Red Cross Society Staff Quarter-3	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RED CROSS SOCIETY,BLOCK AQ-14, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. AK Gupta	
7.	Phone No of Contact Person	033-23672067	
8.	E-mail	Not provided	
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)	5.4 Acers	
11.	Build up area(as informed to the Auditor)	5500sq/ft	
12.	No of Floors	G+1 floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	Yes	Data No provided

SECURITY SETUP DETAILS		
15	Name of the SECURITY AGENCY engaged	Society Own security
16	No of Security Personnel engaged	12
17	Whether Records of Vehicles No& type entering into the building are kept	Yes
18	Whether records of Visitors entering into the building are kept	Yes
19	Whether Metal detectors are used at the entry point	No
20	Whether Monitoring System through Close circuit TV available	NO
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	04
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	Own arrangement
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		20		
	Existing		20		
	a)Regular		20		
	b)Floating		Nil		
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 --→		1		
	Stairs Number		1		
	a)	Width of flight	1000mm		
	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	NO		
	i)	Pressurization of staircase	NA		
	j)	Segregation of staircase	Yes		

34	Number of Lifts installed→		Nil		
	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 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		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 fire fighting available? (at ground level / over head)		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?		Yes	IF YES, Specify the distance from the building:200 M
	a)	Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: Lake
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		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/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.		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		Not Available	
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?		No	
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	Not disclosed	

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?		No		
	Is the back supply automatic?		No		
63	Location of switch- gears and transformers		No		
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?		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?		Not proposed		
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	Earthling 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, DCP & Co2
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	NA
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	N/A
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)	N/A
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	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:

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.

SUKANYA HOME



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block AQ-15	
2.	Premises Name (if any)	SUKANYA HOME	
3.	Name of the owner /occupier/lessee	Govt West Bengal	
4.	Permanent Address	TECHNO INDIA,BLOCKAQ-25, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mrs Shibili Bala	
7.	Phone No of Contact Person	9007183805	
8.	E-mail		
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	
11.	Build up area(as informed to the Auditor)	Data not provided	
12.	No of Floors	G+1 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	Not Available	
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	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	No
22.	No of Vehicles for which parking space is available in the premises	No
23.	Whether parking space available for visitors within the premises	No
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	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load	40 in lunch time		
	Existing	40 in lunch time		
	a)Regular	40		
	b)Floating	NIL		
32.	Basement	No		
	a) If basement extends beyond building profile	--		
	b) Use of the basement	Nil	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	1000mm	1000mm	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		
	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→	NO		
	Lift-Numbers			
	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			
	j) Whether validity of "Form-C" from appropriate authority obtained?	.		
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	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)	Data not provided	U/G- No O/H -
	a) If yes, specify the distance from the building	--	
	b) If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Available	
	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 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	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	Not 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 Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity ABC type-5 kgs 02
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
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) Are fire dampers provided in AC duct?	
62.	Is there any standby source of electric supply being provided?	No
	Is the back supply automatic?	N/A 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	Not Available
64.	a) Transformer capacity	Not Available
	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 Available
	c) If outside, how far is it from the building?	Not Available

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 refuge area.
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?	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)	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	No
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	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. 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.

D. 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.

E. 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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block AQ-15	
2.	Premises Name (if any)	SUKANYA HOUSE	
3.	Name of the owner /occupier/lessee	Govt West Bengal	
4.	Permanent Address	TECHNO INDIA,BLOCKAQ-25, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mrs Shibili Bala	
7.	Phone No of Contact Person	9007183805	
8.	E-mail		
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	
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	Not Available	
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	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME		
21.	No of Vehicles Engaged by the Organisation	No
22.	No of Vehicles for which parking space is available in the premises	No
23.	Whether parking space available for visitors within the premises	No
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	No
30.	Any Other Clearance	No

Part – 2

31.	Occupancy load		40 in lunch time	
	Existing		40 in lunch time	
	a)	Regular	40	
	b)	Floating	NI	
32.	Basement		No	
	a)	If basement extends beyond building profile	--	
	b)	Use of the basement	Nil	
	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	1000mm	1000mm	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		
	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→		NO		
	Lift-Numbers				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 Leadsto theFire assembly point?		NO		
38.	Any form of Public address system available?		No		
39.	Width form 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)		Data not provided	U/G- No 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.	Not Available	
	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	
	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	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	Not 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 Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FE Type/ Capacity ABC type-5 kgs 02
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

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		
	Is the back supply automatic?		N/A		
63.	Location of switch- gears and transformers		Not Available		
64.	a)	Transformer capacity	Not Available		
	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 Available		
	c)	If outside, how far is it from the building?	Not Available		

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 refuge area.
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?	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)	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 Lightening Arrestor	No
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	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. 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.

D. 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.

E. 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.

BODHI PEET



EXECUTIVE SUMMARY

Part I & II

General Information

Bodhipect is a Social Organization under Registered Society & is situated at plot No AQ-16, Sector V, Salt Lake, Kolkata 700091. Bodhipect started in Manicktolla at start & then 13yrs back this branch is open at Salt lake. Manicktollabrach is planning to shift here with their 45 heads of Staff & inmates.

The building is G + 2 storied.. At present inmates are occupying the ground floor. 1st floor is kept vacant to accommodate Manicktola Branch inmates. 2nd floor has a class room, entertainment room etc.

This institution treats in house the poor Mentally retarded children.

OC or CC date Could not been Shown

NOC from WBFES is not available.

Occupancy Load was found as follows

Existing -- 44

Projected-- 5

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 nos Stair cases in the Building& no lift available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises except 6 Nos ABC Fire Extinguishers

Alternate source of water is 1000Mtr 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.

There is no Transformer.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	AQ-16, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	BODHIPEET	
3.	Name of the owner /occupier/lessee	Bodhipeet Society	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Atanau Roy Chowdhury MrsSumita Roy	
6.	Contact no	Mob	3. 96743 84146 4. 94324 93986
		Landline	
		E-mail	Sumita.roy27@gmail.com
7.	Occupancy use	Principal se✓	IE/ITES
		Mixed Use	Research
			Residential
			Educational
			Institutional ✓
			Assembly
			Business Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	Not Available	
9.	Super built up area	Not Available	
10.	No of Floors	G +2	
11.	Date of Sation of Building Plan	2000Approx	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not yet available	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	Own
14.	No of Security Personnel engaged	1
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	Yes to Lobby & Both the lock ups
VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organisation	NIL
20.	No of Vehicles for which parking space is available in the premises	5
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	Thru NDITA
	Drainage System	Thru NDITA drainage System
	Maintenance of Road	By Occupier
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	44
		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		TWO	
34.			#1	#2
	a)	Width of flight	1000 mm	1000 mm
	b)	Tread width	270 mm	270 mm
	c)	Riser Height	140 mm	140 mm
	d)	Finish	Cemented	Cemented
	e)	Width of stair door (FCD)	Not applicable	
	f)	Height of stair head room	11 ftapprox	11 ftapprox
	g)	Height of stair handrail	850 mm	850 mm
	h)	Area & location & profile of Fire Refuge Area	Not applicable	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	NO	
	k)	Segregation of staircase	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?		3700mm
41.	Width of the Entry / exit of Gate		3270mm
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)		U/G tank -NIL O/H tank -1000 Ltr capacity, thru Borewell Pump
	a)	If yes, specify the distance from the building	Not Applicable
	b)	If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	c)	Specify the condition of the reservoir	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 waterbody
45.	Are internal hydrants being provided ?	NO
	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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
		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	6
	b)	Type of FE	2 Kg ABC- 6 nos
	c)	Location	2 Nos in each floor
	d)	Date of Expiry	Recently Installed
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	Not Applicable
	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	NA
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NA
90.	Cable layout	NA
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	No
93.	MCC and distribution boards	NA
94.	DG operation and maintenance	NO
95.	Reliability of the fire hydrant system	NA
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	YES

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	NONE
112.	Remarks (if any) As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

**MS Certification Services Pvt. Ltd
Nonconformity tracking report**

Sl. No	OBSERVATIONS on 21.02.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	At Ground floor there is a coal based kitchen for cooking food for inmates There is no Water CO2 Fire extinguisher	A Water CO2 Fire extinguisher near the Kitchen	.	
2.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided		
3.	There is no Evacuation drill conducted	Evacuation drill is to be included in their Education Plan. Security Person should be alert as the doors are kept locked always		
4.	There is no signage for escape route	Signage to be kept in the form of pictorial signage so that inmates can understand the significance		

Signature of Inspecting and Reporting Authority with seal

WBSEB SUB-STATION



EXECUTIVE SUMMARY

Part I & II

General Information

IN 1980 WBSEB substation was situated in plot No BN-1, Sector V, salt Lake, Kolkata 700091 Subsequently in 1980 WBSEB has been separated in two companies namely WBSETCL & WBSEDCL. The two companies are now sharing the same plot BN-1.

Under WBSETCL (The Transmission Company) has a control room, switch yard, Transformers & the Staff Quarters. Exact amount of land occupying by WBSETCL is not known & is being assessed.

The Transmission area is in the ground floor area. The Quarter area is having two G+2 building & one Asst Engineers quarter in the ground floor.

OCfrom NDITA is not available.

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Existing --31(transmission) + 40 (qarter)

Floating --50 (Max in case of B/D) + 10 (Max)

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

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There is no stair in the Transmission building. There is one stair case in each building in the quarter area. There is no lift in any of the buildings.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement in the Transmission Area is portable fire extinguishers Only. There is no Fire Fighting system available in the Quarter area.

There is no U/G tank. Alternate source of water body 1000mtrs away of the building

Fire Extinguishers available at Transmission area are

--DCP(75 Kg Capacity) --2nos

-- DCP(5 Kg capacity) – 9 Nos

-- Co2 (4.5 Kg capacity) – 5 Nos

-- CO2 97.5 Kg Capacity)- 2 Nos

All Fire Extinguishers have expired & is planning to refill soon

These are being placed near the Switching yard, ControlRoom

PART V

ELECTRICAL ,CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available.

Input voltage is 132 KV. There are 3 Nos transformer of 50MVA for stepping down to 33 KV.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

PART-1**General Information**

1.	Premises No:	BN-1, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Salt Lake WBSETCL sub Station	
3.	Name of the owner /occupier/lessee	WBSETCL	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold	
		Sub lease	
		Not Known to the Authority✓	
5.	Contact Person's name	MrTilakVaidya- Asst Engineer	
6.	Contact no	Mob	94349 10164
		Landline	
		E-mail	saltlaketransonmsd@rediffmail. com
7.	Occupancy use	Principal Use	SUBSTATION✓
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	13330 sqmtrapprox for the Transmission area Quarter Area not known	
9.	Super built up area	Not available	
10.	No of floors	Ground floor only	
11.	Date of Sanction of Building Plan	Not available	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not available	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	Panther Security
14.	No of Security Personnel engaged	10 including two gun men
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	NO.
VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organisation	One Tata Sumo + one Matador
20.	No of Vehicles for which parking space is available in the premises	10 approx
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	One VHF Tower
24.	Statutory Clearance from AAI	Not available
25.	Any Other Clearance	Not available

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	Transmission	Quarter
		a) Regular	31	40
		b) Floating	50	10
	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		NO
	a)	If basement extends beyond building profile	NO
	b)	Use of the basement	Not Applicable
	c)	Is it being sprinkled?	Not Applicable
	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		None at Transmission: Quarter 3 Nos		
34.			Qtr#1	Qtr#2	AsstMgrQtr
	a)	Width of flight	890 mm	890 mm	990 mm
	b)	Tread width	300 mm	300 mm	260 mm
	c)	Riser Height	130 mm	130 mm	150 mm
	d)	Finish	Cemented	Cemented	Cemented
	e)	Width of stair door (FCD)	NIL		
	f)	Height of stair head room	9 ftapprox	9 ftapprox	10 ftapprox
	g)	Height of stair handrail	990 mm	990 mm	880 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	NIL		
	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?	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)		There is no U/G Tank O/H tank 2000 Ltr at Transmission O/H Tank 8000 Ltr at Quarter
	a)	If yes, specify the distance from the building	Not Applicable
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	Not Applicable
	c)	Specify the condition of the reservoir	Not Applicable
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 Canal
45.	Are internal hydrants being provided ?		No
		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	
	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		NO
	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		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.		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	Not Applicable
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	18Nos
	b)	Type of FE	--DCP (75 Kg Capacity) --2 nos -- DCP(5 Kg capacity) -- 9 Nos -- Co2 (4.5 Kg capacity) -- 5 Nos -- CO2 97.5 Kg Capacity)- 2 Nos
	c)	Location	Switch Yard, Control Room
	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	Not Applicable
	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)?		Every Year during refilling time

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?		NO
	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		Not Applicable
62.	Location of switch- gears and transformers		Open to sky
	a)	Transformer capacity	50 MVAX 3Nosoil 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?	70 Mtrs

63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers
64.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	No
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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthling defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No

85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Not applicable
95.	Reliability of the fire hydrant system	Not applicable
96.	Emergency preparedness and response	NONE
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	YES
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	Yes
102.	Use of signage	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	Public address system— No Internal communication- YES(VHF)
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
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 Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd

Nonconformity tracking report

NC = No conformity

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
	26.2.14			
1.	There is No Evacuation plan is available to any Qtr	Evacuation plan should be available in each building	.	
2.	There is No Emergency Response plan is available	Emergency Response plan is to be made		
5.	There is no ELCB/RCCB in the DB except lighting circuit	ELCB/RCCB is to be provided the DB		
6.	There is no Emergency siren in both Transmission & Quarters	Emergency siren is to be provided in both Transmission & Quarters		
7.	There is No Firefighting Mock drill at Quarters	Firefighting Mock drill is to be conducted at the quarters		
8.	No Evacuation drill has been Conducted at quarters	Evacuation drill is to be conducted periodically at quarters		
9	There is no signage available in Transmission or in Staff quarters	Signage for emergency exit are to be provided		
10	Meter box of Qtr#1 is in a bad shape. The whole box is lying on some bricks. Fuse boxes are found open- Fire Hazard 	Wire should be properly dressed Meter box should be properly fixed Fuse boxes should be kept closed		

11	Meter box of Qtr#2 is in a bad shape—Fire Hazard 	Wire should be properly dressed Fuse boxes should be kept closed		
12	The stair of Bldg#2 is found blocked with materials. 	The stair is an emergency escape route should be kept free always		
13	All the Fire Extinguishers are found Expired 	All fire extinguishers should be refilled & serviced immediately		
14	Fire extinguishers are kept on floor in a cluster at remote corner in the control room. One Co2 fire extinguisher do not have any horn 	Fire Extinguishers should be hung & properly distributed Co2 Fire Extinguisher horn is to be replaced		
15	Dirts found under the control panel 	Dirts should be cleaned		

16	Sand buckets sand found solid & with grass 	Sand should be free flowing. There should be a shade above the sand buckets		
17	In the battery room Exhaust are found not running. There are open lights at the top. Master switch is inside the room	Exhaust should preferably flameproof. Should run. Master switch should be outside. Lights should be flame proof		
18	No Fire Extinguishers found near the transformer oil storage	A fire extinguisher of suitable capacity is to be provided		

Signature of Inspecting and Reporting Authority with seal

ABHIKHAN



EXECUTIVE SUMMARY

Part I & II

General Information

IN 1980 **WBSEB** substation was situated in plot No BN-1, Sector V, salt Lake, Kolkata 700091 Subsequently in 1980 WBSEB has been separated in two companies namely **WBSETCL & WBSEDCL**. The two companies are now sharing the same plot BN-1.

Under **WBSETCL** (The Transmission Company) has a control room, switch yard, Transformers & the Staff Quarters. Exact amount of land occupying by WBSETCL is not known & is being assessed.

ABHIKHAN Building is G+2 storied. Exact amount of land occupying by **WBSEDCL** is not known & is being assessed.

In the **ABHIKHAN** building 1st& 2nd floor are under WBSEDCL, 2nd floor is under WBSETCL.

There is one **work shop** G+1 storied, for repairing & testing of Transformers & Relays. At the 1st floor there is a **CPRI (Central Power Research) laboratory**

At the corner, there is **Salt Lake Residential Complex 33 KV/11 KV substation**. This building is single storied.

OCCUPATION LOAD

Existing --30(TCL) + 100 (DCL) + 19 (Work Shop) + 7(CPRI)+ 7 (Resd Sub Stn) = 163 Complex

Floating --50 (Abhikhan) + 10 (Work Shop)+ 3(CPRI) + 2 (Res Complex) = 65

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

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is 4 nos stair in the Abhikhanbuilding. There is one stair case in Work shop building. There is no lift in any of the buildings.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement in the Transmission Area is portable fire extinguishers Only.

There is no U/G tank. Alternate source of water body 1000mtrs away of the building.

Fire Extinguishers available Abhikhan areas are

Types	ABHIKHAN	WORK SHOP	CPRI	Res Complex
DCP(5 Kg)	1	21	2	
Water-CO2(9 Ltr)			1	
Foam(9Ltr)	5		1	
BC (22.5 Kg)				1
BC(5 Kg)				4
AB(9 Ltr)	7			
BC(2 Kg)	5			
BC(6.5 Kg)	1			
ABC(5 kg)	4			
Placement	Corridor	Work shop & office	Corridor & Lab	Control Room & Outside
Status	Expired	Expired	Valid	Valid

Order No CTD Safety 837 dated 15.2.14 to Max Fire protection placed for refilling.

PART V

ELECTRICAL, CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available.

No Transformer reported to be available in Abhikhan. There are 2Nos10 MVA transformer for stepping down to 11KV.from 33 KV

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	BN-1, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	ABHIKHAN& SALT LAKE RESIDENTIAL COMPLEX 33KV/11KV Sub station	
3.	Name of the owner /occupier/lessee	WBSEDCL	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold	
		Sub lease	
		Not Known to the Authority√	
5.	Contact Person's name	MrK.K.Chatterjee	
6.	Contact no	Mob	94349 10186
		Landline	
		E-mail	Kanchan.chatterjee@wbscd.in
7.	Occupancy use	Principal Use	Distribution of Electricity & Substation√
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Business
			Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
	Hazardous		
8.	Plot Area	Not available	
9.	Super built up area	Not available	
10.	No of floors	G+2(Abhikhan) ,G+1 (work Shop),Res Complex-Ground floor	
11.	Date of Sanction of Building Plan	Not available	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not available	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	A & IB Security
14.	No of Security Personnel engaged	30
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 Organization	18
20.	No of Vehicles for which parking space is available in the premises	30 approx
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	One VHF Tower at Residential complex
24.	Statutory Clearance from AAI	Not available
25.	Any Other Clearance	Not available

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	Abhikha n	worksho p	CSRI	Res Co mp
		a)	Regular	130	19	7
		b)	Floating	50	10	3
	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		NO			
	a)	If basement extends beyond building profile	NO			
	b)	Use of the basement	Not Applicable			
	c)	Is it being sprinkled?	Not Applicable			
	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		Abhikhan-4 Nos: workshop-1				
34.			Abhikhan			workshop	
			#1	#2	#3	#4	#5
	a)	Width of flight in mm	1210	1210	1350	1570	1250
	b)	Tread width in mm	250	250	260	260	260
	c)	Riser Height in mm	170	170	150	150	150
	d)	Finish	Mosaic	Mosaic	Cement	Kota stone	Mosaic
	e)	Width of stair door (FCD)	NIL				
	f)	Height of stair head room in ft	11	11	11	11	10
	g)	Height of stair handrail in mm	900	900	850	950	800
	h)	Area & location & profile of Fire Refuge Area	NIL				
	i)	Width and type of door leading to Fire refugee area	NIL				
	j)	Pressurization of staircase	NIL				
	k)	Segregation of staircase	YES				

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?	4800mm
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)	There is no U/G Tank
	a) If yes, specify the distance from the building	Not Applicable
	b) If yes, specify the capacity (in litres)as approved by WBF & ES.	Not Applicable
	c) Specify the condition of the reservoir	Not Applicable
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	200mtr
	c) Specify the condition and type of the reservoir	Satisfactory. – a Canal

45.	Are internal hydrants being provided ?		No
		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	
	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		NO
	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		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.		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	Not Applicable	
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	53Nos	
	b)	Type of FE	DCP(5 Kg)	24
24Water-CO2(9 Ltr)			1	
Foam(9 Ltr)			6	
BC (22.5 Kg)			1	
BC(5 Kg)			4	
AB(9 Ltr)			7	
BC(2 Kg)			5	
BC(6.5 Kg)			1	
		ABC(5 kg)	4	
	c)	Location	Corridor, Workshop,Lab,Control room	
	d)	Date of Expiry	Expired at Abhikhan& Work shop	
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	Not Applicable	
	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?	NO
	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	Not Applicable
62.	Location of switch- gears and transformers	Open to sky at Res Complex
	a) Transformer capacity	NIL as reported at WBSEDCL 10 MVA-2 Nos at Res Complex
	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?	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?	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Not applicable
95.	Reliability of the fire hydrant system	Not applicable
96.	Emergency preparedness and response	NONE
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	YES
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	Yes
102.	Use of signage	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	Public address system No Internal communication-YES(VHF)
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
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 Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

NC = No conformity

Sl. No	OBSERVATIONS 27.2.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is No Evacuation plan is available on any floor	Evacuation plan should be available in each floor	.	
2.	There is No Emergency Response plan is available	Emergency Response plan is to be made		
5.	There is no ELCB/RCCB in the DB except lighting circuit	ELCB/RCCB is to be provided the DB		
6.	There is no Emergency siren in both Distribution & Res Complex	Emergency siren is to be provided in both Distribution & Res Complex		
7.	There is No Firefighting Mock drill	Firefighting Mock drill is to be conducted		
8.	No Evacuation drill has been Conducted	Evacuation drill is to be conducted periodically		
9	There is no signage available in both Distribution & Res Complex	Signage for emergency exit are to be provided		
10	All Fire Extinguishers are found expired at Abhikhan building & at work shop 	Order placed, but these are to be refilled immediately as these are the only fire protection available in the premises		

11	Huge amount of rejected wooden furniture found piled up at 1st floor-Fire Hazards 	Rejected wooden furniture are to be removed		
12	Access to fire extinguisher is found blocked with materials 	Access to be kept clear for all Fire Extinguishers		
13	At Residential complex In the battery room Exhaust are found not running. There are open lights at the top. Master switch is inside the room	Exhaust should preferably flameproof. Should run. Master switch should be outside. Lights should be flame proof		
14	There is no signage at Work shop for no smoking. There is at least 70 nos used transformer oil is lying on the workshop	NO smoking Signs are to be provided All rejected Transformer oil drum are to be removed from work shop		
15	Open heaters are being used without earthing at work shop	To be operated with earth connection		
16	There is no Work permit system evidenced for hot work at works shop	Work permit system is to be introduced		

Signature of Inspecting and Reporting Authority with seal

SCHNEIDER ELECTRIC INFRASTRUCTURE LTD

EXECUTIVE SUMMARY

Part I & II

General Information

SCHNEIDER ELECTRIC INFRASTRUCTURE LTD is situated at plot no BN-3, Sector V , Salt lake, Kolkata 700091 in 13506 sqmtr of Land.

The building has two parts . Office building is G+2 storied & Factory portion is in Ground floor only. At one portion there is mezzanine floor for assembly work

Electrical components are manufactured here..

Application has been made OC to NDITA but it has not been obtained

Occupancy Load was found as follows

Designed – NA

Existing -- 370

Projected-- NA

11 KV Electricity supply from WBSEDCL is taken through One 800 KVADry Transformers & one 1000 KVA transformer for supply of 415V to the premises.

There are Two Nos **DG sets**(in sound proof enclosures) of 750 KVA capacity each are available as alternate power source. DG supply is connected to all operations when in need, DGs is operated Automatic.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are two nos stairs at office building . & one no stair at shop floor(Ground floor to Mezzanine floor..

There are 1 no lift (KONE) of 10 persons capacity at office building. There is one noService lift (OTIS) of 2000 Kg capacity at shop floor. 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,& PAS, at each floor.

There are total 48Nos of fire extinguishers are available covering the entire building.. All the positions are neatly marked & monitored periodically.

Clean Agent -2 Kg Capacity --- 38Nos

MAP -5 Kg Capacity --- 10Nos

Mock Fire Drill is conducted periodically. Evacuation is also done periodically & people are assembled in the Assembling point at the scheduled place at ground floor. Evacuation plan is displayed I each floor neatly.

NOC has been obtained from WBF&ES, Reference WBFES/1460/13/KOL-FB/370/07(376/07) dated 17.05.13 & is valid for one year. Refer Appendix 1.

There is Emergency response Plan available & is pasted in each floor.

PPE compliance norms are strictly maintained strictlyin the production areas

Wet Risers:-

There is one u/G Fire tanks of each 1,25000Ltr capacity. Drinking water 80000 Ltr+ 6000 ltr capacity

There is one main pump of 75 HP & one DG run Stand by pump of 125 KVA. There is one jockey pump of 15 HP capacities.

The pumps run for 24 Hrs. In automatic mode

Alternate source of water is the water body 600mtrs away of the building.

PART V**ELECTRICAL ,CABLES& VENTILLATION****SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS**

Through a Substation Electricity is distributed to different places through DB.

RCCB are available in the DB

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 1.2.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	Top floor pressure could not be checked for want of a pressure gauge	One pressure gauge is to be put on hydrant line at the top floor to monitor the water pressure	.	
2.	At the top floor connecting pipe of the hose reel found twisted in a such a way water will not flow	Water circulation is to be restored by correcting the connecting hose pipe		
3,	Valid C certificate from Govt of West Bengal is not available	Valid C certificate from Govt of West Bengal is to be maintained		

Signature of Inspecting and Reporting Authority with seal

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	BN-3, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	SCHNEIDER ELECTRIC INFRASTRUCTURE LTD	
3.	Name of the owner /occupier/lessee	Mr. Sharad Kumar Agrawal-Director	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Nareswar Das Mr. AsitBaranDatta	
6.	Contact no	Mob	
		Landline	
		E-mail	Sanjoy_das@tchls.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	13506 SqMtr	
9.	Super built up area	8036 SqMtr (approx.)	
10.	No of Floors	Office – G+2, Factory – G only with Mezzanine floor	
11.	Date of sanction of building plan	12.4.12 by director of factories	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	■Yes . ■No Applied for but not yet received	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	SIS
14.	No of Security Personnel engaged	19
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	Yes
18.	Whether Monitoring System through Close circuit TV available	YES
VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organisation	NIL! + Ambulance
20.	No of Vehicles for which parking space is available in the premises	40
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	Since this are hazardous waste Company has tied up with Ramkey. For Biomedical waste tied with Scamrank .
	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?	Yes
28.	Is sanctioned plan from WBF&ES of the premises available?	Yes
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)	Yes

30.	Occupant load		
	i)	Designed	
		a) Regular	NA
		b) Floating	NA
	ii)	Existing	
		a) Regular	90 + 230
		b) Floating	50
	iii)	Projected	
31.		a) Regular	NA
		b) Floating	NA
	Fire Load (in Kg)		
	i)	Designed	Not available
	ii)	Existing	Not available
	iii)	Projected	Not available
32.	Basement		NO
	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		3Nos		
			Main Office		Factory
34.	Stairs Number		#1	#2	#3
	a)	Width of flight in mm	1750	1750	1500
	b)	Tread width in mm	300	250	250
	c)	Riser Height in mm	150	150	150
	d)	Finish	Marble	Kota Stone	Kota Stone
	e)	Width of stair door (FCD)	850	850	850
	f)	Height of stair head room in ft	4100	4100	2100
	g)	Height of stair handrail in mm	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	NIL		
	k)	Segregation of staircase	YES		

35.	Number of Lifts installed		3Nos	
			#1(Office)	#2(Shop Floor G to mezzanine)
	a)	Type of door	Metallic	Metallic
	b)	Fire resistance rating	2 Hrs	2 Hrs
	c)	Area of lift car in mm	1300 X 1300	2400 X 1700
	d)	Capacity (no of persons)	10	-
	e)	Capacity(in kg)	680	2000
	f)	Company	KONE	OTIS
	g)	Is communication system, installed in the lift car?	YES	YES
	h)	Is a fireman's switch being installed in the car?	YES	
	i)	Pressurization of lift	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	NO	NO
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 ?		7000mm(Main Rd) & 4500 mm (Side Roads)	
41.	Width of the Entry / exit of Gate		7000 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 125000 ltr 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	600 mtr
	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.	Two in each floor. Single out let in each riser Two risers for main & one riser for Sprinkler for each building
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 , adjustable 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	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		4 risers for Hydrant ,2 risers for sprinkler in Old & New Buildings
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	3Nos Main Hydrant 75 HP DG Main Stand by 125 KVA Sprinkler main 75 HP Jockey -15 HP
	b)	Size of suction and delivery connection to each pump	300 mm,200 mm
	c)	Output of each pump	171M3/Hr
	d)	Max head against which the pump can operate at the output mentioned in	80Mtr
	e)	Is the pump automatic in action?	YES
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as there is no pressure gauge at 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, Honeywel Brand
	b) Standard to which the detectors conform	Addressable .Honeywel Brand
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 two nos in each floor
	Alarm receiving system	Yes at office, Security,VI Plant, Sub station
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	48 Nos
	b) Type of FE	Clean Agent -2 Kg Capacity --- 30Nos MAP -5 Kg Capacity --- 18Nos
	c) Location	Mainly at stair case , lobby,Shop Floor , Pump room, Lift room , Transformer roometc
	d) Date of Expiry	Valid .Every Quarter these are checked.
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	2 in each floor & one centrally located Fire alarm
	b) Location of Fire Alarm	In each floor, Shop Floors
57.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?	Yes. List is available
58.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes. Periodically Evacuation drill is done

Part-V**Electrical, Cables and Ventilation**

59.	If the building is centrally airconditioned, please indicate,	YES at VI Plant 100 TR + 100TR+ 40 TR + 40 TR
	a) Material used for construction of ducts and its fittings	Tins
	c) Type of lagging used, if any for insulating any portion of the duct	Thermocole with bitumen & PU PUFF with ALuminium Sheets
	d) How the lagging is secured?	Strapping
	e) If false ceiling is there?	YES
	f) Material used for false ceiling	Gypsum Board &AnodisedAluminium
	g) Is a separate AHU BEING PROVIDED FOR EACHS FLOOR?	yes
	H) Whether automatic shutdown of AHU is coupled with detection system?	Being planed
	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?	
60.	Is there any standby source of electric supply being provided?	Yes
	a) If yes, how	Through generator
	b) Specify the capacity	150KVA -Two Nos(in a sound proof enclosure.)
	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 back up supply
62.	Location of switch- gears and transformers	Outside in the separate building
	a) Transformer capacity	800KVA Dry type + 1000 KVA Dry type
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not Applicable
	c) If outside, how far is it from the building?	20Mtr
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	fire extinguishers. Auto flooding of CO2 project has been taken
64.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?	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?	Not Applicable
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?	Yes✓

Special attention for Electrical Fire Hazard

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

90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Yes
95.	Reliability of the fire hydrant system	Yes
96.	Emergency preparedness and response	Yes
97.	Evacuation plan	Yes
98.	Mock drill	Yes
99.	Awareness of the people	Yes
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)	Yes
105.	Effective internal communication and public address system	Yes
106.	Colour coding system of hazardous chemical gas lines etc.	Yes
107.	Management structure, role of safety officer, fire department etc.	Yes
108.	Procedure for incident investigation and control	Yes

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Is there any valid Trade License	Yes. Refer Appendix 2
112.	Name of the Insurance Company	Not available
113.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

WEBEL CONSUMER ELECTRONICS LTD



EXECUTIVE SUMMARY

Part I & II

General Information

WEBEL CONSUMER ELECTRONICS LTD is situated at plot No BN-4, Sector V, Salt Lake, Kolkata 700091 in 1.3 acre of land.

Webel Consumer Electronics Ltd started its operation in 1989. In 1st Jan 2013 the total operation has been stopped & people are shifted to Taratolla factory.

The building is G +1. At present one portion of the 1st floor has been rented out to WBUT(West Bengal University of Technology). They are using this portion as a godown of Answer script.

OCdate Could not been Shown

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Existing -- 15

Floating -- 5

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 nos Stair cases in the main building & no lift available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises except fire extinguishers. Rest all the fire extinguishers are in bad shape & expired

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 material which require fire license.

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	BN-4, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	WEBEL CONSUMER ELECTRONICS LTD	
3.	Name of the owner /occupier/lessee	WEBEL Consumer Electronics Ltd	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Amit Pal Mr. AshisDatta	
6.	Contact no	Mob	92315 40239 98313 05123
		Landline	
		E-mail	Ashisdatta68@gmail.com
7.	Occupancy use	Principal se✓	IT/ITES✓
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Bus DEPOT
		8.	Plot Area
9.	Super built up area	1755 sqmtr	
10.	No of Floors	G +1	
11.	Date of Sation of Building Plan	9.8.88	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not available	

SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged		NSIB
14.	No of Security Personnel engaged		7
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		For Employees only
18.	Whether Monitoring System through Close circuit TV available		NO
VEHICLES VOLUME			
19.	No of Vehicles Engaged by the Organisation		1
20.	No of Vehicles for which parking space is available in the premises		50 approx
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		Thru NDITA
	Drainage System		Thru NDITA drainage System
	Maintenance of Road		By Occupier
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	15
	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		TWO	
34.			#1	#2
	a)	Width of flight	1400 mm	1200 mm
	b)	Tread width	290 mm	290 mm
	c)	Riser Height	160 mm	130 mm
	d)	Finish	Mossaic	Cemented
	e)	Width of stair door (FCD)	Not applicable	
	f)	Height of stair head room	10ftapprox	Open to sky
	g)	Height of stair handrail	870 mm	900 mm
	h)	Area & location & profile of Fire Refuge Area	Not applicable	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	NO	
	k)	Segregation of staircase	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 ?	4600mm
41.	Width of the Entry / exit of Gate	5900mm
42.	Height of the Entry / exit of Gate	Open to SKY

PART- IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available? (at ground level / overhead)		U/G tank -15000 Ltr capacity O/H tank -
	a)	If yes, specify the distance from the building	Not Applicable
	b)	If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	c)	Specify the condition of the reservoir	Not Applicable
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 Canal
45.	Are internal hydrants being provided ?		NO
		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.	N0
	Alarm receiving system	N0
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	14
	b) Type of FE	DCP(5Kg)- 15 Nos Water-Co2- 1Nos Co2(4.5 Kg)- 1 ABC-5 Kg – 13 Nos(WBUT)
	c) Location	Stair , Workshop. WBUT Godown
	d) Date of Expiry	all the fire extinguishers have expired of WEBEL
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes
56.	Are Emergency Fire Alarm being provided in each floor ?	N0
	a) No. of Fire Alarm	Not Applicable
	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		WBSEDCL transformer in their premises
	a)	Transformer capacity	Not Known
	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?		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?	No

Special attention for Electrical Fire Hazard

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

91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	No
93.	MCC and distribution boards	NA
94.	DG operation and maintenance	NO
95.	Reliability of the fire hydrant system	NA
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	YES

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	National Ins CO
112.	Remarks (if any) As mentioned in the observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

Sl. No	OBSERVATIONS on 25.02.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	The vast area is practically not covered with Fire Extinguishers Except WBUT Godown 	Immediately Fire Extinguishers are to be provided. Mock drill is to be practiced.	.	
2.	No Signage available	Signage are to be provided		
3.	No Evacuation drill has been conducted so far	Evacuation drill is to be conducted & record to be maintained		
4.	No Mock Fire drill has been so far	Mock drill is to be conducted & record to be maintained		
5.	No identification of Assembly point	Assembly Point should be identified & Marked		
6.	Lots of Weeds which can fire are lying around 	Housekeeping is to be done		
7.	In WBUT godown Fire Extinguishers are kept in a cluster 	To be distributed at strategic Locations		
8.	Sand buckets are corroded 	Sand buckets are to be replaced with free flowing sand		

Signature of Inspecting and Reporting Authority with seal

TCG LIFE SCIENCE



EXECUTIVE SUMMARY

Part I & II

General Information

TCG LIFE SCIENCE LTD is situated at plot no BN-7, Sector V , Salt lake, Kolkata 700091 in 2 Acres of Land.

It has two buildings, one is old building which is G+1 storied & the other is New building which is G+ 4 storied where construction of 4th floor is not yet completed.

Research work is carried out in these buildings for medicine chemicals.

Application has been made OC to NDITA but it has not been obtained yet

NO has been obtained from WBF & ES, Reference WBFES/DG /9407/13/Bidhan-CB/354/06(369/06) dated 26.03.13 & is valid for one year.

Occupancy Load was found as follows

Designed – 350

Existing -- 265

Projected-- 350

11KV Electricity supply from WBSEDCL is taken through 750 KVA Dry Transformers for old building & 1250 KVA transformer for new building for supply of 415V to the premises.

There are one no of 160 KVA capacity for old building & one no 200 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.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There are three nos stairs at old building. Two stairs are inside & other as emergency stair of iron structure from outside the building. There are Two nos stairs at new building.

There are 1 no lift (OTIS) of 9 persons capacity at old building. There are 2 no lift (OTIS) of 8 person's capacity at New building. Lifts 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,& PAS, at each floor.

The unique Fire extinguishers are “Fire **Ball**”are placed in front of all labs. In case of any fire in the laboratory & the entry is restricted due to smoke then this **Fire balls** are rolled to nearest position of the fire & the ball explodes within 10m seconds & DCP Powder is spread to douse the fire.

There are total 334Nos of fire extinguishers are available covering the entire building.. All the positions are neatly marked & monitored periodically. Position of the Fire Extinguishers are marked In a Drawing.(Vide Ref Appendix 1)

ABC -2 Kg Capacity --- 204 Nos

ABC -5 Kg Capacity --- 63 Nos

CO₂ -2 Kg Capacity --- 3 Nos

CO₂ -4.5Kg Capacity --- 44 Nos

CO₂ -6.5 Kg Capacity --- 4 Nos

CO₂ -9.0 Kg Capacity --- 2 Nos

Foam-9.0 Ltr Capacity --- 8 Nos

Foam-50 LtrCapacity --- 6 Nos

Mock Fire Drill is conducted periodically. Evacuation is also done periodically & people are assembled in the Assembling point at the scheduled place at ground floor. Evacuation plan is displayed I each floor neatly.

Valid NOC from WBFES is available. Vide WBFES/DG/9407/13/Bidhan-CB/354/06/(369/06) dated 26.3.13 & is valid for one year. Vide Appendix No 2

There is Emergency response Plan available & is pasted in each floor.

PPE compliance norms are strictly maintained in all the labs

Wet Risers:-

There is one u/G Fire tanks of each 250000 Ltr capacity.

There are two main pumps of 75 HP each ,out of which one is a standby. There is one jockey pump of 10 HP capacity. All the valves are securely closed so that no unauthorized person can alter the set up.



The pumps do not run for 24 Hrs by design as there are chemicals which are prone to catch fire in touch with the water. In case of Emergency security persons are trained enough to start the pumps within 10 seconds,

Alternate source of water is the water body 500mtrs away of the building.

At the ground floor near the security gate there are fire pumps of 75 HP for main , 10 HP for Jockey & a Stand by pump 75 HP.

PART V**ELECTRICAL ,CABLES& VENTILLATION****SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS**

Through a Substation Electricity is distributed to different places through DB.

ELCB & RCCB are available in the DB

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 1.2.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	Top floor pressure could not be checked for want of a pressure gauge	One pressure gauge is to be put on hydrant line at the top floor to monitor the water pressure	.	

Signature of Inspecting and Reporting Authority with seal

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	BN-7, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	TCG LIFE SCIENCE LTD	
3.	Name of the owner /occupier/lessee	Mr. SwapanBhattacharjee Mr. Rahul Dasgupta	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Sanjoy Das ,Manager EHS	
6.	Contact no	Mob	90514 02021
		Landline	033 2367 3151-53
		E-mail	Sanjoy_das@tchls.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	2.0 Acres	
9.	Super built up area	86000 Sqft (approx.)	
10.	No of Floors	Old Building → G+1, New Building → G+4 4 th floor not occupied.	
11.	Date of sanction of building plan	30.3.2009	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	■Yes ✓ Applied for but not yet received. ■No	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	Bengal Securities(DSG)
14.	No of Security Personnel engaged	30
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 Organization	NIL
20.	No of Vehicles for which parking space is available in the premises	155
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	Since this are hazardous waste Company has tied up west Bengal Waste Management Ltd, Haldia. Waste is cleared twice in a week
	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)		Yes✓
30.	Occupant load		
	i)	Designed	
	a)	Regular	325
	b)	Floating	25
	ii)	Existing	
	a)	Regular	220
	b)	Floating	45
	iii)	Projected	
	a)	Regular	325
	b)	Floating	25
31.	Fire Load (in Kg)		
	i)	Designed	Not available
	ii)	Existing	Not available
	iii)	Projected	Not available
32.	Basement		NO
	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				
	Category		OLD BUILDING			NEW BUILDING	
34.	Stairs Number		#1	#2	#3 (Emergency -outside building- Fe Structure)	#4	#5
	a)	Width of flight in mm	1900	1100	1200	1850	1950
	b)	Tread width in mm	250	250	250	250	250
	c)	Riser Height in mm	150	150	150	150	150
	d)	Finish	Kota Stone	Kota Stone	Iron	Kota Stone	Kota Stone
	e)	Width of stair door (FCD)	NIL				
	f)	Height of stair head room in ft	13	13		13	13
	g)	Height of stair handrail in mm	850	900	900	950	950
	h)	Area & location & profile of Fire Refuge Area	NIL				
	i)	Width and type of door leading to Fire refugee area	NIL				
	j)	Pressurization of staircase	NIL				
k)	Segregation of staircase	YES					
35.	Number of Lifts installed		3Nos				
	Category		OLD BLDG		NEW BLDG		
	Lifts installed Number		#1	#2	#3		
	a)	Type of door	Metallic	Metallic	Metallic		
	b)	Fire resistance rating	2 Hrs	2 Hrs	2 Hrs		
	c)	Area of lift car in mm	1400 X 1200	850 X 1200	1100 X 1300		
	d)	Capacity (no of persons)	9	6	8		
	e)	Capacity(in kg)	612	408	544		
	f)	Company	OTIS	OTIS	OTIS		
	g)	Is communication system, installed in the lift car?	Yes Alarm Bell	Yes Alarm Bell	Yes Alarm Bell		
	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? (If yes, attach a photocopy of the same)	YES	YES	YES		
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 ?	4500mm
41.	Width of the Entry / exit of Gate	4500 mm
42.	Height of the Entry / exit of Gate	Open to Sky

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)		Yes. 1 No U/G tank of 250000 ltr capacity OH Tank Old Bldg→ 40 Ltr New Bldg→14 Ltr
	a)	If yes, specify the distance from the building	5 Mtr
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	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	600 mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a water body
45.	Are internal hydrants being provided ?		Yes
		If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Two in each floor. Single out let in each riser Two risers for main & one riser for Sprinkler for each building

46.	Are first aid hose reels being provided ? If so please indicate		YES
	a)	No of hose reels on each floor	One 30 Mtr, 20 mm 5 mm , adjustable Jet type
	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?	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		4 risers for Hydrant ,2 risers for sprinkler in Old & New Buildings
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	3Nos Main Hydrant - 75 HP Sprinkler main - 75 HP Jockey -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	80Mtr
	e)	Is the pump automatic in action?	NO. As per design this is not kept for 24 Hrs running as there some chemicals which are prone to fire with water.
	f)	Is the water pressure sufficient at max distance from the pump?	Could not be checked as there is no pressure gauge at the top floor

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, Honeywel Brand
	b)	Standard to which the detectors conform	Addressable .Honeywel Brand
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 two nos in each floor
		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	334
	b)	Type of FE	ABC -2 Kg Capacity --- 204 Nos ABC -5 Kg Capacity --- 63 Nos CO ₂ -2 Kg Capacity --- 3 Nos CO ₂ -4.5Kg Capacity --- 44 Nos CO ₂ -6.5 Kg Capacity --- 4 Nos CO ₂ -9.0 Kg Capacity --- 2 Nos Foam-9.0 Ltr Capacity --- 8 Nos Foam-50 Ltr Capacity --- 6 Nos
	c)	Location	Mainly at stair case , lobby, Laboratories , Pump room, Lift room , Transformer roometc
	d)	Date of Expiry	Valid .Every Quarter these are checked.
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	263 nos
	b)	Location of Fire Alarm	In each floor, In each laboratory
57.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		Yes. Periodically training is given & record maintained
58.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Yes. Periodically Evacuation drill is done & record maintained

Part-V

Electrical, Cables and Ventilation

59.	If the building is centrally air-conditioned, please indicate,		NO
	a)	Material used for construction of ducts and its fittings	Not Applicable
	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	160KVA –one no(for old bldg)+ 200 KVA one no (for New Bldg)
	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 - Starts in 6 Second
62.	Location of switch- gears and transformers		Outside the building
	a)	Transformer capacity	750KVA Dry type (Old Bldg) + 1250 KVA Dry type (ewBldg)
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not Applicable
	c)	If outside, how far is it from the building?	3 Mtr
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		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?		Yes. Blocked with wooden plank.

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?	Not Applicable
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?	Yes✓.

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	No
73.	RCCBs	Yes
74.	Master switch in warehouses	NA
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Yes
82.	Tracking possibility	Yes

83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Yes
95.	Reliability of the fire hydrant system	Yes
96.	Emergency preparedness and response	Yes
97.	Evacuation plan	Yes
98.	Mock drill	Yes
99.	Awareness of the people	Yes
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)	Not applicable
105.	Effective internal communication and public address system	Yes
106.	Colour coding system of hazardous chemical gas lines etc.	Yes
107.	Management structure, role of safety officer, fire department etc.	Yes
108.	Procedure for incident investigation and control	Yes

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	United India Insurance Co
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

VIDEOCON KAIL LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block BP-1	
2.	Premises Name (if any):	Assembly – I building	
3.	Name of the owner /occupier/lessee	Videocon	
4.	Permanent Address	KALI LTD,BLOCK BP-1, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Free Hold	
6.	Name of the Contact Person	Mr. Asses Bowmick	
7.	Phone No of Contact Person	033 23674613	
8.	E-mail		
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)	2.4 ACRE	
11.	Build up area(as informed to the Auditor)	9322 SQF	
12.	No of Floors	G 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	G4S Securities	
16	No of Security Personnel engaged	23	
17	Whether Records of Vehicles No.& type entering into the building are kept	Yes	
18	Whether records of Visitors entering into the building are kept	Yes	
19	Whether Metal detectors are used at the entry point	Yes	
20	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organization	11	
22	No of Vehicles for which parking space is available in the premises	50 APPROX	

23	Whether parking space available for visitors within the premises	Yes
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	No

Part – 2

31	Occupancy load	260 in office time
	Existing	260
	a)Regular	200
	b)Floating	10 APPROX

32	Basement		NA		
	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?	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 --→		No		
	Stairs Number				
	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→		No		
	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 Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		No		
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		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 – 80000 liters
	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?		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 size		No	Type of hose: Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	No	
47	Have wet risers/dry risers been provided?		NA	
	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	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Dedicated fire pumps not available	
	a)	Number of pumps	1 no.no separate unit for fix pump	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mm Output of each pump:141M3	
	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	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- 4.5, 9, 22.5 kg, DCP-5 kgs & ABC-5 kgs, M. foam- 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:
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		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,		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?	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: 1000KVA	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
64	a)	Transformer capacity	1100kva 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?	N/A
	c)	If outside, how far is it from the building?	100 mtr
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher CO2 22.5 KGS& 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?		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?		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	Yes
80	Deteriorated insulation	yes
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& Co2 22.5 kgs
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	yes
86	Mechanical protection to cables	Yes
87	Loose terminations due to improper supports, crimping	yes
88	Improper gland installation, wrong lug size	Yes

89	Over-rated uses, wrongly set protection relays, etc.	Yes
90	Switch yard and sub station	N/A
91	DG operation and maintenance	Monthly
92	Reliability of the fire hydrant system	No
93	Emergency preparedness and response	Yes
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?	N/A
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?	yes
103	Use of signage?	No

104	Hydrants clear, access to public thorough fare open	Yes
105	Flame & work permits (as applicable)	N
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.	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	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Yes	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Emergency Evacuation Plan

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

B. 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.

C. 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

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. 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) 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.
- 4) All fire fighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block BP-1	
2.	Premises Name (if any):	Assembly – II building	
3.	Name of the owner /occupier/lessee	Videocon	
4.	Permanent Address	KAIL LTD,BLOCK BP-1, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/Any other	FreeHold	
6.	Name of the Contact Person	Mr. Asses Bowmick	
7.	Phone No of Contact Person	033 23674613	
8.	E-mail		
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)	2.4 ACRS	

11.	Build up area(as informed to the Auditor)	9322 SQF
12.	No of Floors	G 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	G4S Securities
16	No of Security Personnel engaged	23
17	Whether Records of Vehicles No.& type entering into the building are kept	Yes
18	Whether records of Visitors entering into the building are kept	Yes
19	Whether Metal detectors are used at the entry point	Yes
20	Whether Monitoring System through Close circuit TV available	No
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	11
22	No of Vehicles for which parking space is available in the premises	50
23	Whether parking space available for visitors within the premises	Yes
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	No

Part – 2

31	Occupancy load		260 in office time		
	Existing		200		
	a)	Regular	150		
	b)	Floating	10		
32	Basement		NA		
	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?	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 -->		No		
	Stairs Number				
	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→		No		
	Lift-Numbers				
	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 Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		No		
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		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 – 80000 liters (COMMON FOR ALL KAIL BUILDING)
	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?		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	
	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	Type of hose: Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	No	
47	Have wet risers/dry risers been provided?		NA	
	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	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Dedicated fire pumps not available	
	a)	Number of pumps	1 no. no separate unit for fix pump	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mm Output of each pump:141M3	
	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	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- 4.5, 9, 22.5 kg, DCP-5 kgs & ABC-5 kgs, M.foam- 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:
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		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,		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?	NA	
	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: 1000KVA 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	

64	a)	Transformer capacity	1100kva 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?	N/A
	c)	If outside, how far is it from the building?	100 mtr
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher CO2 22.5 KGS& 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?		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?		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	Yes
80	Deteriorated insulation	yes
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& Co2 22.5 kgs
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	yes
86	Mechanical protection to cables	Yes
87	Loose terminations due to improper supports, crimping	yes
88	Improper gland installation, wrong lug size	Yes
89	Over-rated uses, wrongly set protection relays, etc.	Yes

90	Switch yard and sub station	N/A
91	DG operation and maintenance	Monthly
92	Reliability of the fire hydrant system	No
93	Emergency preparedness and response	Yes
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?	N/A
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?	yes
103	Use of signage?	No
104	Hydrants clear, access to public thorough fare open	Yes
105	Flame & work permits (as applicable)	N

106	Effective internal communication and public address system	N
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	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Yes	
112	Remarks (if any)		

OBSERVATIONS & RECOMMENDATIONS:

A. Evacuation Plan

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

B. 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.

C. 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

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

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block BP-1	
2.	Premises Name (if any):	R&D- I building	
3.	Name of the owner /occupier/lessee	Videocon	
4.	Permanent Address	KAIL LTD,BLOCK BP-1, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Free Hold	
6.	Name of the Contact Person	Mr. Asses Bowmick	
7.	Phone No of Contact Person	033 23674613	
8.	E-mail		
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)	2.4 acrs	
11.	Build up area(as informed to the Auditor)	9322 sq/ft	
12.	No of Floors	G 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	G4S Securities	
16	No of Security Personnel engaged	23 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	Yes	
20	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organisation	11 nos	
22	No of Vehicles for which parking space is available in the premises	50 apx	

23	Whether parking space available for visitors within the premises	Yes
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	No

Part – 2

31	Occupancy load	160 in office time
	Existing	100
	a)Regular	100
	b)Floating	10 appx

32	Basement		NA		
	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?	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 -->		NIL		
	Stairs Number				
	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→		NIL		
	Lift-Numbers				
	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		
	e)	Capacity(in kg)	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 Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		No		
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		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 – 80000 liters
	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?		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	
	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	Type of hose: Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	No	
47	Have wet risers/dry risers been provided?		NA	
	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		Dedicated fire pumps not available	
	a)	Number of pumps	1 no.	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mm Output of each pump:	
	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	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 Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes Yes	Number of FE Type/ Capacity CO2- 4.5, 9, 22.5 kg, DCP-5 kgs& ABC-5 kgs, M.foam- 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:
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		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		
	a)	Material used for construction of ducts and its fittings	GImaterial		
	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: 1000KVA	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
64	a)	Transformer capacity	1100kva 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?	100 mtr
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?		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?		NA
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& Co2 22.5 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	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	No
93	Emergency preparedness and response	Yes
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)	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	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.	Yes
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

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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block BP-1	
2.	Premises Name (if any):	R&D –II building	
3.	Name of the owner /occupier/lessee	Videocon	
4.	Permanent Address	KAIL LTD,BLOCK BP-1, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Free Hold	
6.	Name of the Contact Person	Mr. Asses Bowmick	
7.	Phone No of Contact Person	033 23674613	
8.	E-mail		
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)	2.4 acrs	
11.	Build up area(as informed to the Auditor)	9322 sq/ft	
12.	No of Floors	G 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	G4S Securities	
16	No of Security Personnel engaged	23 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	Yes	
20	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organisation	11 nos	
22	No of Vehicles for which parking space is available in the premises	50 apx	

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	No

Part – 2

31	Occupancy load	260 in office time
	Existing	
	a)Regular	
	b)Floating	10 appx

32	Basement		NA		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement		Storage .	
	c)	Are sprinklers provided?			
	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			

Part – 3 PROVISIONS OF MEANS OF ESCAPE

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

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?	4 meter approx.
40	Width of the Entry / exit of Gate	4 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 – 80000 liters
	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?		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?		
	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 size		No	Type of hose: Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	No	
47	Have wet risers/dry risers been provided?		NA	
	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	
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Dedicated fire pumps not available	
	a)	Number of pumps	1 no.no separate unit for fix pump	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mm Output of each pump:	
	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	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- 4.5, 9, 22.5 kg, DCP-5 kgs& ABC-5 kgs, M.foam- 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:
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	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,	No
	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?	
	f)	Material used for false ceiling	
	g)	Is a separate AHU being provided in each floor	
	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?	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: 1000KVA 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
64	a)	Transformer capacity	1100 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?	N/A
	c)	If outside, how far is it from the building?	100 mtr

65	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguisher CO2 22.5 KGS& 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?	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?	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	Yes	
80	Deteriorated insulation	yes	

81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & Co2 22.5 kgs
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	yes
86	Mechanical protection to cables	Yes
87	Loose terminations due to improper supports, crimping	yes
88	Improper gland installation, wrong lug size	Yes
89	Over-rated uses, wrongly set protection relays, etc.	Yes
90	Switch yard and sub station	N/A
91	DG operation and maintenance	Monthly
92	Reliability of the fire hydrant system	No
93	Emergency preparedness and response	Yes
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?	N/A
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?	yes
103	Use of signage?	No
104	Hydrants clear, access to public thorough fare open	Yes
105	Flame & work permits (as applicable)	N
106	Effective internal communication and public address system	N
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	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Yes	
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. 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.
3. All pump input and output pipeline to be maintaining proper individual labeling & water flow direction.

B. Emergency Evacuation Plan

1. 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.

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 out side of D.G. Room.
3. 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 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.

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. 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

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block BP-1	
2.	Premises Name (if any):	Store_1	
3.	Name of the owner /occupier/lessee	Videocon	
4.	Permanent Address	KAIL LTD,BLOCK BP-1, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Free Hold	
6.	Name of the Contact Person	Mr. Asses Bowmick	
7.	Phone No of Contact Person	033 23674613	
8.	E-mail		
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)	2.4 acrs	
11.	Build up area(as informed to the Auditor)	9322 sq/ft	
12.	No of Floors	G 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	G4S Securities	
16	No of Security Personnel engaged	23 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	Yes	
20	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organisation	11 nos	
22	No of Vehicles for which parking space is available in the premises	50 apx	
23	Whether parking space available for visitors within the premises	Yes	
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
TELEPHONETOWER		
28	No of Towers	No
29	Statutory Clearance from AAI	NA
30	Any Other Clearance	No

Part – 2

31	Occupancy load		260 in office time		
	Existing		100		
	a)	Regular	100		
	b)	Floating	10 appx		
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				
	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→		NIL		
	Lift-Numbers				
	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 Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		No		
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		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 – 80000 liters
	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?	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 size		No	Type of hose: Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	No	
47	Have wet risers/dry risers been provided?		NA	
	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		
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Dedicated fire pumps not available		
	a)	Number of pumps	1 no.no separate unit for fix pump		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mm Output of each pump:		
	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	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- 4.5, 9, 22.5 kg, DCP-5 kgs& ABC-5 kgs, M.foam- 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:
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	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,	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?	NA
	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: 1000KVA	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		
64	a)	Transformer capacity	1100kva 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?	N/A		
	c)	If outside, how far is it from the building?	100 mtr		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher CO2 22.5 KGS& 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?		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?	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	Yes	
80	Deteriorated insulation	yes	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs& Co2 22.5 kgs	
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	yes
86	Mechanical protection to cables	Yes
87	Loose terminations due to improper supports, crimping	yes
88	Improper gland installation, wrong lug size	Yes
89	Over-rated uses, wrongly set protection relays, etc.	Yes
90	Switch yard and sub station	N/A
91	DG operation and maintenance	Monthly
92	Reliability of the fire hydrant system	No
93	Emergency preparedness and response	Yes
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?	N/A
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?	yes
103	Use of signage?	No
104	Hydrants clear, access to public thorough fare open	Yes
105	Flame & work permits (as applicable)	N
106	Effective internal communication and public address system	N
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	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Yes	
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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block BP-1	
2.	Premises Name (if any):	Store-2	
3.	Name of the owner /occupier/lessee	Videocon	
4.	Permanent Address	KALI LTD,BLOCK BP-1, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	FreeHold	
6.	Name of the Contact Person	Mr. Asses Bowmick	
7.	Phone No of Contact Person	033 23674613	
8.	E-mail		
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)	2.4 acrs	
11.	Build up area(as informed to the Auditor)	(32572/sq/ft)+3444sq/ft	
12.	No of Floors	G 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	G4S Securities	
16	No of Security Personnel engaged	23 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	Yes	
20	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organisation	11 nos	
22	No of Vehicles for which parking space is available in the premises	50 apx	
23	Whether parking space available for visitors within the premises	Yes	
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	No

Part – 2

31	Occupancy load		260 in office time		
	Existing		200		
	a)Regular		100		
	b)Floating		10 appx		
32	Basement		NA		
	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 --→		No		
	Stairs Number				
	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→		Nil		
	Lift-Numbers		N/A	N/A	N/A
	a)	Type of door	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 Leadsto theFire assembly point?		No		
38	Any form of Public address system available?		No		
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		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 – 80000 liters
	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, SPECIFYCondition 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 size		No	Type of hose: Size of hose: Length of hose:
	a)	Total no of hoses provided near each hydrant	No	
47	Have wet risers/dry risers been provided?		NA	
	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		
	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		Dedicated fire pumps not available		
	a)	Number of pumps	1 no.no separate unit for fix pump		
	b)	Size of suction and delivery connection to each pump/Output	Suction: 100mm Delivery: 100mmOutput of each pump:		
	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	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- 4.5, 9, 22.5 kg, DCP-5 kgs& ABC-5 kgs, M.foam- 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:
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	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,		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?	NA		
	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: 1000KVA	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		
64	a)	Transformer capacity	1100 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?	N/A		
	c)	If outside, how far is it from the building?	100 mtr		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher CO2 22.5 KGS& 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?	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?	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	Yes	
80	Deteriorated insulation	yes	
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & Co2 22.5 kgs	

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	yes
86	Mechanical protection to cables	Yes
87	Loose terminations due to improper supports, crimping	yes
88	Improper gland installation, wrong lug size	Yes
89	Over-rated uses, wrongly set protection relays, etc.	Yes
90	Switch yard and sub station	N/A
91	DG operation and maintenance	Monthly
92	Reliability of the fire hydrant system	No
93	Emergency preparedness and response	Yes
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?	N/A
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?	yes
103	Use of signage?	No
104	Hydrants clear, access to public thorough fare open	Yes
105	Flame & work permits (as applicable)	N/A
106	Effective internal communication and public address system	N/A
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	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Yes	
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 vicinity.

TECHNO POLIS



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block BP-4	
2.	Premises Name (if any)	Techno polis	
3.	Name of the owner /occupier/lessee	Forum Project Holdings Pvt. Ltd	
4.	Permanent Address	TECHNO POLIS ,BLOCK BP-4 SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Michael Das	
7.	Phone No of Contact Person	9007021449	
8.	E-mail	michael@forumprojects.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)	2.5 acers	
11.	Build up area (as informed to the Auditor)	45000 sqft	
12.	No of Floors	B+G+XV 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	NIS	
16.	No. of Security Personnel engaged	36 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	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	400	
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	1
29.	Statutory Clearance from AAI	Yes
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load		8000 in office time		
	Existing				
	a)Regular				
	b)Floating		3000		
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?	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	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	4 th & 9 floor	4 th & 9 floor	4 th & 9 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→		10 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	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?		3 to 10 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 fightingavailable?(At ground level / over head)		Yes	U/G- 250000 liters O/H – 25000 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	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		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:RRLSize of hose:63mmLength 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	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- 9 ltr, DCP-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)?	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/DG/FP/2270/12Valid till June 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: 1500& 500 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?		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	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.	N
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	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	Is Trade License available?	Yes	
113	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 out side 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 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:

- 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:

1. 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 BP-4	
2.	Premises Name (if any)	Techno polis service building	
3.	Name of the owner /occupier/lessee	Forum Project Holdings Pvt. Ltd	
4.	Permanent Address	TECHNO POLIS ,BLOCK BP-4 SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr. Michael Das	
7.	Phone No of Contact Person	9007021449	
8.	E-mail	michael@forumprojects.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)	2.5 acers	
11.	Build up area(as informed to the Auditor)	20000 sqft	
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	Data no provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	NIS	
16.	No. of Security Personnel engaged	36 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	Yes	
20.	Whether Monitoring System through Close circuit TV available	Yes	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organisation	Nil	
22.	No of Vehicles for which parking space is available in the premises	Nil	
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	1
29.	Statutory Clearance from AAI	Yes
30.	Any Other Clearance	NO

Part – 2

31.	Occupancy load	20 in office time		
	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 -->	02		
	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	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→		1passenger lift	
	Lift-Numbers		#1,	
	a)	Type of door	SS Door	
	b)	Fire resistance rating	NA	
	c)	Area of lift car	1.2sq m	
	d)	Capacity (no of persons)	6	
	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		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?		3 to 10 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- 250000 liters O/H -NO
	a)	If yes, specify the distance from the building	10M	
	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, 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		1side 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		No		
	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	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- 9 ltr, DCP-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)?	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/DG/FP/2270/12Valid till June 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: 1500& 500 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?	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	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.	N	
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	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. 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 out side 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 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:

- 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:

1. Pump Room, DG Room, L.T Room, H.T Room & security are commonly maintained for Tower & Service building.

WEBEL ELECTRO OPTICS PVT LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block BP-5	
2.	Premises Name (if any)	Webel Electro Optics Ltd	
3.	Name of the owner /occupier/lessee	Webel Electro Optics Ltd	
4.	Permanent Address	WEBEL ELECTRO OPTICS LTD,BP-5, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr Vivekanand Chakravorty	
7.	Phone No of Contact Person	033-23673704	
8.	E-mail	Not shared	
9.	Purpose of the Land Use		Residential
			Educational
		YES	Institutional
			Assembly
		YES	Business
			Mercantile
			Industrial
			Storage
		IT/ITES	
10.	Plot Area(as informed to the Auditor)	31252.25 SQF	
11.	Build up area(as informed to the Auditor)	26722.89 SQF	
12.	No of Floors	G+1	
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	NIS Management Pvt Ltd	
16.	No. of Security Personnel engaged	07	
17.	Whether Records of Vehicles No. & type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	
VEHICLES VOLUME			
21.	No of Vehicles Engaged by the Organization	20 approx.	
22.	No of Vehicles for which parking space is available in the premises	20apx	
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	N/A
30.	Any Other Clearance	N/A

Part – 2

31.	Occupancy load		170 in office timeapprox		
	Existing		170		
	a)Regular		170		
	b)Floating		--		
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	635mm	655 mm	N/A
	b)	Tread width	1500 mm	1500mm	N/A
	c)	Riser Height	165 mm	165mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	1900mm	1230mm	N/A
	f)	Height of stair handrail	860mm	860mm	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		#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?	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 the Fire assembly point?		NO		
38.	Any form of Public address system available?		NO		
39.	Width of internal road within the Premises?		4.8 meter approx.		
40.	Width of the Entry / exit of Gate		3.87 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	
	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	N/A	
	a) Total no of hoses provided near each hydrant	N/A	
47.	Have wet risers/dry risers been provided?	No	
	If yes, please indicate the number of risers and internal diameter of each	N/A	
48.	Has any down comer been provided? If so, please give details	NO	
49.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	No	
	a) Number of pumps	N/A	
	b) Size of suction and delivery connection to each pump/Output	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	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	N/A	
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: 25 approx Type/ Capacity Water CO2- 9 liter, DCP- 5 kgs CO2-4.5kgs
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, Said Security is trained in firefighting.	
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 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:	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	315 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?	3.0 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?	NA
72.	Whether the refuge area is being provided?	No
73.	Storage of combustibles materials near electrical equipment/fuse units.	No
74.	RCCBs available?	No
75.	Master switch in warehouses	N/A
76.	Proper cable joint procedures as per manufacturer	No
77.	Earthing Pit Tested?	Yes
78.	Use of MCB?	No
79.	Bypassing of protection devices	Data not provided.
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	No
87.	Loose terminations due to improper supports, crimping	Yes
88.	Improper gland installation, wrong lug size	Yes, improper.
89.	Over-rated uses, wrongly set protection relays, etc.	NA
90.	Switch yard and sub station	OK

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	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	NA
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)	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	--	■ Deviation
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	No	
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 firefighting installation should be done. - 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. Assembly Area.

1. 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) 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.

BSNL SECTOR V TELEPHONE EXCHANGE



EXECUTIVE SUMMARY

Part I & II

General Information

BSNL Sector V Telephone is situated at BP-6, Sector V, salt Lake, Kolkata 700091

This has two distinct functions (a) Telephone Exchange (b) Different Stores

The building is G+2 storied. Right side of Ground floor is the Telephone Exchange & the left side of the ground floor is the Store. 1st Floor & 2nd floor on left & right side of the stair case are the stores.

OC date from NDITA Could not been Shown

NOC from WBFES is not available.

Occupancy Load was found as follows

Designed – Not Available

Existing -- 41 +25 =66

Projected--Not available

There is a **DG set of 140 KVA capacity** is available as alternate power source.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is one Stair case in the building & a ramp from 2nd floor to ground floor. There is no lift is available

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement in the premises are 58 Nos portable fire extinguishers only, out of these portable Fire extinguishers have not been serviced for a long time & have expired. There is no hydrant system available.

Alternate source of water is 500 Mtr away

PART V

ELECTRICAL, CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box from substation. There is no ELCB/RCCB available. There is one Transformer (Capacity could ot be ascertained)

PART VI

OTHER INFORMATION

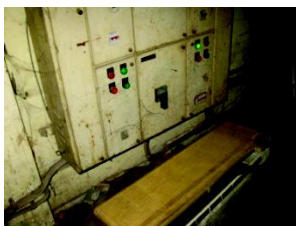
There is no storage of substances which required Fire License

House Keeping :

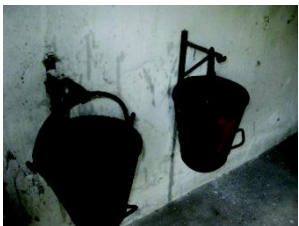
This is extremely poor throughout the building. Dry weeds are lying in heaps at the back yard. Fire extinguishers except TPI store are all expired. Fire extinguishers are blocked with materials. **There fire hazards everywhere.**

MS Certification Services Pvt. Ltd
Nonconformity tracking report

Sl. No	OBSERVATIONS on 30.1.14	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	ELCB/RCCB is to be provided the DB		
7.	There is no master switch outside the Stores	master switches are 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 in the store	Fire detection system like Smoke detectors with alarm is to be provided in the store		
12	Open connection of the air circulator in the staff room of the exchange 	Plug top is to be provided		

13.	All the Fire Extinguishers are found expired  	All Fire extinguishers are to be serviced		
14.	In the exchange switch box is obstructed with material  	Access is to be available in all electrical switches		
15	Housekeeping of the ground floor store is extremely bad 	Housekeeping is to be done in the stores to provide escape route		

				
16	All the switches are found broken on the aisle way of the ground floor for stacking the material against the wall on aisle way. 	Fire hazard. Switches are to be replaced		
17	Storehousekeeping besides loading bay is very bad 	Housekeeping is to be done in the stores to provide escape route		
18	In TPI Godown at 1st floor Most of the Fire extinguishers are blocked by materials  	Access is to be available in all Fire Extinguishers		

				
19	Improper stacking In the TPI Godown Material has fallen on the aisle way blocking the escape root 	Proper stacking of materials to be done.		
20	Switches are found broken in the loading bay 	Fire hazard. Switches are to be replaced		
21	Empty Sand buckets & rusted Fire extinguishers are found at DGRoom  	Valid Fire Extinguishers are to be provided . Free flowing sand buckets should also be available		

22	A mobil full drum is kept near the switch gear room 	Oil Drum should be removed		
23	Empty sand buckets are hanging in the transformer room & Expired fire extinguishers 	Free flowing sand buckets should also be available		
	Transformer room trenches were found open 	Trench cover is to be put back		
	Dry weeds are found in heaps in the back yard. 	Dry weeds are to be cleared off		
	Rejected thermocol are lying in the loading bay 	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:	BP-6, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	BSNL Sector V Telephone Exchange	
3.	Name of the owner /occupier/lessee	Govt of India Undertaking	
4.	Ownership details (attach documents in support of ownership)	Freehold✓	
		Rental	
		Leasehold	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr Ajoy Sarkar	
6.	Contact no	Mob	9433000412
		Landline	
		E-mail	Ajoy_skr@yahoo.com
7.	Occupancy use	Principal Use	IT/ITES✓
		Mixed Use✓	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage✓
		Hazardous	
8.	Plot Area	NA	
9.	Super built up area	NA	
10.	No of Floors	G +2	
11.	Date of Sanction 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	MM Securities	
14.	No of Security Personnel engaged	4	
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 Organization	One(Rented)
20.	No of Vehicles for which parking space is available in the premises	20
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	Private Contract for removal
	Drainage System	Connected to NDITA Drainage system
	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
23.	No of Towers	Ground Based Tower
24.	Statutory Clearance from AAI	Not available
25.	Any Other Clearance	Not Available

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	41
		b) Floating	25
	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			
34.			Stair#1	Ramp2nd floor to Grd Floor
	a)	Width of flight	1650 mm	2000 mm
	b)	Tread width	270 mm	
	c)	Riser Height	170 mm	
	d)	Finish	Cemented	
	e)	Width of stair door (FCD)	Nil	
	f)	Height of stair head room	11ft	
	g)	Height of stair handrail	950mm	
	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	No	
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?	5600mm
41.	Width of the Entry / exit of Gate	3950 mm
42.	Height of the Entry / exit of Gate	Open to Sky

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available? (at ground level / overhead)	Yes. 1 No U/G tank 40,,000ltr 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	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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	68Nos
	b)	Type of FE	Type Installed Bc (5.0 kgs) --- 30Nos ABC (5 Kg) --- 19 Nos Co2(4.5 Kg) --- 16 Nos Cease Fire 2 kg --- 03 Nos
	c)	Location	Office, Godown, Exchange
	d)	Date of Expiry	All Expired except TPI Godown

55.	Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes ✓
56.	Are Emergency Fire Alarm being provided in each floor ?	NiL Except the Telephone Exchange where alarm is connected with smoke detector
	a) No. of Fire Alarm	One at the Exchange
	b) Location of Fire Alarm	At the entrance of the exchange
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	One inside building
	a) Transformer capacity	Not available
	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?	NIL. Dead Fire Extinguishers & empty sand buckets are there

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?	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	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	No record is available	
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

AAJKAL



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block-BP-7	
2.	Premises Name (if any)	AAJKAL NEWSPAPER OFFICE TOWER-1	
3.	Name of the owner /occupier/lessee		
4.	Permanent Address	AAJKAL NEWSPAPER OFFICE,BLOCK –BP-7, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	Mr.SSKanjiwal	
7.	Phone No of Contact Person	09830143674	
8.	E-mail	sskanjiwal@gmail.com	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
		Yes	Industrial
			Storage
			IT/ITES
		Tower house	
10.	Plot Area(as informed to the Auditor)	1339 sq/m	
11.	Build up area(as informed to the Auditor)	32000sq/ft	
12.	No of Floors	B+G+2 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	NIS Security	
16.	No. of Security Personnel engaged	18	
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	9 nos	
23.	Whether parking space available for visitors within the premises	No	
24.	Is therePlace where excess vehicles (if any) can be parked	Available	
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	Yes	

Part – 2

31.	Occupancy load		150no's in office time		
	Existing				
	a)Regular				
	b)Floating		50 approx.		
32.	Basement		Yes		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement	Used for printing press	Storage: Paper roll	
	c)	Are sprinklers provided?	Yes		
	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 --→		3no's		
	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	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	NA	NA	NA
	h)	Width and type of door leading to Fire refugee area	NO	NO	NO
	i)	Pressurization of staircase	NA		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		2nos		
	Lift-Numbers		#1	#2	
	a)	Type of door	Grill door	Grill door	
	b)	Fire resistance rating	No	No	
	c)	Area of lift car	1.2sqm	1.2sqm	
	d)	Capacity (no of persons)	6	6	
	e)	Capacity(in kg)	408kgs	408kgs	
	f)	Company	Bharat Elevators	Bharat Elevators	
	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?	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 of internal road within the Premises?		4.5 meter approx.		
40.	Width of the Entry / exit of Gate		4 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)		NO	U/G- 260000 liters O/H -60000liters
	a)	If yes, specify the distance from the building	10M	
	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	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		2 nos	
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	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: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?		Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		2 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	4nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 150mmDelivery: 150mm Output of each pump: 144m3/hrs	
	e)	Is the pump automatic in action?	Pump found in manual mode	
	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 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	NO	
55.	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm: Office area, Lobby
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	Record 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 provided	
60.	Status of NOC from WBF&ES	Visually checked found valid.	

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?	
e)	Is false ceiling present?	Yes
f)	Material used for false ceiling	Plaster of Paris

	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)	Arefire dampers provided in AC duct?	NA		
62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 250KVA	UPS Capacity: 6KVA
	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: NA ■Partly to Office: yes ■ Others	
63.	Location of switch- gears and transformers		Ground		
64.	a)	Transformer capacity	2000KVA		
	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?		ABC extinguisher 5 kgs		
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?		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
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)	ABC extinguisher 5 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	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	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	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)	NA
106.	Effective internal communication and public address system	NO
107.	Color 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	Data not 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. 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 pipe line to be maintaining proper individual labeling & water flow direction.
5. Pump found in manual mode due to optimum pressure not maintain in line. Pump always keep in auto mode so pressure can maintain in line.

B. Emergency Evacuation Plan

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

C. LT rooms

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

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 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 liters extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally (68).

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.

G. Fire Exit Doors& Signage

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 blocked due to paper roll & product material stored. Fire exit should be maintain unobstructed
2. Signages not provided. Signage is to be provide in organized method.

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. 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.
- 7) All Combustible material to be removed from FLOOR & terrace floor.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block-BP-7	
2.	Premises Name (if any)	AAJKAL NEWSPAPER OFFICE TOWER-II NEW	
3.	Name of the owner /occupier/lessee		
4.	Permanent Address	AAJKAL NEWSPAPER OFFICE,BLOCK –BP-7, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	Mr.SS Kanjiwal	
7.	Phone No of Contact Person	09830143674	
8.	E-mail	sskanjiwal@gmail.com	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
		Yes	Industrial
			Storage
			IT/ITES
			Tower house
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+18 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	NIS Security	
16.	No. of Security Personnel engaged	18	
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	9 nos	

23.	Whether parking space available for visitors within the premises	No
24.	Is therePlace where excess vehicles (if any) can be parked	Available
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		Operation yet not started, work in progress		
	Existing				
	a)Regular				
	b)Floating				
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 --→	2no's		
	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	Not provided	Not provided	
	g) Area & location & profile of Fire Refuge Area	4,7,11,13 & 15 th floor	4,7,11,13 & 15 th floor	
	h) Width and type of door leading to Fire refugee area	Glass door	Glass door	
	i) Pressurization of staircase	NA		
	j) Segregation of staircase	Yes		
34.	Number of Lifts installed→	2nos		
	Lift-Numbers	#1	#2	
	a) Type of door	SSdoor	SSdoor	
	b) Fire resistance rating	Yes	Yes	
	c) Area of lift car	2 sqm	2sqm	
	d) Capacity (no of persons)	15	15	
	e) Capacity(in kg)	1020kgs	1020kgs	
	f) Company	Schindler	Schindler	
	g) Is communication system, installed in the lift car?	Yes	Yes	
	h) Is a fireman's switch being installed in the car?	Yes	Yes	
	i) Pressurization of lift	No	No	
	j) Whether validity of "Form-C" from appropriate authority obtained?	Data not provided		
35.	Presence of proper signage in all the exit route	Operation yet not started, work in progress		
36.	Is it posted with illuminated signage?	Operation yet not started, work in progress		
37.	Whether it Leadsto theFire assembly point?	Operation yet not started, work in progress		
38.	Any form of Public address system available?	Operation yet not started, work in progress		
39.	Width of internal road within the Premises?	4.5 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)	NO	U/G- 260000 liters O/H -60000 liters
	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	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	19mm diameter & 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: 63mm Length of hose: 2 X 15 m
	a) Total no of hoses provided near each hydrant	2nos	
47.	Have wet risers/dry risers been provided?	Wet riser	
	If yes, please indicate the number of risers and internal diameter of each	2nos	
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	Operation yet not started, work in progress	
	a) Number of pumps	5nos	
	b) Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 200mm Output of each pump: 2850 lpm	
	e) Is the pump automatic in action?	Operation yet not started, work in progress	
	f) Is the water pressure sufficient at max distance from the pump?	Operation yet not started, work in progress	

	DETECTION SYSTEM		
50.	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details	Yes ,Operation yet not started, work in progress	
	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, Operation yet not started, work in progress	
52.	Alarm receiving system	Yes, Operation yet not started, work in progress	
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, DCP-5 kgs
54.	Location and population of the FEs adequate	Operation yet not started, work in progress	
55.	Is Emergency Fire Alarm being provided in each floor?	Yes	Location of Fire Alarm:Office area, lift lobby, staircase
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	Operation yet not started, work in progress	
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	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	Record not provided	
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 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	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: 4000KVA 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: NA ■ Partly to Office : yes ■ Others
63.	Location of switch- gears and transformers		Ground	
64.	a)	Transformer capacity	2000KVA	
	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?	10M	

65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	ABC extinguisher 5 kgs
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?	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?	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)	ABC extinguisher 5 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	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	NO
93.	Emergency preparedness and response	NO
94.	Availability of Evacuation plan	NO
95.	Mock drill conducted?	Operation yet not started, work in progress
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	NO
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.	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	Data not provided	
112	Remarks (if any)	No	

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. 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. Pump room used for pantry. Avoid pump room using as a pantry.

B. Emergency Evacuation Plan

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

C. LT rooms

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

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 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 liters extinguishers is to be placed outside of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally (68).

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.

G. Fire Exit Doors& Signage

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 blocked due to paper roll & product material stored. Fire exit should be maintain unobstructed
3. Signages not provided. Signage is to be provided in an organized method.

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. 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.
- 7) All Combustible material to be removed from terrace floor.

NOTES:

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

BENFED



EXECUTIVE SUMMARY

Part I & II

General Information

BENFED , The West Bengal State Co-operative Marketing Federation Ltd godown is situated at plot No BP-9, Sector V, Salt Lake, Kolkata 700091 in one acre of land.

There is a single storied godown of approx 1021.29 sqmtr. Rest is vacant land.

At present there is no activity is going on this plot . Only two security men are guarding the plot.

As per MD Mr.AvikBhattacharjee there is a problem going on as the plot has been declared for IT/ITES services as such they cannot operate their Fertilizergo down.Talks are on to resolve the issue.

OCdate from NDITA Could not been Shown

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Designed – Not Available

Existing -- 2

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 is No Stair case & no lift availablein the building

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises

Alternate source of water is 800Mtr 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 31.1.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no activity is going on at this plot , as such there is no observation		.	

Signature of Inspecting and Reporting Authority with seal

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	BP-9, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	BenfedGodown	
3.	Name of the owner /occupier/lessee	West Bengal Govt undertaking	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. MrigankaMouliMondal	
6.	Contact no	Mob	96747 46917
		Landline	
		E-mail	mrgnmdl@gmail.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	One Acre	
9.	Super built up area	1021.29SqMtr	
10.	No of Floors	G round floor only	
11.	Date of Sation of Building Plan	Not available(Reported 20 Yrs ago)	
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	Own	
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 Organization	NONE
20.	No of Vehicles for which parking space is available in the premises	NO
21.	Whether parking space available for visitors within the premises	NO
22.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
	Garbage Clearing	NO Garbage clearing system
	Drainage System	No drainage System
	Maintenance of Road	No maintenance of internal Road
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	2
		b) Floating	0
	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	NIL
34.		
	a) Width of flight	Not Applicable
	b) Tread width	Not Applicable
	c) Riser Height	Not Applicable
	d) Finish	Not Applicable
	e) Width of stair door (FCD)	Not Applicable
	f) Height of stair head room	Not Applicable
	g) Height of stair handrail	Not Applicable
	h) Area & location & profile of Fire Refuge Area	Not Applicable
	i) Width and type of door leading to Fire refugee area	Not Applicable
	j) Pressurization of staircase	Not Applicable
	k) Segregation of staircase	Not Applicable
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 ?	4450mm
41.	Width of the Entry / exit of Gate	4450mm
42.	Height of the Entry / exit of Gate	Open to Sky

PART IV **Provision of Fire Safety Arrangement**

43.	Is any water reservoir for firefighting available? (at ground level / overhead)	NO U?G tank is available. Water is fetched from a well
	a) If yes, specify the distance from the building	10 mtr
	b) If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	c) Specify the condition of the reservoir	Not Applicable
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
	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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	NIL
	b)	Type of FE	Not Applicable
	c)	Location	Office Not Applicable
	d)	Date of Expiry	Not Applicable
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Not Applicable
56.	Are Emergency Fire Alarm being provided in each floor ?		NO
	a)	No. of Fire Alarm	Not Applicable
	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.	No✓
73.	RCCBs	No ✓
74.	Master switch in warehouses	No ✓
75.	Proper cable joint procedures as per manufacturer	Could not be checked
76.	Earthing defects	Could not be checked
77.	Use of nonstandard fuse wires	No✓
78.	Bypassing of protection devices	Could not be checked
79.	Deteriorated insulation	Could not be checked
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No✓
82.	Tracking possibility	Could not be checked
83.	Unused opening in the panels, etc.	Could not be checked
84.	Possibility of ground fault/short circuit	Could not be checked
85.	Mechanical protection to cables	Could not be checked
86.	Loose terminations due to improper supports, crimping	Could not be checked
87.	Improper gland installation, wrong lug size	Could not be checked
88.	Over-rated uses, wrongly set protection relays, etc.	Could not be checked
89.	Review of equipment safety	Could not be checked
90.	Cable layout	Could not be checked
91.	Earthing layout & it's effectiveness	Could not be checked
92.	Switch yard and sub station	Could not be checked
93.	MCC and distribution boards	Could not be checked
94.	DG operation and maintenance	Could not be checked

95.	Reliability of the fire hydrant system	NA
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No✓
98.	Mock drill	No✓
99.	Awareness of the people	No✓
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage of hazardous material, chemicals	No✓
102.	Use of signage	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	No✓
106.	Colour coding system of hazardous chemical gas lines etc.	No✓
107.	Management structure, role of safety officer, fire department etc.	No✓
108.	Procedure for incident investigation and control	No✓

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
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

CSTC SALT LAKE DEPOT



EXECUTIVE SUMMARY

Part I & II

General Information

CSTC SALT LAKE DEPOT is situated at plot No CM -1, Sector V, Salt Lake, Kolkata 700091 in 1.3 acre of land.

Apart from the Workshops, Bus cleaning Bay, Bus parking Bay ,there is one G +2 administrative building. The 1st floor is occupied by CSTC Salt Lake Depot & the ground floor is occupied by Salt Lake PVD Department

OCdate Could not been Shown

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Existing -- 510

Floating --1200

There is a**DG set of 75 KVA** available as alternate power source.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There is only one no Stair case in the Administrative building& no lift available in the building. There is one stair available for the store in workshop building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises except few fire extinguishers. Rest all the fire extinguishers are in bad shape & expired

Alternate source of water is 1000Mtr 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 are two nos U/G storage of Diesel fuel (20 KL + 35 KL) which requires license from the concerned authority. Explosive License is available.(Ref P/EC/WB/14/1449(P177973) dt 7/1/14 valid upto 31.12.14

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	CM-1, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	CSTC SALT LAKE DEPOT	
3.	Name of the owner /occupier/lessee	CSTC	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold ☒	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. A.K.Talapatra	
6.	Contact no	Mob	94320 22155
		Landline	2367 0986
		E-mail	NIL
7.	Occupancy use	Principal sev ☒	IT/ITES
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Bus DEPOT
8.	Plot Area	1.3 Acre	
9.	Super built up area	Not Available	
10.	No of Floors	G +2	
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?	Not yet available	

SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged		Own
14.	No of Security Personnel engaged		10
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		NO
VEHICLES VOLUME			
19.	No of Vehicles Engaged by the Organisation		73
20.	No of Vehicles for which parking space is available in the premises		25
21.	Whether parking space available for visitors within the premises		Yes with payment of parking fees
22.	Place where excess vehicles (if any) are parked		Outside Road
GENERAL MAINTENANCE			
	Garbage Clearing		Thru NDITA
	Drainage System		Thru NDITA drainage System
	Maintenance of Road		By Occupier
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	510
	b) Floating	1200
	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		TWO	
34.			Main Office	Store
	a)	Width of flight	1300 mm	1100 mm
	b)	Tread width	250 mm	150 mm
	c)	Riser Height	150 mm	130 mm
	d)	Finish	Kota stone	Cemented
	e)	Width of stair door (FCD)	Not applicable	
	f)	Height of stair head room	12ftapprox	11ftapprox
	g)	Height of stair handrail	940 mm	900 mm
	h)	Area & location & profile of Fire Refuge Area	Not applicable	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	j)	Pressurization of staircase	NO	
	k)	Segregation of staircase	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 ?	4500mm
41.	Width of the Entry / exit of Gate	4300mm
42.	Height of the Entry / exit of Gate	Open to SKY

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)		U/G tank -NIL O/H tank -15000 Ltr capacity
	a)	If yes, specify the distance from the building	Not Applicable
	b)	If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	c)	Specify the condition of the reservoir	Not Applicable
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 Canal
45.	Are internal hydrants being provided ?		NO
		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	NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No
	a) Type of detectors used	Not applicable
	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
	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	14
	b) Type of FE	DCP(5Kg)- 5 Nos DCP(2Kg)- 6 Nos
	c) Location	Stair , Workshop
	d) Date of Expiry	Most of all the fire extinguishers have 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	Not Applicable
	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		WBSEDCL transformer in their premises
	a)	Transformer capacity	Not Known
	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?		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?	No

Special attention for Electrical Fire Hazard

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

95.	Reliability of the fire hydrant system	NA
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	YES

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	Yes. There are two u/G Diesel Fuel tanks. Explosive license is available
111.	Name of the Insurance Company	NONE
112.	Remarks (if any) As mentioned in the observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

Sl. No	OBSERVATIONS on 24.02.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	The vast area is practically not covered with Fire Extinguishers	Immediately Fire Extinguishers are to be provided. Mock drill is to be practiced.		
2.	Bare connection found in many places	Plug top is to be provided		
3.	Many places in the work shop has open electrical boxes	Electrical boxes are to be kept closed		
4.	Open heaters with bare connection are being used at 3 different places	Open Heaters are to be removed		
5.	Gas cutting cylinders are being used placing these horizontally	Gas cylinders are to be kept vertically in a trolley & chained		
6.	Most the Fire Extinguishers are blocked with Materials	Clear access is to be provided		
7.	Fire Extinguishers are placed above 6 ft height at places	Fire extinguishers are to be placed at a suitable height for easy pick up		
8.	Lots of cigarette buds found near the diesel filling area- Evidence of regular smoking	NO SMOKING should be strictly enforced particularly in diesel filling station		
9.	No Evacuation drill has been conducted so far	Evacuation drill is to be conducted & record to be maintained		
10	No Mock Fire drill has been so far	Mock drill is to be conducted & record to be maintained		
11.	No identification of Assembly point	Assembly Point should be identified & Marked		
12	Only one stair is available in the main building	This is to be reviewed & alternate escape route is to be arranged		

Signature of Inspecting and Reporting Authority with seal

MANIKANCHAN- SEZ



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CN-1	
2.	Premises Name (if any):	MANIKANCHAL (CFB)	
3.	Name of the owner /occupier/lessee	GOVT OF INDIA	
4.	Permanent Address	MANIKANCHAN (CFB)BLOCK CN-54, 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	Not shared	
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)	Data not provided	
11.	Build up area(as informed to the Auditor)	Data not provided	
12.	No of Floors	G+5 th 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	Sterling security	
16.	No of Security Personnel engaged	13	
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 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		
	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?		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		1.5 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?	No	
44	Are internal hydrants being provided?		No	
	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?		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: 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 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	No		
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)?			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 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,		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: 750KVA	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	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?	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	Not	■ 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 maintain 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

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.

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.

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

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.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CN-1	
2.	Premises Name (if any):	MANIKANCHAN (HEALTH CENTER)	
3.	Name of the owner /occupier/lessee	GOVT OF INDIA	
4.	Permanent Address	MANIKANCHAN (HEALTH CENTER)BLOCK CN-1, SECTOR-5, SALLAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Free Hold	
6.	Name of the Contact Person	Mr. SN Chakraborty	
7.	Phone No of Contact Person	033 23674861	
8.	E-mail	Data not provided	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
		Yes	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+1 th floor	
13.	Date of Sanction of Building Plan	2003	
14.	Whether P.O.C/OC received from local body?	Yes	Document not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Sterling security	
16.	No of Security Personnel engaged	13	
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	20	

34	Number of Lifts installed→		NA		
	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)	N/A	N/A	N/A	N/A
	h)	N/A	N/A	N/A	N/A
	i)	N/A	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?		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 firefighting available? (At ground level / overhead)		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, SPECIFY Condition and type of the reservoir: NA		
44	Are internal hydrants being provided?		No	Single & double outlets.		
	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		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	4 no.(Pump House Common)			
	b)	Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 200mm 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	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 CO2- 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: 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)?	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 WBF&ES	NO
60	Status of NOC from WBF&ES	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	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: yes Capacity: 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	500x2 & 1000x3KVA (Common with other facility)
	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		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	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?	No
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	Color 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. 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. 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 are to be placed outside of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally

C. 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.

D. 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

E. 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.

NOTES:

1. Pump Room, DG Room, L.T Room & H.T Room are commonly maintained for Tower CFB, SDF & Health Center/ Canteen

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CN-1	
2.	Premises Name (if any):	MANIKANCHAN (SDF)	
3.	Name of the owner /occupier/lessee	GOVT OF INDIA	
4.	Permanent Address	MANIKANCHAN (CFB)BLOCK DN-54, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/Sublease/Any other	Free Hold	
6.	Name of the Contact Person	Mr. S N Chakraborty	
7.	Phone No of Contact Person	033 23674861	
8.	E-mail	Data not provided	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
		Yes	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+6 th floor	
13.	Date of Sanction of Building Plan	2003	
14.	Whether P.O.C/OC received from local body?	Yes	Document not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Sterling security	
16.	No of Security Personnel engaged	13	
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	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	No

Part – 2

31	Occupancy load		200 in one shift office time		
	Existing		200		
	a)	Regular	170		
	b)	Floating	50 appx		
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 -->		04		
	Stairs Number		#1& 2	#3 & 4	
	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	
	h)	Width and type of door leading to Fire refugee area	No	No	
	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	2sq m	2sq m
	d)	Capacity (no of persons)	10	10	4
	e)	Capacity(in kg)	680kgs	680kgs	320kgs
	f)	Company	Kone	Kone	Kone
	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?		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		1.5 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	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 & double outlets.
	If so, please indicate no of hydrants in each floor		2nos	
45	Are first aid hose reels being provided? If so please indicate			1 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?		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: 63mm Length of hose: 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: 200mm Delivery: 200mm 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	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 CO2- 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: 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)?	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 WBF&ES	NO		
60	Status of NOC from WBF&ES	documents not provided		

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)	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?	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: 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	500x2 & 1000x3KVA		
	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?	No
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	Color 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. 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. 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.

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. 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. 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

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) LPG cylinder are using for gold work, so adequate numbers of DCP extinguisher is to be provided.
- 8) All Combustible material to be removed from the vicinity.

WBSTC DEPOT



EXECUTIVE SUMMARY

Part I & II

General Information

WBSTC DEPOT is situated at CN 1A, Sector V, Salt Lake, Kolkata 700091, the structure is Ground Floor only & built up area is 850 sqMtr in total 7350 SqMtr of land.

The owner of this property is West Bengal Govt undertaking

The ground floor has, Diesel pump , parking space, Stores, Cash office, Driver rest rooms

OC is not available

NO NOC from WBF &ES is available

Occupancy Load was found as

Existing -- 25 persons

Floating -- 275 persons

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is o stairs or lifts in the building

There are signage available in the EXIT Route.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is portable fire extinguishers, only 4 nos available which are found dead. There are insufficient no of Fire Extinguishers

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

PAS is available.

PART V

ELECTRICAL FIRE HAZARDS

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

There is one 15 KVA DG supply is as alternate source of power. This is operated in manual mode.

There is no ELCB or RCCB in the DB

Earth pit is found tested

No Lightning arrestor is available

PART VI

OTHER INFORMATION

The Depot is not insured.

NDITA

Observation tracking report (Summary Sheet)

Sl.No	OBSERVATIONS on 8.2.14	RECOMMENDATIONS
1.	Fire Extinguisher is found dead & is lying on a floor 	Fire Extinguishers are to be serviced & properly kept at height
2.	Rubber Scrap found lying in a heap- Fire Hazard 	Combustible scrap should be removed immediately
3	Rejected tyres are lying in a heap Besides the Diesel pump of the Depot 	Tyres should be removed from the vicinity of the diesel pump

4.	Only available Co2 Fire Extinguisher lying in the scrap surrounded by grease & rejected lubricant. F/Ext is found not serviced for a long time  	Fire Extinguishers are to be serviced & properly kept at height
5.	Rejected Lubricant flowing down the drain- Fire Hazard 	Drain should be cleaned & oil should be stopped going in the drain

6.	Connection is done without plug top- Fire hazard in short circuit 	Plug top should be provided
9.	Rejected Tyres are lying along with dry leaves- Fire Hazard 	Rejected Tyres should be removed as early as possible
10	Rejected tyres are kept along with rejected lubricant drum without any Fire Extinguishers near by 	Fire Extinguishers are to be provided near by

11	No Fire Extinguishers are available in the Lubricant store 	Fire Extinguishers are to be provided near by
12	No Mock Fire Drill has been conducted so far	Periodically Mock Fire drill is to be conducted
13	No Evacuation drill has been conducted so far	Periodically Evacuation drill is to be conducted
14	There are insufficient no of Fire Extinguishers	Sufficient no Fire Extinguishing systems are to be provided
15	Housekeeping is extremely poor	Proper housekeeping is to be done

Signature & date Inspecting and Reporting Authority With seal

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART – I

General Information

1.	Plot No/Premises No:	CN-1A, Sector V, Salt Lake, Kolkata 700091	
2.	Premises Name (if any):	WBSTC DEPOT –Salt Lake	
3.	Name of the owner /occupier/lessee	West Bengal Govt - Undertaking	
4.	Permanent Address	CN-1A, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	Lease hold	
6.	Name of the Contact Person	Mr.K.Sar Mr. Sakar Bhattacharjee	
7.	Phone No of Contact Person	1) 94338 98246 2) 90516 17897	
8.	E-mail	Dtc.wbstc@gmail.com	
9.	Purpose of the Land Use	Principal Use	Residential
		Mixed Use	Educational
			Institutional
			Assembly
			Business ✓
			Mercantile
			Industrial
			Storage
			IT/ITES
10.	Plot Area(as informed to the Auditor)	7350 SqMtr	
11.	Build up area(as informed to the Auditor)	850 SqMtr	
12.	No of Floors	Ground floor only	
13.	Date of Sanction of Building Plan	■Not available	
14.	Whether P.O.C/OC received from local body?	■Not available	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	STAR Security Services	
16.	No of Security Personnel engaged	12 + 2 Gun Men	
17.	Whether Records of Vehicles (No & type entering into the building are kept	Yes for Buses only	
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	-
22.	No of Own Vehicles engaged by Employees	-
23.	No of Vehicles for which parking space is available in the premises	88 Buses
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		
	a)Regular		25
	b)Floating		275
33.	Basement		No
	a)	If basement extends beyond building profile	Not applicable
	b)	Use of the basement	Not applicable
	c)	Is it being sprinklered?	Not applicable
	d)	Whether any cubicles present in the basement?	Not applicable
		If yes, their use to be specified	Not applicable
	f)	Whether fire zones are defined?	Not applicable
		If yes, please provide details	Not applicable

Part- III

Provisions of means of escape

34.	Number of staircases --→NIL		
	Stairs Number		
	a)	Width of flight in mm	Not applicable
	b)	Tread width in mm	Not applicable
	c)	Riser Height in mm	Not applicable
	d)	Finish	Not applicable
	e)	Width of stair door (FCD) in mm	Not applicable
	f)	Height of stair head room in ft	Not applicable
	g)	Height of stair handrail in mm	Not applicable
	h)	Area & location & profile of Fire Refuge Area	Not applicable
	i)	Width and type of door leading to Fire refugee area	Not applicable
	J)	Pressurization of staircase	Not applicable
	k)	Segregation of staircase	Not applicable
35.	Number of Lifts installed→3nos		
	Lift-Numbers		
	a)	Type of door	Not applicable
	b)	Fire resistance rating	Not applicable
	c)	Area of lift car in mm	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?		5000 mm
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	U/G--10,000 ltr Bore well O/H -4000 Ltr
	a)	If yes, specify the distance from the building	At the back side of the plot	
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Not applicable	
	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 ---- 800Mtrapprox
	a)	Is it readily accessible?	■Yes	■condition and type of the reservoir—Water body
45.	Are internal hydrants being provided?		■NO	
	If so, please indicate no of hydrants in each floor		NIL	
46.	Are first aid hose reels being provided? If so please indicate		■NO	
	a)	Is the hose reel connected directly to the riser or to the hydrant outlet?	Not applicable	
	b)	Size (bore) and type of nozzle fitted to each hose reel	Not applicable	
47.	Are fire hoses being provided near each hydrant? If so, please indicate		■NO	
	a)	Total no of hoses provided near each hydrant	Not applicable	
48.	Have wet risers/dry risers been provided?		NO	
49.	If yes, please indicate the number of risers and internal diameter of each		Not applicable	
50.	Has any down comer been provided? If so, please give details		No	

51.	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate		NO		
	a)	Number of pumps	Not applicable		
	b)	Size of suction and delivery connection to each pump/Output/Head	■ Not applicable		
	e)	Is the pump automatic in action?	Not applicable		
	f)	Is the water pressure sufficient at max distance from the pump?	Not applicable		
52.	Sprinkler system		NO		
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		NO		
	a)	Type of detectors used	Not applicable		
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 Indicate whether the Fire extinguishers bear the ISI certification mark? Date of Validity		■NO ✓ ■Yes ✓ EXPIRED	Number of FE Type/ Capacity Water type(9 ltrs) DCP Type (5 Kgs)	4 2 nos 2 nos
	Location		2 at Maintenance Dept, one at office, one at Diesel pump area- all have expired		
55.	Is Emergency Fire Alarm being provided in each floor?		NO		
56.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		■NO		
57.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		■NO		

58.	Verification of Floor –wise Architectural drawing of building in line with requirement of WBF&ES	Not available
59.	Verification of as installed Circuit diagram of Fire detection & Alarm system of building in line with the requirements of WBF&ES	Not available
60.	Status of NOC from WBF&ES	NO NOC from WBF&ES is available

Part-V

Electrical, Cables and Ventilation

61.	If the building is Centrally air –conditioned, please indicate,	■No	
	a) Material used for construction of ducts and its fittings	Not applicable	
	b) Type of tinning used for ducts	Not applicable	
	c) Type of lagging used, if any for insulating any portion of the duct	Not applicable	
	d) How the lagging is secured?	Not applicable	
	e) If false ceiling is there?	Not applicable	
	f) Material used for false ceiling	Not applicable	
	g) Is a separate AHU being provided in each floor	Not applicable	
	H) Whether automatic shutdown of AHU is coupled with detection system?	Not applicable	
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Not applicable	
	j) Will fire dampers be provided in AC duct?	Not applicable	
62.	Is there any standby source of electric supply being provided?	■Yes	DG 15 KVA 1 No
63.	Is the back supply automatic?	■NO	Specify the functions that can be maintained simultaneously by such back ups ■All operation
64.	Location of switch- gears and transformers	NIL	

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

87.	Mechanical protection to cables	Yes
88.	Loose terminations due to improper supports, crimping	NO
89.	Improper gland installation, wrong lug size	NO
90.	Over-rated uses, wrongly set protection relays, etc.	NO
91.	Earthing layout & it's effectiveness	Effectiveness could not be checked
92.	Switch yard and sub station	NO
93.	DG operation and maintenance	Yes,
94.	Reliability of the fire hydrant system	Not applicable
95.	Emergency preparedness and response	NO
96.	Availibilty of Evacuation plan	NO
97.	Mock drill conducted??	NO
98.	Awareness of the people??	NIL
99.	Sample basis validation of smoke detection system??	Not applicable
100.	Storage if hazardous material, chemicals??	YES
101.	Use of signage??	NO
102.	Hydrants clear, access to public thorough fare open	Not applicable
103.	Flame & work permits (as applicable)	NA
104.	Effective internal communication and public address system	YES
105.	Colour coding system of hazardous chemical gas lines etc.	NOT applicable
106.	Management structure, role of safety officer, fire department etc.	NO
107.	Procedure for incident investigation and control	NO

PART- VI

Other Information

108.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	■Not having Valid NOC
109.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	YES
110.	Is Trade License available??	NO
111.	Name of the Insurance Company	Not available
112.	Remarks (if any) : As per Observation sheet	

Signature& date of Inspecting and Reporting Authority With seal

WIPRO LTD.



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	CN-1B	
2.	Premises Name (if any)	Wipro Ltd (Tower 5)	
3.	Name of the owner /<u>occupier</u>/lessee	M/s Wipro Ltd	
4.	Permanent Address	CN-1B, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	Ms Papri Chakraborty	
7.	Phone No of Contact Person	9836687777	
8.	E-mail	papri.chakraborty@wipro.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)	2.6 acre app	
11.	Build up area (as informed to the Auditor)	20577.22 sqmtr app	
12.	No of Floors	B+G+11 floor	
13.	Date of Sanction of Building Plan	13/08/2005	
14.	Whether P.O.C/OC received from local body?	Yes	17/09/2012 1028/NDITA/W/52/08
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	M/s G4S	
16.	No. of Security Personnel engaged	03	
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	55nos app	
22.	No of Vehicles for which parking space is available in the premises	50 (fifty)	
23.	Whether parking space available for visitors within the premises	Yes	
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
TELEPHONETOWER		
28.	No of Towers	No
29.	Statutory Clearance from AAI	Yes
30.	Any Other Clearance	--

Part – 2

31.	Occupancy load		300 app on working days.		
	Existing		300 app on working days.		
	a)Regular		300 app on working days.		
	b)Floating		--		
32.	Basement		Yes (one)		
	a)	If basement extends beyond building profile	No		
	b)	Use of the basement	Parking No	Storage: No	
	c)	Are sprinklers provided?	No		
	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			

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

33.	Number of staircases --→		02		
	Stairs Number		#1	#2	
	a)	Width of flight	2000mm	2000mm	
	b)	Tread width	230mm	230mm	
	c)	Riser Height	160 mm	160 mm	
	d)	Finish	Ground	Ground	
	e)	Width of stair door (FCD)	870 mm	870 mm	
	f)	Height of stair handrail	920 mm	920 mm	
	g)	Area & location & profile of Fire Refuge Area	NA	NA	
	h)	Width and type of door leading to Fire refugee area	No	No	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		

34.	Number of Lifts installed→	NO		
	Lift-Numbers	#1		
	a) Type of door	--	--	
	b) Fire resistance rating	--	--	
	c) Area of lift car	--	--	
	d) Capacity (no of persons)	--	--	
	e) Capacity(in kg)	--	--	
	f) Company	--	--	
	g) Is communication system, installed in the lift car?	--	--	
	h) Is a fireman's switch being installed in the car?	--	--	
	i) Pressurization of lift	--	--	
	j) Whether validity of "Form-C" from appropriate authority obtained?	--		
35.	Presence of proper signage in all the exit route	Yes		
36.	Is it posted with illuminated signage?	No, normal radium siganges are used.		
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?	6 meter actual width but after parking 3.8 mtr approx.		
40.	Width of the Entry / exit of Gate	6 meter		
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- 125000 liters x 03 tanks O/H ---
	a) If yes, specify the distance from the building	Basement	
	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: 500 mtr app
	a) Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: OK
44.	Are internal hydrants being provided?	Yes	Double outlets.
	If so, please indicate no of hydrants in each floor	02 no's per floor	

45.	Are first aid hose reels being provided? If so please indicate		Yes	02 no's per 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		Yes	Type of hose:RRL, Canvas Size of hose:63mm Length of hose:15 m
	a)	Total no of hoses provided near each hydrant	02nos per hydrant.	
47.	Have wet risers/dry risers been provided?		Yes, Wet riser	
	If yes, please indicate the number of risers and internal diameter of each		04risers with 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: 200mm Delivery: 200mm Output of each pump: Jockey: -- Sprinkler Pump: 171 cubic meter/hour Hydrant Pump: 171cubic meter/hour Diesel Pump: 171 cubic meter/hour Head:120mtr	
	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.		It is addressable.	
	a)	Type of detectors used	Addressable, smoke and 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 Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity Water CO2(9 ltr) , DCP(10 and 5 kg) Co2(4.5 kg)	56 nos
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)?	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	NOC taken for G+2 floor WBFES/7611/13/KOL/OB/509/08/5 16/08Dated: 22/02/13		

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	Data not provided.
	c)	Type of lagging used, if any for insulating any portion of the duct	Glass wool used for insulation.
	d)	Is the lagging secured?	Yes
	e)	Is false ceiling present?	Yes
	f)	Material used for false ceiling	Gypsum board are 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
	J)	Are fire dampers provided in AC duct?	Yes

62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 1500KVA x 02 no's	UPS Capacity: 80 Kva And 02 no of 60 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	1000kva		
	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 300 mm 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?		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.		No		

70.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	Already installed	
71.	Whether mechanical ventilation is being coupled with automatic detection system?	Yes	
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	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)	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, by skilled person.
92.	Reliability of the fire hydrant system	OK
93.	Emergency preparedness and response	OK
94.	Availability of Evacuation plan	Yes
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	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)	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	Yes

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)		
	THE BUILDING IS UNDER CONSTRUCTION, PROVISION OF LIFT IS MADE BUT YET TO BE INSTALLED.		

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. 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.
3. In basement Electrical panels are installed and there is no barricading. (refer the pic on last page)

C. 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.

D. 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.

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.
2. Door to the refuge area was locked. Such practice must be stopped.

F. Assembly Area.

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

G. Extinguisher: Foam Extinguishers must be installed in DG room.

H. 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) 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.

HOLOFLEX



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block-CN 2/1
2.	Premises Name (if any)	HOLOFLEX
3.	Name of the owner /occupier/lessee	Mr. Ajit Surana
4.	Permanent Address	HOLOFLEX BLOCK –CN2/1 SECTOR-5, SALT LAKE, KOLKATA – 91
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold
6.	Name of the Contact Person	Mr. Shouvik Dutta
7.	Phone No of Contact Person	09883222289
8.	E-mail	shouvik@holoflex.com
9.	Purpose of the Land Use	Residential
		Educational
		Institutional
		Assembly
		Business
		Mercantile
		Yes Industrial
		Storage
		IT/ITES
		Tower house
10.	Plot Area(as informed to the Auditor)	23000 sq/ft
11.	Build up area(as informed to the Auditor)	10500sq/ft
12.	No of Floors	G+1 st 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	ASI Service Pvt. Ltd
16.	No. of Security Personnel engaged	25
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	10 to 12 nos
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		80 nos in office time		
	Existing				
	a)Regular				
	b)Floating		10 approx.		
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 nos		
	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	Not provided		
	g) Area & location & profile of Fire Refuge Area	NA		
	h) Width and type of door leading to Fire refugee area	NO		
	i) Pressurization of staircase	NA		
	j) Segregation of staircase	Yes		
34.	Number of Lifts installed→	NO Lift		
	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 Leadsto theFire assembly point?	NO		
38.	Any form of Public address system available?	NO		
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	2 meter approx.		

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

42.	Is any water reservoir for fire fighting available?(At ground level / over head)	NO	U/G- 200000 liters O/H - NO
	a) If yes, specify the distance from the building	20M	
	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	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	1 nos	
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?	Wet riser	
	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	NO	
	a) Number of pumps	1 nos	
	b) Size of suction and delivery connection to each pump/Output	Suction: 100mmDelivery: 100mmOutput of each pump: 2850 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	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 CO2- 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:Office area
56.	Indicate whether appointment of skilled Fire Fighting Person within the PREMISES IS AVAILABLE round the clock?	NONO	
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	Record not available	
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/7271/13 valid till Feb 2014	

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?		Yes	DG: yes Capacity: 125KVA	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: NA ■Partly to Office : yes ■ Others	
63.	Location of switch- gears and transformers		Ground		
64.	a)	Transformer capacity	200KVA		
	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?	10M		
65.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		ABC extinguisher 5 kgs		
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?	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?	N
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)	ABC extinguisher 5 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	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	NO
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	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	NO
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.	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	Data not 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. 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 pipe line to be maintaining proper individual labeling & water flow direction.
5. Pump room used for pantry. Avoid pump room using as a pantry.

B. Emergency Evacuation Plan

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

C. LT rooms

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

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 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 liters 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.

G. Fire Exit Doors& Signage

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 blocked due to paper roll & product material stored. Fire exit should be maintain unobstructed
3. Signages not provided. Signage is to be provide in organized method.

H. Stair Case

1. Hand rail not provided in staircase. Handrail is to be provided in staircases.

I. Assembly Area.

1. Assembly area is not mentioned 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.

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 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.
- 7) All Combustible material to be removed from terrace floor.

NATIONAL RESEARCH INSTITUTE OF AYURVEDA



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CN-04, Sector -V	
2.	Premises Name (if any):	National Research Institute of Ayurveda (Hospital)	
3.	Name of the owner /occupier/lessee	National Research Institute of Ayurveda	
4.	Permanent Address	National Research Institute of Ayurveda BLOCK CN-04, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/Sublease/Any other	Freehold	
6.	Name of the Contact Person	DR. Mrs. S Mondal	
7.	Phone No of Contact Person	033-23673808/3881	
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)	3 Acers	
11.	Build up area(as informed to the Auditor)	5000 sq/ft approx.	
12.	No of Floors	G floor +1 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	Company security	
16.	No of Security Personnel engaged	04 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	NA	
20.	Whether Monitoring System through Close circuit TV available	NA	

VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	No
22	No of Vehicles for which parking space is available in the premises	Provision for only Ambulance
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
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 as per given information by Client.
	Existing		50
	a)Regular		50
	b)Floating		100
32	Basement		No
	a)	If basement extends beyond building profile	N/A
	b)	Use of the basement	N/A
	c)	Is it being sprinkle red?	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	#2	#3
	a)	Width of flight	1000mm	NA	NA
	b)	Tread width	300mm	NA	NA
	c)	Riser Height	150mm	NA	NA
	d)	Finish	Ground	NA	NA
	e)	Width of stair door (FCD)	2000mm	NA	NA
	f)	Height of stair head room		NA	NA
	g)	Height of stair handrail	1000mm	NA	NA
	h)	Area & location & profile of Fire Refuge Area	Not Available	NA	NA
	i)	Width and type of door leading to Fire refugee area	Not Available	NA	NA
	J)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→		02		
	Lift-Numbers		#1	#2	3
	a)	Type of door	Metal	Metal	
	b)	Fire resistance rating	NA	NA	
	c)	Area of lift car	2 sqm	2sqm	
	d)	Capacity (no of persons)	08	08	
	e)	Capacity(in kg)	600 kgs	600 kgs	
	f)	Company	Otis	Otis	
	g)	Is communication system, installed in the lift car?	Yes	Yes	
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	
	i)	Pressurization of lift	No	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Yes		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it is landing to fire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises?		08 meter		
40	Width of the Entry / exit of Gate		08 meter		
41	Height of the Entry / exit of Gate		open		

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 litr
	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?	No	
44	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		2 Nos	
45	Are first aid hose reels being provided? If so please indicate		Yes	02 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: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	03Nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 250 mm Delivery: 150 LPM Output of each pump:2280LPM	
	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 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	No	
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 PREMISES IS AVAILABLE the round the clock?	No	
57	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?	Yes	
58	Verification of Floor -wise Architectural drawing of building in line with requirement of WBF&ES	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	Valid	

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)	Are fire dampers provided in AC duct?	N/A		
62	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 750	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		Ground Floor		
64	a)	Transformer capacity	33KVA 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?	Extinguishers, sand buckets
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?	NA
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	N/A
76	Proper cable joint procedures as per manufacturer	Yes
77	Earthlings 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& co2 4.5 kgs
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	Yes
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	Yes
95	Mock drill conducted?	Yes
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 if 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)	No
106	Effective internal communication and public address system	Yes
107	Color coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	Yes
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	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not mentioned by clients.	
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. 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.
3. Extinguisher Is to be placed in pump room, 4.5kg/cm²- 2nos & DCP- 10Kg -2 nos,

C. Emergency Evacuation Plan

1. Evacuation plan is to be 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 not provided. Insulation mat is to be provided near panel.
3. Exit door obstructed. Exit should be maintained clear.
4. 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. 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.
- 4.. Smoke detector to be provide in HT room.

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.

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 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 pressurization 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 .

L. 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.

Note:

- **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 CN-04, Sector -V	
2.	Premises Name (if any):	National Research Institute of Ayurveda (LABORATORY)	
3.	Name of the owner /occupier/lessee	National Research Institute of Ayurveda	
4.	Permanent Address	National Research Institute of Ayurveda BLOCK CN-04, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details : Freehold/Rental/Leasehold/Sublease/Any other	National Research Institute of Ayurveda (Office Building& Canteen Building)	
6.	Name of the Contact Person	DR. Mrs. S Mondal	
7.	Phone No of Contact Person	033-23673808/3881	
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)	3 Acers	
11.	Build up area(as informed to the Auditor)	5000 sq/ft approx.	
12.	No of Floors	G floor & G+1 floor	
13.	Date of Sanction of Building Plan	Date: SANCTIONED	
14.	Whether P.O.C/OC received from local body?	Yes	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Company security	
16.	No of Security Personnel engaged	04 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	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		Appx 12
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
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		200 in office time as per given information by Client.
	Existing		200
	a)Regular		200
	b)Floating		50
32	Basement		NA
	a) If basement extends beyond building profile		N/A
	b) Use of the basement		N/A
	c) Is it being sprinkle red?		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 --→ 1 Canteen Building				
	Stairs Number		#1	#2	#3
	a)	Width of flight	1000mm	NA	NA
	b)	Tread width	300mm	NA	NA
	c)	Riser Height	150mm	NA	NA
	d)	Finish	Ground	NA	NA
	e)	Width of stair door (FCD)	2000mm	NA	NA
	f)	Height of stair head room		NA	NA
	g)	Height of stair handrail	1000mm	NA	NA
	h)	Area & location & profile of Fire Refuge Area	Not Available	NA	NA
	i)	Width and type of door leading to Fire refugee area	Not Available	NA	NA
	J)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→		02		
	Lift-Numbers		#1	#2	3
	a)	Type of door	Metal	Metal	
	b)	Fire resistance rating	02 hrs	02 hrs	
	c)	Area of lift car	2 sqm	2sqm	
	d)	Capacity (no of persons)	08	08	
	e)	Capacity(in kg)	560 kgs	560 kgs	
	f)	Company	Otis	Otis	
	g)	Is communication system, installed in the lift car?	Yes	Yes	
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	
	i)	Pressurization of lift	No	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained	Yes		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it is landing to fire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises		08 meter		
40	Width of the Entry / exit of Gate		08 meter		
41	Height of the Entry / exit of Gate		4.5 m		

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

42	Is any water reservoir for fire fighting available? (at ground level / overhead)	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 outlets.
	If so, please indicate no of hydrants in each floor	2 Nos	
45	Are first aid hose reels being provided? If so please indicate	Yes	02 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 & 30 metres 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: 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 No's of each side of building 150mm 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	03 Nos	
	b) Size of suction and delivery connection to each pump/Output	Suction: 250 mm Delivery: 150 LPM Output of each pump: 2820 LPM	
	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, indicate 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 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/Verified	
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	Valid/In force	

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: yes Capacity: 750	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		Ground Floor		
64	a)	Transformer capacity	33KVA 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?	Extinguishers, sand buckets
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?	NA
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	No
76	Proper cable joint procedures as per manufacturer	Yes
77	Earthlings 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& co2 4.5 kgs
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	Yes
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	Yes
95	Mock drill conducted?	Yes
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?	Yes
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	Color-coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	Yes
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	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not mentioned by clients.	
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. 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.
3. Extinguisher Is to be placed in pump room, 4.5kg/cm²- 2nos & DCP- 10Kg -2 nos,

C. Emergency Evacuation Plan

1. Evacuation plan is to be 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 not provided. Insulation mat is to be provided near panel.
3. Exit door obstructed. Exit should be maintained clear.
4. 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. 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.
- 4.. Smoke detector to be provide in HT room.

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.

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 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 pressurization 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.**

PART-1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CN-04, Sector -V	
2.	Premises Name (if any):	National Research Institute of Ayurveda (OFFICE & CANTEEN)	
3.	Name of the owner /occupier/lessee	National Research Institute of Ayurveda	
4.	Permanent Address	National Research Institute of Ayurveda BLOCK CN, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details: Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	DR. Mrs. S Mondal	
7.	Phone No of Contact Person	033-23673808/3881	
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)	3 Acers	
11.	Build up area(as informed to the Auditor)	5000 sq/ft aprox.	
12.	No of Floors	G floor & G+1 floor	
13.	Date of Sanction of Building Plan	Date: SANCTIONED	
14.	Whether P.O.C/OC received from local body?	Yes	
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	Company security	
16.	No of Security Personnel engaged	04 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	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	Appx 12
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
26	Drainage System	Ok
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		20 in office time as per given information by Client.
	Existing		20
	a)Regular		20
	b)Floating		50
32	Basement		NO
	a)	If basement extends beyond building profile	N/A
	b)	Use of the basement	N/A
	c)	Is it being sprinkle red?	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 --→ 1 Canteen Building				
	Stairs Number		#1	#2	#3
	a)	Width of flight	1000mm	NA	NA
	b)	Tread width	300mm	NA	NA
	c)	Riser Height	150mm	NA	NA
	d)	Finish	Ground	NA	NA
	e)	Width of stair door (FCD)	2000mm	NA	NA
	f)	Height of stair head room		NA	NA
	g)	Height of stair handrail	1000mm	NA	NA
	h)	Area & location & profile of Fire Refuge Area	Not Available	NA	NA
	i)	Width and type of door leading to Fire refugee area	Not Available	NA	NA
	j)	Pressurization of staircase	No		
	k)	Segregation of staircase	Yes		
34	Number of Lifts installed→		02		
	Lift-Numbers		#1	#2	3
	a)	Type of door	Metal	Metal	
	b)	Fire resistance rating	02 hrs	02 hrs	
	c)	Area of lift car	2 sqm	2sqm	
	d)	Capacity (no of persons)	08	08	
	e)	Capacity(in kg)	560 kgs	560 kgs	
	f)	Company	Otis	Otis	
	g)	Is communication system, installed in the lift car?	Yes	Yes	
	h)	Is a fireman's switch being installed in the car?	Yes	Yes	
	i)	Pressurization of lift	No	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained	Yes		
35	Presence of proper signage in all the exit route		Yes		
36	Is it posted with illuminated signage?		Yes		
37	Whether it is landing to fire assembly point?		No		
38	Any form of Public address system available?		Yes		
39	Width of internal road within the Premises		08 meter		
40	Width of the Entry / exit of Gate		08 meter		
41	Height of the Entry / exit of Gate		4.5 m		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / overhead)	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 outlets.
	If so, please indicate no of hydrants in each floor	2 Nos	
45	Are first aid hose reels being provided? If so please indicate	Yes	02 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 & 30 metres 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: 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 No's of each side of building 150mm Dia-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	03 Nos	
	b) Size of suction and delivery connection to each pump/Output	Suction: 250 mm Delivery: 150 LPM Output of each pump: 2820LPM	
	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, indicate 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 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/Verified	
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	Valid/In force	

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: yes Capacity:750	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		Ground Floor		
64	a)	Transformer capacity	33KVA 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?	Extinguishers, sand buckets
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?	NA
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	No
76	Proper cable joint procedures as per manufacturer	Yes
77	Earthlings Pit Tested?	Yes
78	Use of MCB?	Yes
79	By passing of protection devices	NO
80	Deteriorated insulation	No
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	DCP 10 kgs & co2 4.5 kgs
82	Sealing of cable passes, openings, baffle walls(Passive Fire Protection)	Yes
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	Yes
95	Mock drill conducted?	Yes
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?	Yes
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	Color coding system of hazardous chemical gas lines etc.	Yes
108	Management structure, role of safety officer, fire department etc.	Yes
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	
111	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	Not mentioned by clients.	
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. 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.
3. Extinguisher Is to be placed in pump room, 4.5kg/cm²- 2nos & DCP- 10Kg -2 nos,

B. Emergency Evacuation Plan

1. Evacuation plan is to be displayed in the building at prominent locations.

C. LT rooms

1. Smoke detectors were not installed inside the LT Room. Installation distribution of smoke detectors should be reviewed..
2. Insulation mat not provided. Insulation mat is to be provided near panel.
3. Exit door obstructed. Exit should be maintained clear.
4. 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. 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.
4. Smoke detector to be provide in HT room.

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.

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 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 pressurization 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.**

ROTARY NARAYANA NETRALYA



EXECUTIVE SUMMARY

Part I & II

General Information

Rotary Narayana Netralya is situated in 3 Acres of Land, super built up area is approx 35000SqMtr at CN-5, Sector V, Salt Lake, Kolkata 700091.

The building is G+3 storied. This is basically an eye Hospital with Cath lab & Dialysis facilities

OC from NDITA is not available

Valid NOC is available WBFES /7205/13/KOL/HB/182/07(186/07) dated 13.12.13 valid for 1 Yr

Occupancy Load was found as follows

Existing -- 100

Floating -- 160

There is one no of 250 KVA capacity **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 nos stairs from ground floor to roof top.

There are 2 Nos lifts available. Valid C certificate is not available with the authority.

There are no Fireman's switch in the lifts

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, Heat Detectors & MCPs Hooter, at each floor.

Wet Risers:-

There are one U/G tank of total 70000 ltr capacity. Alternate source of water is the lagoon 1500 mtrs away of the building.

At the Ground floor there are two pumps of 50 HP each for main, & a stand by .There is one 15 HP jockey pump , Pumps are found being operated manually.Water is leaking badly from the glands

There are total 52 nos Fire extinguishers of ABC & DCP Types. These are found valid .

These are being placed as per scheduled locations. Common areas Stair cases.

There are 2 nos main risers the building. Hose reel is directly connected to the risers.

There is no Hose or FHC available near the riser.

There are MCPs, Smoke Detectors, and Alarms but in the 2nd&1st floor these are found not working. In 2nd floor sprinkler pipe is found painted white

Alternate water source is within 1.5 KM

PART V**ELECTRICAL, CABLES& VENTILLATION****SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS**

Electrical lines are distributed thru DB Box. There is RCCB available in the certain DBs.

Input voltage is 11 KV. There is a transformer of 500 KVA outside the main building

There is one no DGs of 250 KVA capacity as alternate source of power.

PART VI**OTHER INFORMATION**

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	CN-5, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Rotary Narayana Netralya	
3.	Name of the owner /occupier/lessee	DrAsutoshRaghubansi	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. AsishPraharaJ	
6.	Contact no	Mob	90070 0 6247
		Landline	
		E-mail	eyernnn@gmail.com
7.	Occupancy use	Principal Use	IT/ITES✓
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
		HOSPITAL✓	
8.	Plot Area	3.0 Acres	
9.	Super built up area	35000SqftAPPROXr	
10.	No of Floors	G+3	
11.	Date of Building Sanction 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	Wory Security Service	
14.	No of Security Personnel engaged	12	
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	3
20.	No of Vehicles for which parking space is available in the premises	120
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?		Yes
28.	Is sanctioned plan from WBF&ES of the premises available?		Yes
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)		Yes
30.	Occupant load		
	i)	Designed	
		a) Regular	NA
		b) Floating	NA
	ii)	Existing	
		a) Regular	100
		b) Floating	160
	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	NO
	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	TWO Nos	
34.		#1	#2
	a) Width of flight mm each	1400	1400
	b) Tread width mm each	260	260
	c) Riser Height mm each	160	160
	d) Finish	Marble	Marble
	e) Width of stair door (FCD) mm each	No FCD	
	f) Height of stair head room Ft each	9 ft approx	
	g) Height of stair handrail mm each	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	2 Nos	
		#1	#2
	a) Type of door	Metallic	Metallic
	b) Fire resistance rating	2 Hrs	2 Hrs
	c) Area of lift car	2380 mm X 970 mm	2510mm X 1600 mm
	d) Capacity (no of persons)	6	20
	e) Capacity(in kg)	408	1360
	f) Company	IBIJI	Jhonson
	g) Is communication system, installed in the lift car?	YES	
	h) Is a fireman's switch being installed in the car?	NO	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	YES
37.	Is it posted with illuminated signage?	YES
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?	3550 mm
41.	Width of the Entry / exit of Gate	4200 mm
42.	Height of the Entry / exit of Gate	Open to Sky

PART- IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available? (at ground level / overhead)		Yes. 3 No U/G tank of 70000 ltr capacity
	a)	If yes, specify the distance from the building	5 mtr
	b)	If yes, specify the capacity (in liters) 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√
	a)	Is it readily accessible ?	Yes√
	b)	If yes, specify the distance from the building	15000mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?		Yes
		If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Single outlet. two 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		No
	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 (Wet Riser)
49.	If yes, please indicate the number of risers and internal diameter of each		Two Risers
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	3nos 50 HP-1 No (Main) 50 HP-1 No (Stand by) 15 HP- 1 No(Jockey)
	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	70mtr
	e)	Is the pump automatic in action?	NO
	f)	Is the water pressure sufficient at max distance from the pump?	No Pressure Gauge meter has been fixed at the top
52.	Sprinkler system		Yes
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes Photo type Detectors
	a)	Type of detectors used	Photo type detectors
	b)	Standard to which the detectors conform	Not available
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.		one in each floor
	Alarm receiving system		Yes. one in each floor

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	52Nos
	b)	Type of FE	Type Installed DCP(5 Kg) 32Nos ABC (5kgs) 20 No
	c)	Location	One in each stair case & in each floor
	d)	Date of Expiry	24.5.14
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes
56.	Are Emergency Fire Alarm being provided in each floor ?		
	a)	No. of Fire Alarm	One in each floor
	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)?		Not Done
	Status of NOC from WBFES		Valid NOC WBFES /7205/13/KOL/HB/182/07(186/07) dated 13.12.13 valid for I Yr

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 & UPS
	b)	Specify the capacity	DG → 250 KVA X 1 No UPS → 10 KVA- 4 nos 30 KVA-1 no
	c)	Specify the functions that can be maintained simultaneously by such back ups	All operations
61.	Is there any back up supply		Automatic
62.	Location of switch- gears and transformers		Outside the building
	a)	Transformer capacity	500 KVA Dry type
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not Applicable
	c)	If outside, how far is it from the building?	50Mtr
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & Sand buckets, but lying on floor
64.	Whether electrical cables, telephone cables, dry/wet risers /down-comers pass through a floor or a wall, will the spaces (apertures) around the cables/pipes be effectively sealed /plugged with non-combustible, fire resisting material?		Not applicable
65.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?		No
66.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?		Not Applicable
67.	Whether natural ventilation is relied upon? If so, give details.		No
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 of Fire Refuge Area	Not Applicable
	c)	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.	No
73.	RCCBs	Yes in some DBs
74.	Master switch in warehouses	Not Applicable
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	NO Shaft
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	No
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Yes
95.	Reliability of the fire hydrant system	YES
96.	Emergency preparedness and response	YES
97.	Evacuation plan	No
98.	Mock drill	Yes
99.	Awareness of the people	No
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)	NO
105.	Effective internal communication and public address system	NO
106.	Color coding system of hazardous chemical gas lines etc.	No. Sprinkler line found white. LPG in the canteen found with no colour
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	Yes. Monitoring to be done with CCTV
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	National Insurance
112.	Remarks (if any) 1.As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

**MS Certification Services Pvt.Ltd.
Nonconformity tracking report**

NC = No conformity

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	Emergency Exit is blocked by a Shelf. Door is no FCD 	Emergency Exit has to kept clear. FCD to be replaced	.	
2.	Roof Top the File store is in a very bad shape 	Two small Co2 cylinders are kept in a remote corner. Store keeper does know the how to use. They must be trained Smoke detector & Sprinkler s are to be proved till this structure is demolished to make a 4 th floor		

3.	Housekeeping in the switch gear room. No Fire Extinguishers are provided 	All Junks are to be cleared from the room. Fire Extinguishers & sand buckets are to be provided		
4.	Hose keeping is very poor. Fire Extinguishers & sand bucket (bracket uprooted) are found lying on floor near the junk materials 	All Junks are to be cleared from the room. Fire Extinguishers & sand buckets are to be provided properly		
5.	Medicine Shop Fire extinguisher was found exhausted 	This is to be refilled immediately or replaced		
6	No Hose or Fire Hose Cabinet is found near the Fire point of the riser 	Hose to be provided in the FHC		

7	In 2 nd floor Sprinkler line is found white 	Should be painted red		
8	In the Canteen the LPG gas line is not painted	Should be painted yellow. Periodic checking should be done for leakage		
9	There is no pressure gauge at the top of the riser to check the pressure of hydrant water	Two pressure gauges are to be provided at the top of risers		
10.	As per recommendation of WBFES CCTV not installed	CCTV to be installed		
11	Smoke Detector, MCP, Fire alarm found not working in 2 nd &1st floor	To be made operational		
12.	Water is leaking from the glands of Fire pump room	Leakage to be stopped immediately		
13	C-Certificates of lifts not available	To be made available		

Signature of Inspecting and Reporting Authority with seal

INTERMEDIATE PUMPING STATION



EXECUTIVE SUMMARY

Part I & II

General Information

The **Intermediate Pumping Station** is in 578 sqMtr of Land, super built up area is 440 SqMtrft approxat CN-8, Sector V, salt Lake, Kolkata 700091.

Total Effluent of Sector V is collected here & then pumped to STP for treatment at CP-9

OCfrom NDITA is not available.

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Existing -- 3

Floating --2

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

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There is no stair in the building. There is no lift in any of the buildings.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

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

There is no U/G tank. Alternate source of water body 1000mtrs away of the building.

Fire Extinguishers are BC(5 Kg Capacity) -3nos

These are being placed near Transformer

PART V

ELECTRICAL, CABLES& VENTILLATION

SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS

Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available.

Input voltage is 11 KV. There is one transformer of 150 KVA

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	CN-8, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	IPS (INTERMEDIATE PUMPING STATION)	
3.	Name of the owner /occupier/lessee	NDWML (Nabadiganta Water Management Ltd)	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	MrChanchal Singh	
6.	Contact no	Mob	97346 63661
		Landline	
		E-mail	
7.	Occupancy use	Principal Use	IT/ITES
		Mixed Use	Research
			Residential
			Educational
			Institutional
			STP ✓
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	578 sqmtr	
9.	Super built up area	440 sqmtr (approx.)	
10.	No of floors	Ground floor only	
11.	Date of Sanction of Building Plan	Not Available	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not Available	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	Own
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	Yes
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	Nil
20.	No of Vehicles for which parking space is available in the premises	Nil
21.	Whether parking space available for visitors within the premises	No
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	3
	b)	Floating	2
	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		NO
	a)	If basement extends beyond building profile	NO
	b)	Use of the basement	Not Applicable
	c)	Is it being sprinkled?	Not Applicable
	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		NIL
34.			
	a)	Width of flight	Not Applicable
	b)	Tread width	Not Applicable
	c)	Riser Height	Not Applicable
	d)	Finish	Not Applicable
	e)	Width of stair door (FCD)	Not Applicable
	f)	Height of stair head room	Not Applicable
	g)	Height of stair handrail	Not Applicable
	h)	Area & location & profile of Fire Refuge Area	Not Applicable
	i)	Width and type of door leading to Fire refugee area	Not Applicable
	J)	Pressurization of staircase	Not Applicable
	k)	Segregation of staircase	Not Applicable

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?		4300mm
41.	Width of the Entry / exit of Gate		4400 mm
42.	Height of the Entry / exit of Gate		Open to Sky

PART IV **Provision of Fire Safety Arrangement**

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)		There is no U/G Tank
	a)	If yes, specify the distance from the building	Not Applicable
	b)	If yes, specify the capacity (in liters) as approved by WBF& ES.	Not Applicable
	c)	Specify the condition of the reservoir	Not Applicable
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
		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	
	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	NO
	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	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.	NO
	Alarm receiving system	Not Applicable
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	3Nos
	b) Type of FE	BC(5.0 kgs) 3Nos
	c) Location	Near Transformer
	d) Date of Expiry	June 2014
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	Not Applicable
	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?	NO
	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	Not Applicable
62.	Location of switch- gears and transformers	Outside the main house
	a) Transformer capacity	150 KVA- One
	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?	2Mtrs
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguisher & 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?	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	Not Applicable
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthling defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes
92.	Switch yard and sub station	NO
93.	MCC and distribution boards	NO
94.	DG operation and maintenance	Not Applicable
95.	Reliability of the fire hydrant system	Not Applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	NO
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	No
103.	Hydrants clear, access to public thorough fare open	Yes
104.	Flame & work permits (as applicable)	No
105.	Effective internal communication and public address system	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	No

PART- VI**Other Information**

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
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 Observation sheet	

Signature of Inspecting and Reporting Authority with seal

**MS Certification Services Pvt.Ltd
Nonconformity tracking report**

NC = No conformity

Sl. No	OBSERVATIONS 1.3.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is No Evacuation plan is available to any building	Evacuation plan should be available in each building	.	
2.	There is No Emergency Response plan is available	Emergency Response plan is to be made		
5.	There is no Assembly point identified.	Assembly point is to be identified.		
6.	There is no Emergency siren	Emergency siren is to be provided		
7.	There is No Firefighting Mock drill	Firefighting Mock drill is to be conducted to the assigned persons		
8.	No Evacuation drill has been Conducted	Evacuation drill is to be conducted periodically		
9	There is no signage available	Signage for emergency exit are to be provided		

Signature of Inspecting and Reporting Authority with seal

NATIONAL TEST HOUSE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	CP-1	
2.	Premises Name (if any):	National Test house.	
3.	Name of the owner /occupier/lessee	CPWD	
4.	Permanent Address	CP-1 Sec-V	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Government	
6.	Name of the Contact Person	Mr. Ashim Biswas(JE)	
7.	Phone No of Contact Person	9477278496	
8.	E-mail	Not shared with auditor	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		√	Business
			Mercantile
			Industrial
			Storage
		IT/ITES	

10.	Plot Area(as informed to the Auditor)	12141.41 m ² area
11.	Build up area(as informed to the Auditor)	35.5×31.5 sq/m ²
12.	No of Floors	G+VI
13.	Date of Sanction of Building Plan	Not Known
14.	Whether P.O.C/OC received from local body?	Yes OC Issuing Authority Bidhan Nagar Municipality
SECURITY SETUP DETAILS		
15	Name of the SECURITY AGENCY engaged	Company owned
16	No of Security Personnel engaged	6
17	Whether Records of Vehicles No.& type entering into the building are kept	Yes
18	Whether records of Visitors entering into the building are kept	Yes
19	Whether Metal detectors are used at the entry point	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	Data not provided
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	Yes
26	Drainage System	Yes
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		
	Existing		40		
	a)	Regular	40		
	b)	Floating	20		
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	#3
	a)	Width of flight	2500mm	2500mm	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	NO		
	j)	Segregation of staircase	No		

34	Number of Lifts installed→				
	Lift-Numbers		#1	#2	
	a)	Type of door	SS	SS	N/A
	b)	Fire resistance rating	No	No	N/A
	c)	Area of lift car	1.2 SQM	1.2 SQM	N/A
	d)	Capacity (no of persons)	8Persons	8Persons	N/A
	e)	Capacity(in kg)	544 Kgs	544 Kgs	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	
	i)	Pressurization of lift	No	No	
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Yes		
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?		4.5M		
40	Width of the Entry / exit of Gate		6M		
41	Height of the Entry / exit of Gate		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 120000 O/H 40000
	a)	If yes, specify the distance from the building	20 Mtr. Appx	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Data not provided	
	c)	Specify the condition of the reservoir	Satisfactory	

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
	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 mts
	a)	What is the length of hose AND Is the hose reel connected directly to the riser or to the hydrant outlet?	Yes	Bore and length of hose reel tubing on each reel:19mm/30mtr.
	b)	Size (bore) and type of nozzle fitted to each hose reel	6mm	
46	Are fire hoses being provided near each hydrant? If so, please indicate size		Yes	Type of hose:RRL Size of hose:69mm Length of hose: 15 Mtrs
	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		2 No's 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	4 Nos	
	b)	Size of suction and delivery connection to each pump/Output	Suction: 200mm Delivery: 200mm Output of each pump:2280 LPM	
	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.		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.		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 CO2- 4.5kgs, Water- 9ltrs& DCP-10 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		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		N/A	
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,		Yes	
	a)	Material used for construction of ducts and its fittings	GI	
	b)	Type of support used for ducts	Bracket	
	c)	Type of lagging used, if any for insulating any portion of the duct	Rubber , Glass wool	
	d)	Is the lagging secured?	Yes	
	e)	Is false ceiling present?	Yes	
	f)	Material used for false ceiling	PP	
	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)	Are fire dampers provided in AC duct?	Yes	
62	Is there any standby source of electric supply being provided?		Yes	DG: 380×2 KVCapacity:
	Is the back supply automatic?		Yes	Specify the functions that can be maintained simultaneously by such back ups ■Fire Pump: ■Emergency Light: √ ■Lift: √ ■Partly to Office: √ ■ Others
63	Location of switch- gears and transformers		Ground floor	

64	a)	Transformer capacity	33KV 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?	10 mt
65		What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguishers DCP Qty 3
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?	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?	N/A
71		Whether mechanical ventilation is being coupled with automatic detection system?	N/A
72		Whether the refuge area is being provided?	Yes On which floor: Area of Fire Refuge Area: 250 SQF Width of Fire Refuge Area:
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
78		Use of MCB?	Yes
79		Bypassing of protection devices	Yes

80	Deteriorated insulation	NO
81	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes/DCP-10Kg
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	N/A
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?	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	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	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. 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 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.
4. All pump input and output pipeline to be maintaining proper individual labeling & water flow direction.
5. DG pump found unserviceable, should be made serviceable and to put into service

B. Emergency Evacuation Plan

1. 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 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.
4. Detectors not found in HT rooms, should be provided in accordance IS 2189.

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

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. Refuge area is to be maintaining 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 pressurization 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

M. 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.
- 3) 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.
- 4) Sprinkler system should be integrated with the building safety system

NABA MUDARAM PVT LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	CP-04 Sector V	
2.	Premises Name (if any):	NABA MUDARAM PVT LTD	
3.	Name of the owner /occupier/lessee	Mr. S. Pal	
4.	Permanent Address	NABA MUDARAM PVT LTD, CP-04, SEC-V SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Freehold	
6.	Name of the Contact Person	Mr. S Pal	
7.	Phone No of Contact Person	033-23675299, 1752	
8.	E-mail	sentk@cal.vsnl.net.in	
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)	4000 sq/ft	
11.	Build up area(as informed to the Auditor)	3423.99sq/ft	
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	Data visually checked
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	SIS Securities	
16.	No of Security Personnel engaged	10	
17.	Whether Records of Vehicles No& type entering into the building are kept	Yes	
18.	Whether records of Visitors entering into the building are kept	Yes	
19.	Whether Metal detectors are used at the entry point	No	
20.	Whether Monitoring System through Close circuit TV available	No	

VEHICLES VOLUME			
21	No of Vehicles Engaged by the Organisation	4	
22	No of Vehicles for which parking space is available in the premises	18	
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	N/A	
30	Any Other Clearance	N/A	

Part – 2

31	Occupancy load		50in one shift office time		
	Existing				
	a)	Regular	50		
	b)	Floating	16 apx		
32	Basement		No		
	a)	If basement extends beyond building profile	No		
	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	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	No	
	h)	Width and type of door leading to Fire refugee area	No	No	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		01 using for goods service lift		
	Lift-Numbers		1	N/A	N/A
	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	No		
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Checked & Found Valid form C		
35	Presence of proper signage in all the exit route		No		
36	Is it posted with illuminated signage?		No		
37	Whether it Leadsto the Fire assembly point?		No		
38	Any form of Public address system available?		No		
39	Width of internal road within the Premises?		4.5 meter approx.		
40	Width of the Entry / exit of Gate		4.5 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 fire-fighting available? (At ground level / over head)	Yes	U/G- 150000 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.	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?		
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?	Yes	19mmdia 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	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 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	4 nos	
	b) Size of suction and delivery connection to each pump/Output	Suction: 250mm Delivery: 150mm Output of each pump: 171M ³ /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 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 newly takeover the charge by present services.	
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 , data provide	

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: 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 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?	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 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, Balcony using as a refuge area in each floor. But this area found using as a split AC exhaust.
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??	Satisfactory
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 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.. 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 pipe line to be maintaining proper individual labeling& water flow direction.

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.

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.

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 out side of D.G. Room.
3. Physical check not permitted, hence please take it up departmentally.

G. LT Panels

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

H. 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.

I. 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.

J. 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.

K. Refuge Area

1. Balcony is beingused 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)

L. 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.

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.

N. Basement Ventilation.

- 1) Mechanical ventilations are not provided to cover entire area of basement. Mechanical ventilation is to be provided integrated with fire detection panel.

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:

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

CENTRAL GROUND WATER BOARD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	CP-06	
2.	Premises Name (if any)	Central Ground Water Board	
3.	Name of the owner /occupier/lessee	Govt Of India	
4.	Permanent Address	CP-06, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr Shrivastav, G C Pati	
7.	Phone No of Contact Person	23673081/1170	
8.	E-mail		
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
			Business
			Mercantile
			Industrial
			Storage
		IT/ITES	
10.	Plot Area(as informed to the Auditor)	61.38 kaattah	
11.	Build up area(as informed to the Auditor)	11990 sq mtr	
12.	No of Floors	G+03	
13.	Date of Sanction of Building Plan	2000	
14.	Whether P.O.C/OC received from local body?	YES	--BIDHAN NAGAR MUNICIPALITY
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	M/s Nihar Security	
16.	No. of Security Personnel engaged	03	
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) 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	NA
30.	Any Other Clearance	- NA

Part – 2

31.	Occupancy load		20		
	Existing		20		
	a)Regular		15		
	b)Floating		15		
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		
	Stairs Number		#1	#2	
	a)	Width of flight	2000mm	N/A	N/A
	b)	Tread width	300mm	N/A	N/A
	c)	Riser Height	150mm	N/A	N/A
	d)	Finish	Basement	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	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	NA		

34.	Number of Lifts installed→		NA		
	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		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?		NA		
40.	Width of the Entry / exit of Gate		4.5		
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	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 reel 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?	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	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.	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 Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE-23 Type/ Capacity DCP 05 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	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 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?	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		
	Is the back supply automatic?		N/A		
63.	Location of switch- gears and transformers		INSIDE THE BUILDING		
64.	a)	Transformer capacity	60 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?	N/A		
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?	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?	N/A
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	NO
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.	YES
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	YES
89.	Over-rated uses, wrongly set protection relays, etc.	No
90.	Switch yard and sub station	YES
91.	DG operation and maintenance	YESQuarterly
92.	Reliability of the fire hydrant system	NA

93.	Emergency preparedness and response	NA
94.	Availability of Evacuation plan	NA
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	NA
99.	Periodic test of UPS system (as applicable)	NA
100.	Handling of electrical work by competent electrician	NA
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	NA
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. Emergency Evacuation Plan**

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

B. 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.

.C. 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.

INDIAN EX-SERVICE LEAGUE(WB)



EXECUTIVE SUMMARY

Part I & II

General Information

Indian Ex-Service League building is situated at plot No CP 7/3, Sector V, Salt Lake, Kolkata 700091. Total plot area is 5.2091 Cottah of land.

The building is G + 2 storied. The Ground & 2nd floor is rented Venky's India Ltd. Ground floor is being used as their godown & office is at 2nd floor. In the 1st floor Indian Ex-service League is having their own Welfare to the retired Ex-servicemen & their spouse.

OC or CC date could not be shown

NOC from WBFES is not available.

Occupancy Load was found as follows

Existing -- 33

Floating -- 15

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 is one no Stair cases in the Building & no lift is available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is only Provision for Fire safety arrangement are the fire extinguishers

Alternate source of water is 500 Mtr 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.

There is no Transformer.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	CP 7/2, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Indian Ex-Service League(West Bengal)	
3.	Name of the owner /occupier/lessee	Indian Ex-Service League(West Bengal)	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. AnimeshGhosh	
6.	Contact no	Mob	86977 36625
		Landline	
		E-mail	hgiesl.wb@gmail.com
7.	Occupancy use	Principal u se✓	IE/ITES
		Mixed Use	Research
			Residential
			Educational
			Welfare Association✓
			Assembly
			Business Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	5 .2091 Cottah	
9.	Super built up area	Not available	
10.	No of Floors	G +2	
11.	Date of Sanction of Building Plan	Not available	
12.	Whether POC/O.C received from local body? (Municipal corporation /Zillaparishad) /Gram panchayat). If yes date?	Not yet available	
SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged	Own	
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 Organization	NIL
20.	No of Vehicles for which parking space is available in the premises	NIL
21.	Whether parking space available for visitors within the premises	NO
22.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
	Garbage Clearing	Thru NDITA
	Drainage System	Thru NDITA drainage System
	Maintenance of Road	By Occupier
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	33
	b) Floating	15
	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	One
	a) Width of flight	1300 mm
	b) Tread width	270 mm
	c) Riser Height	150 mm
	d) Finish	Mosaic
	e) Width of stair door (FCD)	Not applicable
34.	f) Height of stair head room	10ft approx
	g) Height of stair handrail	870 mm
	h) Area & location & profile of Fire Refuge Area	Not applicable
	i) Width and type of door leading to Fire refugee area	Not applicable
	j) Pressurization of staircase	NO
	k) Segregation of staircase	Not Applicable
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?	-
41.	Width of the Entry / exit of Gate	2950mm
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 / overhead)	U/G tank -NIL O/H tank -1000 Ltr capacity, thru deep tube well
	a) If yes, specify the distance from the building	Not Applicable
	b) If yes, specify the capacity (in litres) as approved by WBF& ES.	Not Applicable
	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
	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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
		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	1 + 4 (Venkey's
	b)	Type of FE	DCP 5 Kg- 1 No At Venkeys DCP 5 Kg- 4 Nos
	c)	Location	Office & Godown
	d)	Date of Expiry	Sept 2014
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	Not Applicable
	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Not Applicable
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NA
90.	Cable layout	Not Applicable
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	Not Applicable
93.	MCC and distribution boards	Not Applicable
94.	DG operation and maintenance	Not Applicable
95.	Reliability of the fire hydrant system	Not Applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable

101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	YES

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.	Trade License	No002332 dated 18.4.13 for 2013-14
112.	Name of the Insurance Company	NONE
	Remarks (if any) As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided	.	
2.	There is no signage for escape route	Signage to be kept in the stair case as there are flow of outsiders during meeting or Conference		
3.	There is no Fire assembly point	Fire assembly point to be identified at the ground floor		
4,	NO smoking signs are not visible	No smoking signs are to displayed in each floor		
5.	At VenkysGodown Fire Extinguishers are sealed with plastic & at one place the fire extinguisher is fixed at a height ,the Area is blocked with material 	• Access to be kept clear • Plastic wrap to be kept open • Should be fixed at comfortable height for easy taking of the extinguishers		

Signature of Inspecting and Reporting Authority with seal

MOHIT MOITRA BHABAN



EXECUTIVE SUMMARY

Part I & II

General Information

West Bengal RajyaVidyut Workmen's Union building is situated at plot No CP 7/6 Sector V, Salt Lake, Kolkata 700091. In this building Meeting/ Seminars are held. Also provide the Social help to the members who are in need.

The building is G + 3 storied. Basement is the parking space. 1st floor there is an office & a Conference hall. 2nd floor is a meeting hall. 3rd floor is used for resting ailing members.

OC or CC date Could not be Shown

NOC from WBFES is not available.

Occupancy Load was found as follows

Existing -- 3

Projected-- 5

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 is one no Stair cases in the Building & no lift is available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises

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.

There is no Transformer.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	CP 7/6, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Mohit Moitra Bhaban	
3.	Name of the owner /occupier/lessee	West Bengal RajyaVidyut Workmen's Union	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Dipak Roy Chowdhury	
6.	Contact no	Mob	
		Landline	
		E-mail	Sumita.roy27@gmail.com
7.	Occupancy use	Principal se✓	IE/ITES
		Mixed Use	Research
			Residential
			Educational
			Union Office ✓
			Assembly
			Business Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	Not Available	
9.	Super built up area	Not Available	
10.	No of Floors	G +3	
11.	Date of Sanction of Building Plan	Not Available	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not yet available	
SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged	Own	
14.	No of Security Personnel engaged	1	
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 Organization	NIL
20.	No of Vehicles for which parking space is available in the premises	5
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	Thru NDITA
	Drainage System	Thru NDITA drainage System
	Maintenance of Road	By Occupier
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	3
	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	One
	a) Width of flight	1200 mm
	b) Tread width	250 mm
	c) Riser Height	150 mm
	d) Finish	Cemented
	e) Width of stair door (FCD)	Not applicable
34.	f) Height of stair head room	9ftapprox
	g) Height of stair handrail	900 mm
	h) Area & location & profile of Fire Refuge Area	Not applicable
	i) Width and type of door leading to Fire refugee area	Not applicable
	j) Pressurization of staircase	NO
	k) Segregation of staircase	Not Applicable
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 ?	NIL
41.	Width of the Entry / exit of Gate	2450mm
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)	U/G tank -NIL O/H tank -1000 Ltr capacity, thru well Pump
	a) If yes, specify the distance from the building	Not Applicable
	b) If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	c) Specify the condition of the reservoir	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 waterbody
45.	Are internal hydrants being provided ?	NO
	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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
		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	NIL
	b)	Type of FE	Not Applicable
	c)	Location	Not Applicable
	d)	Date of Expiry	Not Applicable
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	Not Applicable
	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Not Applicable
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NA
90.	Cable layout	Not Applicable
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	Not Applicable
93.	MCC and distribution boards	Not Applicable
94.	DG operation and maintenance	Not Applicable
95.	Reliability of the fire hydrant system	Not Applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable

101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	YES

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	NONE
112.	Remarks (if any) As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided	.	
2.	There is no signage for escape route	Signage to be kept in the stair case as there are flow of outsiders during meeting or Conference		
3.	There is no Fire Extinguisher	Fire Extinguishers are to be provided in each floor in adequate manner. A group of people must be trained about the operation		
4,	There is no Fire assembly point	Fire assembly point to be identified at the ground floor		
5.	NO smoking signs are not visible except 1 st floor conference room	No smoking signs are to displayed in each floor		

Signature of Inspecting and Reporting Authority with seal

IT POST OFFICE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block-CP - 08	
2.	Premises Name (if any):	IT POST OFFICE	
3.	Name of the owner /occupier/lessee	IT POST OFFICE	
4.	Permanent Address	IT POST OFFICE ,BLOCK –CP-7 Sector-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :Freehold/Rental/Leasehold/Sublease/ Any other	Leasehold	
6.	Name of the Contact Person	Mr. Manash Bhowmik	
7.	Phone No of Contact Person	033-23671017	
8.	E-mail	NA	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		Yes	Business
			Mercantile
			Industrial
			Storage
			IT/ITES
			Tower house
10.	Plot Area(as informed to the Auditor)	Not known	
11.	Build up area(as informed to the Auditor)	1000 sq/ft	
12.	No of Floors	G 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	Not Engaged	
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	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	Nil
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	Own arrangement
26	Drainage System	No
27	Maintenance of Road	NA
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		06		
	Existing				
	a)Regular		06		
	b)Floating		20		
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 --→		No		
	Stairs Number				
	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→		Nil		
	Lift-Numbers				
	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 Leadsto theFire 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		1 meter approx.		

Part- 4 PROVISION OF FIRE SAFETY ARRANGEMENT

42	Is any water reservoir for fire fighting available? (At ground level / over head)		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		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/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.	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	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	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	Not known	

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		N/A		
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.	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??	No
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	Yes
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	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	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	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:

A. 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.

SEWAGE WATER TREATMENT PLANT



EXECUTIVE SUMMARY

Part I & II

General Information

The Sewage Treatment Plant (STP) is in 3629 sqmtr of Land, super built up area is 3371 sqmtr approx. at CP-9, Sector V, salt Lake, Kolkata 700091.

The buildings are G+1 storied. The Sewage Treatment Plant is situated at ground floor. It has installed Capacity of 8.3 MLD. It treats the Sewage Water by Aeration & Chemical dosing process. Treated water is discharged to Kestopur Canal through a pipe line.

OC from NDITA is not available.

NOC from WBFES is not available.

Occupancy Load was found as follows

Existing -- 25

Floating -- 3

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

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There is one No Stair case in Laboratory building & One stair at sludge pump Motor building. There is no lift in any of the buildings.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

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

There is no U/G tank. Alternate source of water is the lagoon 50 mtrs away of the building.

Fire Extinguishers are DCP (5 Kg Capacity) - 7 nos & ABC (5 Kg Capacity) - 1 no

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 except in the lighting circuit there is RCCB.

Input voltage is 11 KV. There are two transformers of 800 KVA each. One is stand by. These Transformers are placed in a different plot No CP 12/2 ,-40 mtrs away.

All the earth pits are nicely marked & regular resistances are checked

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	CP-9, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Sewage Treatment Plant(STP)	
3.	Name of the owner /occupier/lessee	NDWML (Nabadiganta Water Management Ltd)	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold√	
		Sub lease	
		Any other	
5.	Contact Person's name	MrChanchalMondal	
6.	Contact no	Mob	98745 92095
		Landline	
		E-mail	Chanchalmondal76 @gmail. com
7.	Occupancy use	Principal Use	IT/ITES
		Mixed Use	Research
			Residential
			Educational
			Institutional
			STP √
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	3629 SqMtr	
9.	Super built up area	3377 SqMtr (approx.)	
10.	No of floors	G+1	
11.	Date of Sanction of Building Plan	Not Available	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not Available	

SECURITY SETUP DETAILS		
13.	Name of the SECURITY AGENCY engaged	Group 4
14.	No of Security Personnel engaged	7 including one gun man at night
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	Yes
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 Organization	Nil
20.	No of Vehicles for which parking space is available in the premises	Nil
21.	Whether parking space available for visitors within the premises	No
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	25
	b)	Floating	3
	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		YES
	a)	If basement extends beyond building profile	NO
	b)	Use of the basement	Parking & Fire pump
	c)	Is it being sprinkled?	Line installed but not started yet
	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		2Nos	
34.			Laboratory	Motor room
	a)	Width of flight	950 mm	1150 mm
	b)	Tread width	240mm	240mm
	c)	Riser Height	150 mm	150 mm
	d)	Finish	Cemented	Cemented
	e)	Width of stair door (FCD)	NIL	NIL
	f)	Height of stair head room	10ft	11ft
	g)	Height of stair handrail	NIL	850 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		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?		4500mm
41.	Width of the Entry / exit of Gate		4300 mm
42.	Height of the Entry / exit of Gate		Open to Sky

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available ? (at ground level / overhead)		There is no U/G Tank
	a)	If yes, specify the distance from the building	Not Applicable
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Not Applicable
	c)	Specify the condition of the reservoir	Not Applicable
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	100mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a water body
45.	Are internal hydrants being provided?		No
		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	
	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		NO
	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		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.		NO
	Alarm receiving system		Not Applicable

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	8Nos
	b)	Type of FE	Type Installed ABC (5.0 kgs) 1 No DCP(5.0 kgs) 7Nos
	c)	Location	Scheduled Locations
	d)	Date of Expiry	June 2014
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	Not Applicable
	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?		NO
	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	Not Applicable
62.	Location of switch- gears and transformers	Not Applicable
	a) Transformer capacity	800 KVAX 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?	Yes at a different plot
	c) If outside, how far is it from the building?	40 Mtrs
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguisher & 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?	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthling defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthling layout & it's effectiveness	Yes
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Yes
95.	Reliability of the fire hydrant system	Yes
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	NO
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	No

PART- VI**Other Information**

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
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 Observation sheet	

Signature of Inspecting and Reporting Authority with seal

**MS Certification Services Pvt.Ltd
Nonconformity tracking report**

NC = No conformity

Sl. No	OBSERVATIONS 28.2.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is No Evacuation plan is available to any building	Evacuation plan should be available in each building	.	
2.	There is No Emergency Response plan is available	Emergency Response 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 except lighting circuit	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 signage available	Signage for emergency exit are to be provided		

Signature of Inspecting and Reporting Authority with seal

INDIAN INSTITUTE OF PACKAGING



EXECUTIVE SUMMARY

Part I & II

General Information

Indian Institute of Packaging (Under Ministry of Commerce & Industries under Govt of India) building is situated at plot No CP-10, Sector V, Salt Lake, Kolkata 700091. Total plot area is 1 Acre of land. Built up area is around 10,00 Sq Ft.

The building is Ground storied Only. The main activity is Education & research for packaging of a product. There is a conference hall, a Lecture Hall, a laboratory & Transport Laboratory which is now a godown of unused material in the Ground Floor.

Very recent they have got sanctioned plan for extending their office building upto 3rd floor. The extension job will start soon. The renovation works at Lab & transport Lab are on. They are planning to renovate the total Transport Lab at the rear portion in near future.

OC from Bidhan Nagar Municipality was available on 1989, but could not be shown.

It was reported recently they have got the NOC from WBFES during the sanction of building extension plan but this NOC could not be shown & this is under lock & key & is not available at this moment.

Occupancy Load was found as follows

Existing -- 12

Floating -- 25

There is a **DG set of 32 KVA** available as alternate source of power .

Part III

PROVISION OF MEANS OF ESCAPE

Stairs , Lifts & refuse area are available as follows

There is one no Stair case in the Building& no lift is available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is only Provision for Fire safety arrangement are the fire extinguishers

Alternate source of water is 300Mtr 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.

There is oil cooled Transformer of 50 KVA.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	CP-10, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Indian Institute of Packaging	
3.	Name of the owner /occupier/lessee	Ministry of Commerce &Industries ,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. Bidhan Das	
6.	Contact no	Mob	80172 19939
		Landline	
		E-mail	iipcal@cal.vsnl.net.in iipkolkata@iip-in
7.	Occupancy use	Principal use✓	IE/ITES
		Mixed Use	Research✓
			Residential
			Educational✓
			Buiseness
			Assembly
			Industrial
			Storage
			Hazardous
8.	Plot Area	One Acre	
9.	Super built up area	10000 Sq Ftapprox	
10.	No of Floors	Ground Floor Only	
11.	Date of Sanction of Building Plan	1989	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Received from BidhannagarMunicipality in 1989	
SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged	ACME	
14.	No of Security Personnel engaged	3	
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	No	

VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organization	NIL
20.	No of Vehicles for which parking space is available in the premises	25
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	Thru NDITA
	Drainage System	Thru NDITA drainage System
	Maintenance of Road	By Occupier
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	12
	b)	Floating	25
	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	One
34.		Main
	a) Width of flight in mm	1620
	b) Tread width in mm	300
	c) Riser Height in mm	150
	d) Finish	Marble
	e) Width of stair door (FCD)	NIL
	f) Height of stair head room in ft	12 ft
	g) Height of stair handrail in mm	950
	h) Area & location & profile of Fire Refuge Area	NIL
	i) Width and type of door leading to Fire refugee area	NIL
	j) Pressurization of staircase	NIL
	k) Segregation of staircase	Not Applicable
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?	4650 mm
41.	Width of the Entry / exit of Gate	3750mm
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 / overhead)	U/G tank -64,000 Ltrapprox
	a) If yes, specify the distance from the building	1 Mtr from Rear 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√
	a) Is it readily accessible ?	Yes√
	b) If yes, specify the distance from the building	300mtr
	c) Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?	NO
	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	NO
	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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
		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	15nos
	b)	Type of FE	DCP 5 Kg- 13Nos CO2 4.5 Kg- 2Nos
	c)	Location	Office , Lab, Electrical Installation
	d)	Date of Expiry	3 Nos fire Extinguishers are found 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	Not Applicable
	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of non standard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Not Applicable
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NO
90.	Cable layout	Not Applicable
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	Not Applicable
93.	MCC and distribution boards	Not Applicable
94.	DG operation and maintenance	Yes
95.	Reliability of the fire hydrant system	Not Applicable

96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	poor
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
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	Could not be assessed as NOC was not available
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Trade License	NO
112.	Name of the Insurance Company	National Insurance co ltd
	Remarks (if any) As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd

Nonconformity tracking report

NC=Non Conformity

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided.	.	
2.	There is no Fire assembly point	Fire assembly point to be identified at the ground floor		
3.	No Evacuation Drill found Conducted	Evacuation Drill to be Conducted periodically with Head count.		
4.	NO smoking signs are not visible	smoking signs are to displayed prominently		
5.	Fire Extinguishers are blocked by materials	Accesses to Fire extinguishers are to be kept clear always		
7.	There is no signage	Emergency Exit signage are to be provided		
8.	Lots of Combustible material is lying in the Transformer room 	Combustible materials are to be removed from the Transformer room. Fire Extinguishers & sand buckets are to be provided		
9.	Two ABC type Fire Extinguishers were found at the remote corner under the main stair case blocked by material 	Ever Fire extinguishers must be placed at a convenient height without any blockage so that it can be extracted easily for immediate use		
10	At the Transport Lab one Immersion heater is found hanging & the plug is connected with a live line. This place is a remote place without any men. It is reported this is required for testing	The immersion heater plug must be removed from the 4 live line when not in use		

11	3 Nos Fire extinguishers are found Expired	Monitoring on Expiry date of Fire extinguishers are to be done		
12	Renovation work is going on at transport Lab, but no valid Fire extinguishers were found nearby	Should have a valid Fire extinguisher nearby		

Signature of Inspecting and Reporting Authority with seal

STYLO MAXIMAGE PRIVATE LTD



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	Block CP-11	
2.	Premises Name (if any)	Stylo Maximage Pvt Ltd	
3.	Name of the owner /occupier/lessee	Stylo Graphics Pvt Ltd	
4.	Permanent Address	CP-11, Sector 5, Salt Lake, Kolkata-91	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr D Mohanti	
7.	Phone No of Contact Person	033-23672774	
8.	E-mail	smi@stylomaximage.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)	47 katta approx	
11.	Build up area(as informed to the Auditor)	12500 sq ft	
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	NGSS	
16.	No. of Security Personnel engaged	09 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	25-30 app	
22.	No of Vehicles for which parking space is available in the premises	30 app	
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		100 in office timeapx.	
	Existing		100	
	a)Regular		100	
	b)Floating		--	
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(Left)	#2	
	a)	Width of flight	1400 mm	1400 mm	N/A
	b)	Tread width	260 mm	260 mm	N/A
	c)	Riser Height	140 mm	140 mm	N/A
	d)	Finish	Ground	Ground	N/A
	e)	Width of stair door (FCD)	NA	NA	N/A
	f)	Height of stair handrail	900 mm	900mm	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	--	--	
	i)	Pressurization of staircase	No		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		NIL		
	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		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-100000 litres O/H -15000 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?		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		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	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.	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	N/A	
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 CO2-4.5kgs, ABC-5kg
54.	Location and population of the FEs adequate	Yes	
55.	Is Emergency Fire Alarm being provided in each floor?	No	Location of Fire Alarm: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)?	NoNO	
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, Split AC installed.	
	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: yes Capacity: 320 KVa UPS Capacity: No
	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		Ground level side of the building.	
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?	Adjacent	
	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?	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?	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?	N/A
98.	Condition of Lightning Arrestor	OK
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	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?	Data not provided.	
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. 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.

C. 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.

D. Fire Exit Doors

1. Normal doors should be installed with fire retardant doors at fire exits.
2. Fire exit door test certificate shall be maintained and label to be pasted on the fire doors.

E. Assembly Area.

1. Assembly area should be indicated & maintained as per NBC part-VI

L. 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.

INDIAN BAUREAU OF MINES



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CP 13	
2.	Premises Name (if any):	Indian Bureau of Mines	
3.	Name of the owner /occupier/lessee	IBM	
4.	Permanent Address	IBM. Block CP 13 Sector V Kolkata 91	
5.	Ownership details: Freehold/Rental/Leasehold/Sublease/A ny other	IBM	
6.	Name of the Contact Person	Mr Shubroto Chakraborty	
7.	Phone No of Contact Person	23673618, 3986	
8.	E-mail	Ro.kolkata@ibm.gov.in	
9.	Purpose of the Land Use		Residential
			Educational
			Institutional
			Assembly
		√	Business
			Mercantile
			Industrial
			Storage
			IT/ITES

10.	Plot Area(as informed to the Auditor)	21600 SQF
11.	Build up area(as informed to the Auditor)	Data Not shared
12.	No of Floors	G+1
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	Scion Security
16	No of Security Personnel engaged	1 (One) 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	NO
20	Whether Monitoring System through Close circuit TV available	N/A
VEHICLES VOLUME		
21	No of Vehicles Engaged by the Organization	3
22	No of Vehicles for which parking space is available in the premises	Yes
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	Yes
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		30 approx		
	Existing		30		
	a)Regular		30		
	b)Floating		05		
32	Basement		N/A		
	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 Nos		
	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	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→		Nil		
	Lift-Numbers				
	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		04 Metre		
41	Height of the Entry / exit of Gate		12 ft		

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

42	Is any water reservoir for fire fighting available? (At ground level / over head)		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.	No	
	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		N/A	
	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	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 SYSTEMN/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		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		

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	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	Not available

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: yes Capacity: 40 KVA	UPS: yes Capacity
	Is the back supply automatic?			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	
64	a)	Transformer capacity		2X 100 KVA	
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?		Yes	
	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?			N/A	
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	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	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)	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	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	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?	Nil
97	Sample basis validation of smoke detection system?	N/A
98	Condition of Lightning Arrestor	NA

99	Periodic test of UPS system (as applicable)	N/A
100	Handling of electrical work by competent electrician	Not known
101	Approval of receiving station, substation and DG	Yes
102	Storage of hazardous material, chemicals?	Yes
103	Use of signage?	NO
104	Hydrants clear, access to public thorough fare open	N/A
105	Flame & work permits (as applicable)	Not established
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.	NA
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	Yes	■ Deviation
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. 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 are to be placed outsideof D.G. Room.
3. Physical check not permitted, hence please take it up departmentally

B. 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.

C. General:

1. It is observed combustible materials dumped behind HT panel. Accumulation of combustible materials to be avoided.
2. Obstruction free path way to be provided in corridor area
3. Sufficient number of fire extinguisher to be provided in office area
4. First aid firefighting training to be conducted for the employees.

INFINIUM DIGI SPACE



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No	CP-15	
2.	Premises Name (if any)	Infinium Digi Space	
3.	Name of the owner /<u>occupier</u>/lessee	M/s Siemens Ltd	
4.	Permanent Address	CP-15, Sector V, Salt Lake, Kolkata 700091	
5.	Ownership details Freehold/Rental/Leasehold/Sublease/Any other	Leasehold	
6.	Name of the Contact Person	Mr P G Dey	
7.	Phone No of Contact Person	9831001930, 033-23675125	
8.	E-mail	Pgdey52@gmail.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)	21600 SQF APPROX	
11.	Build up area(as informed to the Auditor)	131000 SQF APPROX	
12.	No of Floors	B+G+M+08 floor	
13.	Date of Sanction of Building Plan	2009	
14.	Whether P.O.C/OC received from local body?	Yes	21/01/2010
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	M/s NIS	
16.	No. of Security Personnel engaged	12 app	
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	40 nos app	
22.	No of Vehicles for which parking space is available in the premises	45 (forty five)	
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	Yes taken on 05/10/05AAI/20012/1 044/2005-ARI
30.	Any Other Clearance	Clearance from pollution board is taken. Ref: 393- 2N/ZII/C/14/06-07

Part – 2

31.	Occupancy load	500 app on working days.		
	Existing	500 app on working days.		
	a)Regular	500 app on working days.		
	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	N/A		
	f) Whether fire zones are defined?	System is addressable.		
	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	260mm	260mm	N/A
	b) Tread width	1350mm	1680mm	N/A
	c) Riser Height	160 mm	160 mm	N/A
	d) Finish	Ground	Ground	N/A
	e) Width of stair door (FCD)	1060 mm	870 mm	N/A
	f) Height of stair handrail	940 mm	800 mm	N/A
	g) Area & location & profile of Fire Refuge Area	Betn 7 th and 8 th floor Area: 143	No	N/A

			sq mtr		
	h)	Width and type of door leading to Fire refugee area	920 mm Fire door	No	N/A
	i)	Pressurization of staircase	Yes		
	j)	Segregation of staircase	Yes		
34.	Number of Lifts installed→		03 passenger and 01 fire lift		
	Lift-Numbers		#1, #2,#3	Fire lift	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	2.48 sq mtr	N/A	N/A
	d)	Capacity (no of persons)	15	N/A	N/A
	e)	Capacity(in kg)	1020	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? N.B. data for all the three passenger lifts are same.	Yes	Yes	N/A
	i)	Pressurization of lift	No	No	N/A
	j)	Whether validity of "Form-C" from appropriate authority obtained?	Yes, Ref no: 200902071173(16011) Valid till: 8 th March 2014		
35.	Presence of proper signage in all the exit route		No, Directional signage should be installed.		
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?		3.95 meter approx.		
40.	Width of the Entry / exit of Gate		4.2 mtr/ 4.36 mtr		
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- 150000 liters O/H -35000 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?		Yes	IF YES, Specify the distance from the building: 150 mtr app
	a)	Is it readily accessible?	Yes	IF YES, SPECIFY Condition and type of the reservoir: OK
44.	Are internal hydrants being provided?		Yes	Single outlets.
	If so, please indicate no of hydrants in each floor		02 no's per floor	
45.	Are first aid hose reels being provided? If so please indicate		Yes	02 no's 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	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		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 nos per hydrant.	
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 hydrant 150mm & 1 Sprinkler 150 mm diameter	
48.	Has any down comer been provided? If so, please give details		Yes, one downcomer, 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 N.B.: All fire pumps are electrical pumps, no diesel engine driven fire pump.	Suction: 200mm Delivery: 200mm Output of each pump: Jockey: 10.8 cubic meter/hour Sprinkler Pump: 171 cubic meter/hour Hydrant Pump: 171 cubic meter/hour Standby Pump: 171 cubic meter/hour Head: 88 mtr	
	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, Siemens make system installed. It is addressable.	
	a) Type of detectors used	Addressable, smoke and 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 Indicate whether the Fire extinguishers bear the ISI certification mark?	Yes Yes	Number of FE Type/ Capacity Water CO2(9 ltr) , DCP(10 and 5 kg) Co2(4.5 kg) 156 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: 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	
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, valid till: March 2014	

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	Data not provided.		
	c)	Type of lagging used, if any for insulating any portion of the duct	Nitrile rubber used for insulation.		
	d)	Is the lagging secured?	Yes		
	e)	Is false ceiling present?	Yes		
	f)	Material used for false ceiling	Aluminum sheets are 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		
	J)	Arefire dampers provided in AC duct?	Yes		
62.	Is there any standby source of electric supply being provided?		Yes	DG: yes Capacity: 725KVA x 02 no's	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	1400kva		
	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 300 mm 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?	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?	No	
71.	Whether mechanical ventilation is being coupled with automatic detection system?	--	
72.	Whether the refuge area is being provided?	Yes	143 sq mtr, on 7 th floor, 1130 wide
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 (6 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	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, by skilled person.
92.	Reliability of the fire hydrant system	OK
93.	Emergency preparedness and response	OK

94.	Availability of Evacuation plan	Yes
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	OK
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?	Insufficient.
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	--	■ 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)		

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. 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.
3. In basement Electrical panels are installed and there is no barricading.

C. 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.

D. 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.

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.
2. Door to the refuge area was locked. Such practice must be stopped.

F. Assembly Area.

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

G. Extinguisher: Foam Extinguishers must be installed in DG room.

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

RVTI



Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CP-16, Sector-V	
2.	Premises Name (if any):	RVTI Girls Hostel Building	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RVTIBLOCK CP-16, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. G.D Modak (Principal)	
7.	Phone No of Contact Person	033-23673637	
8.	E-mail	info@rvtikolkata.gov.in	
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)	157.92X77.13m2	
11.	Build up area(as informed to the Auditor)	Data Not provided	
12.	No of Floors	G+2 floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	No	Data No provided
SECURITY SETUP DETAILS			
15	Name of the SECURITY AGENCY engaged	ARD security	
16	No of Security Personnel engaged	06	
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	NO
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	N/A
30	Any Other Clearance	No

Part – 2

31	Occupancy load		200	
	Existing			
	a)Regular		170	
	b)Floating		30	
32	Basement		No	
	a)	If basement extends beyond building profile	N/A	
	b)	Use of the basement	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	NA		
	h)	Width and type of door leading to Fire refugee area	N/A		
	i)	Pressurization of staircase	N/A		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		Nil		
	Lift-Numbers				
	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		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 fire fighting available?(at ground level / over head)		Yes	U/G- 5lakhs approx O/H-No
	a)	If yes, specify the distance from the building	80M	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Data Not provided	
	c)	Specify the condition of the reservoir	Satisfactory	
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	IF YES, SPECIFYCondition 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	
	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	N/A	
	b)	Size of suction and delivery connection to each pump/Output/Head	N/A	
	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		
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		Watch/Ward	
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 Co2 4.5kgs DCP 10kgs
54	Location and population of the FEs adequate		No	
55	Are Emergency Fire Alarm being provided in each floor ?		NO	Location of Fire Alarm: 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		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		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)	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?		Yes	DG: yes Capacity:110 Kva	UPS: No Capacity
	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 :Yes ■ Others: Yes	
63	Location of switch- gears and transformers		Separate 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?	Yes		
	c)	If outside, how far is it from the building?	40M		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & Fire 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?	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)	Yes, DCP & Co2
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	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 Lightening Arrestor	No
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	Not specified

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. Extinguisher:** Fire extinguisher date expired. Fire extinguishers should be maintain serviceable & Maintenance should be done as per IS 2190.
- B. Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building.
- C. 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.
- D. 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.
- E. Signage's:** Signage's are not available. Signage's are to be placed in the building at prominent place
- F. HT Room:** Combustible material dumped at HT room. HT room should be maintaining clean & clear from any combustible material.
 - 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.
- G. 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.
- H. Kitchen:** Two no's DCP extinguisher should be kept in kitchen.

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.

J. 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

NOTES:

Water reservoir, DG Room, L.T Room & H.T Room are commonly maintained for Institutional building, Hostel & Residential staff quarter.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CP-16, Sector-V	
2.	Premises Name (if any):	RVTI Institute Building	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RVTIBLOCK CP-16, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. G.D Modak (Principal)	
7.	Phone No of Contact Person	033-23673637	
8.	E-mail	info@rvtikolkata.gov.in	
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)	157.92X77.13m2	
11.	Build up area(as informed to the Auditor)	Data Not provided	
12.	No of Floors	G+2floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	No	Data Not provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	ARD security	
16.	No of Security Personnel engaged	06	
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	NO
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	No
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		100 student +25 working in office time as per given information by Client.		
	Existing				
	a)	Regular	25		
	b)	Floating	100		
32	Basement		No		
	a)	If basement extends beyond building profile	NA		
	b)	Use of the basement	N/A		
	c)	Are sprinklers provided?	NA		
	d)	Whether any cubicles present in the basement?	NA		
	e)	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 --→		4		
	Stairs Number		1&2	3&4	
	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	NA		
	h)	Width and type of door leading to Fire refugee area	NO		
	i)	Pressurization of staircase	NA		
	j)	Segregation of staircase	Yes		
34	Number of Lifts installed→		Nil		
	Lift-Numbers				
	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		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 fire fighting available? (at ground level / over head)	Yes	U/G- 5lakhs approx O/H-No
	a) If yes, specify the distance from the building	80M	
	b) If yes, specify the capacity (in litres) as approved by WBF& ES.	Data Not provided	
	c) Specify the condition of the reservoir	Satisfactory	
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	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	N/A	
	a) Total No of hoses provided near each hydrant	N/A	
47	Have wet risers/dry risers been provided?	No	
	If yes, please indicate the number of risers and internal diameter of each	N/A	
48	Has any down comer been provided? If so, please give details	No	
49	Are stationary fire pumps being installed for pressurizing the wet riser? If so, please indicate	NO	
	a) Number of pumps	No	
	b) Size of suction and delivery connection to each pump/Output/Head	N/A	
	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	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	Watch/Ward	
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 Co2 4.5kgs DCP 10kgs
54	Location and population of the FEs adequate	No	
55	Is Emergency Fire Alarm being provided in each floor?	NO	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	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	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:110Kva UPS: No Capacity
	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 : Yes ■ Others: Yes
63	Location of switch- gears and transformers		Separate 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?	Yes	
	c)	If outside, how far is it from the building?	40M	
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & Fire 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?	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?	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, DCP & Co2
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	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	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	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. Extinguisher:** Fire extinguisher date expired. Fire extinguishers should be maintain serviceable & Maintenance should be done as per IS 2190.
- B. Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building.
- C. 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.
- D. 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.
- E. Emergency Exit:** 1st floor corridor found obstructed. Obstruction is to be clear.
- F. Signage's:** Signage's are not available. Signage's are to be placed in the building at prominent place
- G. HT Room:** Combustible material dumped at HT room. HT room should be maintaining clean & clear from any combustible material.
 - 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
- H. 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
- I. 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

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 are to be placed out side of D.G. Room.

J. 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.

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:

Water reservoir, DG Room, L.T Room & H.T Room are commonly maintained for Institutional building, Hostel & Residential staff quarter.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CP-16, Sector-V	
2.	Premises Name (if any):	RVTI Staff Quarter Building	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RVTIBLOCK CP-16, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. G.D Modak (Principal)	
7.	Phone No of Contact Person	033-23673637	
8.	E-mail	info@rvtikolkata.gov.in	
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)	157.92X77.13m2	
11.	Build up area(as informed to the Auditor)	Data Not provided	
12.	No of Floors	G+2 floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	No	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	ARD security	
16.	No of Security Personnel engaged	06	
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	N/A
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	N/A
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		25
	Existing		25
	a)Regular		25
	b)Floating		Nil
32	Basement		Not available
	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 --→	1		
	Stairs Number	1		
	a) Width of flight	1000mm		
	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→	Nil		
	Lift-Numbers	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	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 fire fighting available? (at ground level / over head)	Yes	U/G- 5lakhs approx O/H-No
	a) If yes, specify the distance from the building	30M	
	b) If yes, specify the capacity (in litres) as approved by WBF& ES.	Data Not provided	
	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?	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	No	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	Nil	
	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.	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 letdown system	
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	
54	Location and population of the FEs adequate	No	
55	Is 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	NA	
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	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)	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:110Kva	UPS: No Capacity
	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:Yes	
63	Location of switch- gears and transformers		Separate 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?	Yes		
	c)	If outside, how far is it from the building?	40M		

65	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguisher & Fire 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?	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)	Yes, DCP & Co2
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	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??	Not upto the mark
97	Sample basis validation of smoke detection system?	NA
98	Condition of Lightening Arrestor	NA
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	Not available
107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	N/A
109	Procedure for incident investigation and control	Not specified

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. General:**

- 1) All building should be equipped with portable fire extinguishers.
- 2) All firefighting equipment's and systems must be maintained on a monthly basis in trim conditioned.

B. 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 are to be placed out side of D.G. Room.
3. Physical check not permitted; hence please take it up departmentally

NOTES:

Water reservoir, DG Room, L.T Room & H.T Room are commonly maintained for Institutional building, Hostel & Residential staff quarter.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CP-16, Sector-V	
2.	Premises Name (if any):	RVTI Staff Quarter Building	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RVTIBLOCK CP-16, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. G.D Modak (Principal)	
7.	Phone No of Contact Person	033-23673637	
8.	E-mail	info@rvtikolkata.gov.in	
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)	157.92X77.13m2	
11.	Build up area(as informed to the Auditor)	Data Not provided	
12.	No of Floors	G+2 floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	No	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	ARD security	
16.	No of Security Personnel engaged	06	
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	N/A
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	N/A
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		25
	Existing		25
	a)Regular		25
	b)Floating		Nil
32	Basement		Not available
	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 --→		1		
	Stairs Number		1		
	a)	Width of flight	1000mm		
	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→		Nil		
	Lift-Numbers		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		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 fire fighting available?(At ground level / over head)		Yes	U/G- 5lakhs approx O/H -No
	a)	If yes, specify the distance from the building	30M	
	b)	If yes, specify the capacity (in liters)as approved by WBF& ES.	Data Not provided	
	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?		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		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	Nil	
	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.	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 letdown system	
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?	No No	
54	Location and population of the FEs adequate	No	
55	Is 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	NA	
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	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)	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:110Kva	UPS: No Capacity
	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:Yes	
63	Location of switch- gears and transformers			Separate 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?		Yes	
	c)	If outside, how far is it from the building?		40M	
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?			Fire Extinguisher & Fire 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?	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??	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, DCP & Co2
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	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??	Satisfactory
97	Sample basis validation of smoke detection system?	NA
98	Condition of Lightning Arrestor	NA
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	Not available
107	Colour coding system of hazardous chemical gas lines etc.	NO
108	Management structure, role of safety officer, fire department etc.	N/A
109	Procedure for incident investigation and control	Not specified

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. 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.

B. 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

NOTES:

Water reservoir, DG Room, L.T Room & H.T Room are commonly maintained for Institutional building, Hostel & Residential staff quarter.

Part – 1**GENERAL INFORMATION**

1.	Plot No/Premises No:	Block CP-16, Sector-V	
2.	Premises Name (if any):	RVTI Staff Quarter Building	
3.	Name of the owner /occupier/lessee	Govt. of India	
4.	Permanent Address	RVTIBLOCK CP-16, SECTOR-5, SALT LAKE, KOLKATA – 91	
5.	Ownership details :	Freehold	
6.	Name of the Contact Person	Mr. G.D Modak (Principal)	
7.	Phone No of Contact Person	033-23673637	
8.	E-mail	info@rvtikolkata.gov.in	
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)	157.92X77.13m2	
11.	Build up area(as informed to the Auditor)	Data Not provided	
12.	No of Floors	G+2 floor	
13.	Date of Sanction of Building Plan	Data Not available	
14.	Whether P.O.C/OC received from local body?	No	Data No provided
SECURITY SETUP DETAILS			
15.	Name of the SECURITY AGENCY engaged	ARD security	
16.	No of Security Personnel engaged	06	
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	N/A
22	No of Vehicles for which parking space is available in the premises	Data Not provided
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	N/A
30	Any Other Clearance	N/A

Part – 2

31	Occupancy load		25	
	Existing		25	
	a)Regular		25	
	b)Floating		Nil	
32	Basement		Not available	
	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 --→		1		
	Stairs Number		1		
	a)	Width of flight	1000mm		
	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→		Nil		
	Lift-Numbers		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		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 fire fighting available? (At ground level / over head)	Yes	U/G- 5lakhs approx O/H –No
	a) If yes, specify the distance from the building	30M	
	b) If yes, specify the capacity (in litres) as approved by WBF& ES.	Data Not provided	
	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?	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	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	Nil	
	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.	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 letdown system	
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?	No No	
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	NA	
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	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)	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: 110Kva	UPS: No Capacity
	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:Yes	
63	Location of switch- gears and transformers		Separate 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?	Yes		
	c)	If outside, how far is it from the building?	40M		
65	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & Fire 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?	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)	Yes, DCP & Co2
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	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??	Not upto the mark
97	Sample basis validation of smoke detection system?	NA
98	Condition of Lightning Arrestor	NA
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	Not available
107	Colour coding system of hazardous chemical gas lines etc	NO
108	Management structure, role of safety officer, fire department etc.	N/A
109	Procedure for incident investigation and control	Not specified

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. Extinguisher:** Fire extinguisher date expired. Fire extinguisher should be maintain serviceable & Maintenance should be done as per IS 2190.
- B. Smoke Detection System & MCP:** Smoke detector system is not available. Smoke detectors are to be placed in building.
- C. 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.
- D. 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.
- E. Emergency Exit:** 1st floor corridor found obstructed. Obstruction is to be clear.
- F. Signage's:** Signage's are not available. Signage's are to be placed in the building at prominent place
- G. HT Room:** Combustible material dumped at HT room. HT room should be maintaining clean & clear from any combustible material.
 - 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
- H. 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

I. 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

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 are to be placed out side of D.G. Room.

J. 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.

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.

NOTES:

Water reservoir, DG Room, L.T Room & H.T Room are commonly maintained for Institutional building, Hostel & Residential staff quarter.

NICK NACK



EXECUTIVE SUMMARY

Part I & II

General Information

Shockley Hall Electronics Pvt Ltd building is situated at plot No DN-3, Sector V, Salt Lake, Kolkata 700091. Total plot area is 15 Cottah of land.

The building is G + 2 storied. The main activity is manufacturing of soft toys for 100 % Export. As reported manufacturing is done strictly as child safety of Toys norms EN 71 part 1,2,3 & ESTM F- 963. It is also reported that the clothes used for soft toy making & the foam used for stuffing the toys are of fire retardant material.

OC from Bidhan Nagar Municipality was available on 6.10.80

Though Provisional NOC ref no WBFES /2894/Cal-F/2/88 dated 26.4.89 is obtained but there after no regular NOC from WBFES is available.

Occupancy Load was found as follows

Existing -- 35

Floating -- 3

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 three nos Stair cases in the Building & no lift is available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is only Provision for Fire safety arrangement are the fire extinguishers

Alternate source of water is 800Mtr 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.

There is no Transformer.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN-3, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	NICK NACK	
3.	Name of the owner /occupier/lessee	Shockley Hall Electronics Pvt Ltd	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. RajashreeChakravorty	
6.	Contact no	Mob	9830040402
		Landline	
		E-mail	nicnacindia@gmail.com
7.	Occupancy use	Principal use✓	IE/ITES
		Mixed Use	Research
			Residential
			Educational
			Buiseness ✓
			Assembly
			Industrial
			Storage
8.	Plot Area	15 Cottah	
9.	Super built up area	8865 Sq Ft	
10.	No of Floors	G +2	
11.	Date of Sanction of Building Plan	30.9.1989	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Received from BidhannagarMunicipality on 6.10.80	
SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged	Own	
14.	No of Security Personnel engaged	1	
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	5
21.	Whether parking space available for visitors within the premises	NO
22.	Place where excess vehicles (if any) are parked	Outside Road
GENERAL MAINTENANCE		
	Garbage Clearing	Thru NDITA
	Drainage System	Thru NDITA drainage System
	Maintenance of Road	By Occupier
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	35
	b) Floating	3
	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	three		
34.		Main	#1(Gr to 1st)	#2(Gr to 2nd)
	a) Width of flight in mm	1400	750	270
	b) Tread width in mm	260	230	270
	c) Riser Height in mm	150	210	200
	d) Finish	Marble	Iron	Cemented
	e) Width of stair door (FCD)			
	f) Height of stair head room in ft	12 ft	-	12 ft
	g) Height of stair handrail in mm	850	750	1000
	h) Area & location & profile of Fire Refuge Area	NIL		
	i) Width and type of door leading to Fire refugee area	NIL		
	j) Pressurization of staircase	NIL		
	k) Segregation of staircase	YES		
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	Yes but in Small Letters
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?	-
41.	Width of the Entry / exit of Gate	2450mm
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)		U/G tank -20,000 Ltr
	a)	If yes, specify the distance from the building	-
	b)	If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	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 waterbody
45.	Are internal hydrants being provided ?		NO
		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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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
	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	11 nos
	b)	Type of FE	DCP 5 Kg- 7Nos ABC 5 Kg- 4 Nos
	c)	Location	Office & Godown
	d)	Date of Expiry	ABC-2.4.14 & DCP-7.3.15
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	Not Applicable
	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)?	Not as per schedule. When refilling is done Mock Test is done

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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of non standard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Not Applicable
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NO

90.	Cable layout	Not Applicable
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	Not Applicable
93.	MCC and distribution boards	Not Applicable
94.	DG operation and maintenance	Not Applicable
95.	Reliability of the fire hydrant system	Not Applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	poor
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	Yes. But should be displayed in big letters
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	No
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
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Trade License	Applied for renewal. Not yet received
112.	Name of the Insurance Company	National Insurance co ltd
	Remarks (if any) As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

NC=Non Conformity

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NCClosed Date
1.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided.	.	
2.	There is no Fire assembly point	Fire assembly point to be identified at the ground floor		
3.	No Evacuation Drill found Conducted	Evacuation Drill to be Conducted periodically with Head count.		
4.	NO smoking signs are not visible	smoking signs are to displayed in each floor		
5.	Fire Extinguishers are blocked by materials	Accesses to Fire extinguishers are to be kept clear always		
6	At 1 st floor, Store switch board is found inside the store	To be at outside so that it can be switched off at any emergencies		
7.	In the same store open rose petal points are found in store	To be dressed properly		
8.	Signage Exit are found very small	Should be in big letters with direction		
9.	Access in Main stairs are found blocked by packed cartons	Access of the stair should be kept clear.		
10	A provisional NOC from WBFES (Ref WBFES/2894/Cal-F/2/88 dated 26.4.89 was obtained but there was no regular NOC obtained from WBFES periodically there after	NOC from WBFES is to be obtained		
11	The type & the capacity of Fire extinguishers recommended in the provisional NOC is not matching with the present strength of fire extinguishers	The type & the capacity of Fire extinguishers Should match with the recommendation of Provisional NOC page 2 dated 26.4.89		

Signature of Inspecting and Reporting Authority with seal

VENKATESWARA MEDICARE PVT LTD



EXECUTIVE SUMMARY

Part I & II

General Information

VENKATESWARA MEDICARE PVT LTD is in 15.01570cotta of Land, super built up area is 78000sqft approx at DN 20, Sector V, salt Lake, Kolkata 700091.

The building is B+G+11 storied. Original purpose of the building has been shifted due to change in ownership. 1st Floor to 6th floor is rented to Aliah University rest 7th to 11th floor is lying vacant

There are Two Nos Stair cases & Two Nos of Passenger lifts..

OC from NDITA is not available.

Valid NOC from WBFES is not available. Ref WBFES 5791/13 dated 01.01.13 which is Valid for one year.

Occupancy Load was found as follows

Existing -- 155

Floating -- 10

There is one no of 600 KVA capacity DG sets available as alternate power source.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are two nos stairs. There are two nos Passenger lifts 1360 kg capacity each. Lifts do 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 have been installed but not in operation

Wet Risers:-

There are one U/G tank of 100000 ltr capacity. Alternate source of water is the lagoon 1500 mtrs away of the building.

At the Ground floor there are three pumps of 55 KW each for main, sprinkler & a stand by .There is one 10 KW jockey pump ,

These pumps are installed only not yet connected to power.

Alternate source of water is 1500Mtr away

Fire Extinguishers are ABC(6 Kg Capacity) -4 nos& ABC (4 Kg Capacity) -6 nos

These are being placed as per scheduled locations. Common areas, Stair

PART V**ELECTRICAL CABLES& VENTILLATION****SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS**

Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available.

Input voltage is 11 KV. There is a transformer of 1000 KVA .

PART VI**OTHER INFORMATION**

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN-20, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Venkateswara Medicare pvt ltd	
3.	Name of the owner /occupier/lessee	MrArunBhuwalka	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	MrArunBhuwalka	
6.	Contact no	Mob	98318 43629
		Landline	
		E-mail	akbhuwalka@gmail.com
7.	Occupancy use	Principal Use	IT/ITES✓
		Mixed Use✓	Research
			Residential
			Educational✓
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	15.01570 Cottas	
9.	Super built up area	78000Sqft (approx.)	
10.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	■Yes ■No✓	

SECURITY SETUP DETAILS		
15.	Name of the SECURITY AGENCY engaged	S & IB Securities/Own
11.	No of Security Personnel engaged	2+3 Own
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	NO. Order placed but not yet received
VEHICLES VOLUME		
16.	No of Vehicles Engaged by the Organization	Nil
17.	No of Vehicles for which parking space is available in the premises	50 Approx
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	155
	b)	Floating	10
	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		YES
	a)	If basement extends beyond building profile	NO
	b)	Use of the basement	Parking & Fire pump
	c)	Is it being sprinkled?	Line installed but not started yet
	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		2Nos	
34.			#1	#2
	a)	Width of flight	1970 mm	1970 mm
	b)	Tread width	270mm	270mm
	c)	Riser Height	150 mm	150 mm
	d)	Finish	Marble	Marble
	e)	Width of stair door (FCD)	1000 mm	1000 mm
	f)	Height of stair head room	11ft	11ft
	g)	Height of stair handrail	960 mm	960 mm
	h)	Area & location & profile of Fire Refuge Area	4 th floor, 7 th floor & 11 th floor 5900 mm X 2000 mm	
	i)	Width and type of door leading to Fire refugee area	FCD ,1000 mm	
	j)	Pressurization of staircase	No	
	k)	Segregation of staircase	YES	

35.	Number of Lifts installed		2Nos	
	a)	Type of door	Mettalic	Mettalic
	b)	Fire resistance rating	2 hrs	2 hrs
	c)	Area of lift car	2400 mmX 1300 mm	2400 mmX 1300 mm
	d)	Capacity (no of persons)	20	20
	e)	Capacity(in kg)	1360 kgs	1360 kgs
	f)	Company	OTIS	OTIS
	g)	Is communication system, installed in the lift car?	Yes, only Alarm	Yes, only Alarm
	h)	Is a fireman's switch being installed in the car?	YES	YES
	i)	Pressurization of lift	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Yes. Registered No 20130207743(22131) valid upto 6.8.14 Registered No 20130207744(22132) valid upto 6.8.14	
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 ?		4600mm	
41.	Width of the Entry / exit of Gate		3600 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 1,00,000ltr 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	1500mtr	
	c)	Specify the condition and type of the reservoir	Satisfactory. – a water body	

45.	Are internal hydrants being provided ?		Yes
		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	4nos 55 KW-3 Nos 10 KW- 1 No
	b)	Size of suction and delivery connection to each pump	200 mm 150 mm
	c)	Output of each pump	171 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	Smoke detector
	b) Standard to which the detectors conform	Not available
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
	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	10Nos
	b) Type of FE	Type Installed ABC (6.0 kgs) 4 Nos ABC (4.0 kgs) 6 Nos
	c) Location	One in each stair case & in each floor
	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 ?	Yes. But not in operation
	a) No. of Fire Alarm	Two in each floor
	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-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	600KVA –one no
	c)	Specify the functions that can be maintained simultaneously by such back ups	All operations
61.	Is there any back up supply		Automatic
62.	Location of switch- gears and transformers		Inside the building✓
	a)	Transformer capacity	1000 KVA Dry type
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Yes
	c)	If outside, how far is it from the building?	Not applicable
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?		Fire Extinguisher & 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?		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?		Yes
	a)	On which floor	at 4 th ,7 th ,11 th floor
	b)	Area per floor(if more than one)	3.2182 mtr
	c)	Area of Fire Refuge Area	5.9Mtr X 2.0Mtr
	d)	Width of Fire Refuge Area	5900 mm
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?		Valid NOC is not available. Ref WBFES 5791/13 dated 1.1.13 Valid for one year

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Yes
95.	Reliability of the fire hydrant system	Yes
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	NO
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	No
103.	Hydrants clear, access to public thorough fare open	Yes
104.	Flame & work permits (as applicable)	No
105.	Effective internal communication and public address system	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	No

PART- VI**Other Information**

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	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 Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd

Nonconformity tracking reportNC = No conformity

Sl. No	OBSERVATIONS 20.2.14	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 Response 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 Pressure gauge at the top floor the hydrant line for checking the pressure	One pressure gauge is to be provided		

11	There is no trained fire fighter	Trained Fire fighter should be available		
12	Sand buckets are found empty 	Sand buckets should be full of free flowing sand		
13	There is no lightening arrestor	lightening arrestors are to be provided		
14	There is no signage available	Signage for emergency exit are to be provided		
15	There is no railing guard in all 3 nos refuse areas	Railing guards are to be provided		

Signature of Inspecting and Reporting Authority with seal

PUBALI STATIONER WORKS



EXECUTIVE SUMMARY

Part I & II

General Information

Pubali Stationer Works building is situated at plot No DN 47, Sector V, Salt Lake, Kolkata 700091.

The building is G + 2 storied. The 1st& 2nd floor is lying vacant. Ground floor is recently rented to GAMACO, who are working at a corner with 3 nos computers.

OCor CC date Could not been Shown

NOCfrom WBFES is not available.

Occupancy Load was found as follows

Existing -- 4

Floating --40

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 is one no Stair cases in the Building& no lift is availablein the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises

Alternate source of water is 1500Mtr 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.

There is no Transformer.

PART VI

OTHER INFORMATION

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN 47, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	NIL	
3.	Name of the owner /occupier/lessee	Pubali Stationery Works	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	DrAlokeCh Deb	
6.	Contact no	Mob	98311 89396
		Landline	
		E-mail	NIL
7.	Occupancy use	Principal use✓	IE/ITES
		Mixed Use	Research
			Residential
			Educational
			Business ✓
			Assembly
			Business
			Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Hazardous
8.	Plot Area	5 Cottah	
9.	Super built up area	2000Sq Ft	
10.	No of Floors	G +2	
11.	Date of Sation of Building Plan	8.2.2001	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not yet available	
SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged	NIL	
14.	No of Security Personnel engaged	NIL	
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		NIL
20.	No of Vehicles for which parking space is available in the premises		5
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		Thru NDITA
	Drainage System	Thru NDITA drainage System	
	Maintenance of Road		By Occupier
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	4
		b) Floating	40
	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		One
34.			
	a)	Width of flight	1300 mm
	b)	Tread width	250 mm
	c)	Riser Height	150 mm
	d)	Finish	Mosaic
	e)	Width of stair door (FCD)	Not applicable
	f)	Height of stair head room	10ft approx
	g)	Height of stair handrail	850 mm
	h)	Area & location & profile of Fire Refuge Area	Not applicable
	i)	Width and type of door leading to Fire refugee area	Not applicable
	j)	Pressurization of staircase	NO
	k)	Segregation of staircase	Not Applicable
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 ?		2650
41.	Width of the Entry / exit of Gate		2900mm
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 / overhead)		U/G tank -NIL O/H tank -1000 Ltr capacity,
	a)	If yes, specify the distance from the building	Not Applicable
	b)	If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	c)	Specify the condition of the reservoir	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	1500mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?		NO
		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	NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.	No
	a) Type of detectors used	Not applicable
	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
	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	NIL
	b) Type of FE	Not Applicable
	c) Location	Not Applicable
	d) Date of Expiry	Not Applicable
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	Not Applicable
	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of non standard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Not Applicable
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NA
90.	Cable layout	Not Applicable
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	Not Applicable
93.	MCC and distribution boards	Not Applicable
94.	DG operation and maintenance	Not Applicable
95.	Reliability of the fire hydrant system	Not Applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	YES

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	NONE
112.	Remarks (if any) As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd

Nonconformity tracking report

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no Emergency Fire Alarm	One Emergency Fire Alarm is to be provided	.	
2.	There is no signage for escape route	Signage to be kept in the stair case as there are flow of outsiders during meeting or Conference		
3.	There is no Fire Extinguisher	Fire Extinguishers are to be provided in each floor in adequate manner. A group of people must be trained about the operation		
4,	There is no Fire assembly point	Fire assembly point to be identified at the ground floor		
5.	NO smoking signs are not visible	No smoking signs are to displayed in each floor		

Signature of Inspecting and Reporting Authority with seal

P.S. SRIJAN TECH PARK



EXECUTIVE SUMMARY

Part I & II

General Information

P.S Srijan Tech Park is situated in 431463 SqMtr of Land, super built up area is 39761.39 SqMtr at DN 52, Sector V, Salt Lake, Kolkata 700091.

The building is B+G+15 storied. Basement is for parking, STP, WTP, DG, Fire Pump & Fire Store which acts like Fire Zone. 1st floor has parking in its periphery & is rented to a Pathology Lab. 1st floor partly is for parking & part is rented to ICICI. 2nd & 3rd floors are for parking. 4th to 15th are rented to different offices including TTSL.

This building is certified as **Green Building** by Green BHP Lead India, CS Gold 2010.

OC from NDITA obtained on 2.2.2009.

Valid NOC is available WB FES /7834/14/Bidhan/OB/117/04(132/04) dated 9.1.14 valid for 1 Yr

Occupancy Load was found as follows

Existing -- 1500

Floating -- 100

There are two nos of 1650 KVA capacity **DG sets** available as alternate power source.

Part III

PROVISION OF MEANS OF ESCAPE

Stairs, Lifts & refuse area are available as follows

There are three nos stairs from ground floor to roof top. There are two nos Stair runs from ground floor to basement.

There are 6 Nos lifts available. One of which is identified as Fire lifts. Lifts have valid C Certificates.

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, Heat Detectors. Strobe light cum Hooter & MCPs Hooter, at each floor. There are trained firemen for 24 Hrs.

Wet Risers:-

There are one U/G tank of 250000 ltr capacity. Alternate source of water is the lagoon 1500 mtrs away of the building.

At the Ground floor there are three pumps of 150 HP each for main, sprinkler & a stand by .There is one 7.5 HP jockey pump ,

There are total 161 nos Fire extinguishers . These are found valid .

These are being placed as per scheduled locations. Common areas, Stair cases.

Apart from the above each tenant is having their own set up of Smoke detectors, MCPS, Fire Extinguishers. These are integrated with main building system.

There are 3 nos main risers & 3 Nos sprinkler risers in the main building.

Alternate water source is within 2 KM

PART V**ELECTRICAL ,CABLES& VENTILLATION****SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS**

Electrical lines are distributed thru DB Box. There is ELCB available in the DB.

Input voltage is 11 KV. There is a transformer of 2000 KVAoutside the main building

There are two nos DGs of 1650 KVA capacity. Apart from these DGs There are three nos DGs of TTSL,IDEA,Reliance for their own use.

There is a central AC system. The Effluent water after treatment is being used for cooling purpose. Actual discharge of effluent is Zero except in rainy season

PART VI**OTHER INFORMATION**

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN-52, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	P.S.Srijan Tech Park	
3.	Name of the owner /occupier/lessee	Srijan reality Pvt Ltd	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Nurul Amin Md Khalid	
6.	Contact no	Mob	90070 21050
		Landline	
		E-mail	md.khalid@colliers.com
7.	Occupancy use	Principal Use	IT/ITES✓
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Hazardous
8.	Plot Area	431463 SqMtr	
9.	Super built up area	39761.39 SqMtr	
10.	No of Floors	B+G+15	
11.	Date of building sanction plan	20.3.2006	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	■Yes ✓ 2.2.2009 from NDITA ■No	
SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged	S IS Securities	
14.	No of Security Personnel engaged	31 + 3 Supervisor in 3 shifts	
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	Yes	
18.	Whether Monitoring System through Close circuit TV available	Yes . Being monitored from BMS room through 26 Cameras	

VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organisation	3
20.	No of Vehicles for which parking space is available in the premises	281
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 but discharge is zero as the effluent water after treatment is re- circulated for Central AC cooling purpose
	Maintenance of Road	Internal road maintained by owner
TELEPHONE TOWER		
23.	No of Towers	3 Nos (Tata Docomo, MTS, Idea) + 9 N0s All are of low height ie within sanctioned building height of 67 Mtr
24.	Statutory Clearance from AAI	Consent No AAI/20012/553/2005-ARI(NOC) dated 14.6.2005
25.	Any Other Clearance	NO

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
28.	Is sanctioned plan from WBF&ES of the premises available?		Yes
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)		Yes
30.	Occupant load		
	i)	Designed	
		a) Regular	NA
		b) Floating	NA
	ii)	Existing	
		a) Regular	1500
		b) Floating	100
	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	YES
	a) If basement extends beyond building profile	NO
	b) Use of the basement	Parking , STP,WTP, FIRE Store, Fire pump, DG
	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?	FIRE Store acts as a FIRE ZONE
	g) If yes, please provide details	All the Extra Fire Extinguishers , Al Fire Suit , Fire Beater, Hoses are stored here

Part- III

Provisions of means of escape

33.	Number of staircases	3nos (Gr floor to 15) + 2 Nos Gr floor to Basement)	
34.		#1+#2+#3	#4+#5
	a) Width of flight mm each	1300	830
	b) Tread width mm each	300	250
	c) Riser Height mm each	150	200
	d) Finish	K.S	Cemented
	e) Width of stair door (FCD) mm each	1100	
	f) Height of stair head room Ft each	10	
	g) Height of stair handrail mm each	850	1000
	h) Area & location & profile of Fire Refuge Area	At 7 th ,11 th ,14 th floor 6100mm (Width) X 3450 mm(length) each	
	i) Width and type of door leading to Fire refugee area	1000 mm FCD	
	J) Pressurization of staircase	Only one stair case coupled with Fire Sensor	
	k) Segregation of staircase	Yes	
35.	Number of Lifts installed	6 Nos	
		#1,#2,#3,#4	#5,#6
	a) Type of door	Metallic	Metallic
	b) Fire resistance rating	2 Hrs	2 Hrs
	c) Area of lift car	1550 mm X 2000 mm	1650mm X 2000 mm
	d) Capacity (no of persons)		
	e) Capacity(in kg)	1360	1088
	f) Company	20	16

	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	With one lift only .Sensor coupled with Fire
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	YES all six valid up to 24.2.2015 Certificate Nos are :- 200902071114(15940) 200902071115(15941) 200902071116(15942) 200902071117(15943) 200902071118(15944) 200902071119(15945)
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 at BMS Room
40.		Width form of internal road within the Premises?	5300 mm
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 250000 ltr capacity
	a) If yes, specify the distance from the building	Adjacent
	b) If yes, specify the capacity (in litres)as approved by WBF & ES.	250000 ltr
	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	2000mtr
	c) Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?	Yes
	If so, please indicate no of hydrants in each floor & also mention whether these hydrants are having single or twin outlets.	Single outlet. Three in each floor

46.	Are first aid hose reels being provided ? If so please indicate		Yes
	a)	No of hose reels on each floor	three
	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, Separate riser
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		Three Risers of Main + 3 Risers of Sprinklers
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	4nos 150 HP-1 No (Main) 150 HP-1 No (sprinkler) 150 HP-1 No (Stand by) 7.5 HP- 1 No(Jockey)
	b)	Size of suction and delivery connection to each pump	200 mm 150 mm
	c)	Output of each pump	171 M3/Hr
	d)	Max head against which the pump can operate at the output mentioned in	105mtr
	e)	Is the pump automatic in action?	Yes
	f)	Is the water pressure sufficient at max distance from the pump?	Meters have been fixed in all the six risers. Found nearly 3.5 Kg/Cm2

52.	Sprinkler system		Yes
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		Yes Heat detectors-16 Nos Photo type Detectors – 503 Nos Strobe/Hooter- 64 Nos
	a)	Type of detectors used	Heat detectors & Photo type detectors
	b)	Standard to which the detectors conform	Johnson Made
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. 3nnos in each floor
		Alarm receiving system	Yes. 3nnos in each floor
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	161Nos
	b)	Type of FE	Type Installed Co2 (4.5 Kg)52Nos Co2 (2.0 Kg) 10 Nos Water-CO2(9 Ltr) 44 Nos DCP(5 Kg) 7 Nos DCP(10 Kg 43 Nos AFFF(50 Ltr) 1 No AFFF(9 Ltr) 4 No
	c)	Location	One in each stair case & in each floor
	d)	Date of Expiry	24.5.14
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	three in each floor
	b)	Location of Fire Alarm	Near stair case
57.	Indicate whether appointment of skilled Fire Fighting Person within the round the clock?		Yes. Certified Fire men for 24 Hrs
58.	Conducting periodical Mock Test for Firefighting arrangements at an interval of 6 months (min.twice a year)?		Yes. Last done on 27.9.13 Evacuation done 27.9.13 Schedule is 6 months interval
	Status of NOC from WBFES		Valid NOC WBFES /7834/14/Bidhan/OB/117/04(13 2/04) dated 9.1.14 valid for I Yr

Part-V

Electrical, Cables and Ventilation

59.	If the building is air –conditioned, please indicate,	YES. 390 TR X 3 nos
	a) Material used for construction of ducts and its fittings	Not available
	c) Type of lagging used, if any for insulating any portion of the duct	Glass wool
	d) How the lagging is secured?	Strapping & Cementing
	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?	Yes
	i) Is the ducting for each floor effectively isolated or is it continuous on more than one floor?	Yes
	j) Will fire dampers be provided in AC duct?	Yes
60.	Is there any standby source of electric supply being provided?	Yes✓
	a) If yes, how	Through generator ✓
	b) Specify the capacity	1650 KVA X 2 Nos
	c) Specify the functions that can be maintained simultaneously by such back ups	All operations
61.	Is there any back up supply	Automatic
62.	Location of switch- gears and transformers	Outside the building
	a) Transformer capacity	2000 KVA Dry type
	b) If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not Applicable
	c) If outside, how far is it from the building?	3 Mtr
63.	What precautions will be taken to prevent a possible fire in the transformers from spreading?	Fire Extinguisher & 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?	No. Attempt has been taken but there was gap found
65.	Is Earth Leakage Circuit Breaker (ELCB) in very distribution board?	Yes in the DB
66.	Whether fire retardant cables are used for boiler, laundry equipment, kitchen/any other?	Not Applicable
67.	Whether natural ventilation is relied upon? If so, give details.	Yes
68.	Whether mechanical ventilation is being proposed? If so, give details indicating number of air changes per floor?	Already Exist
69.	Whether mechanical ventilation is being coupled with automatic detection system?	Yes
70.	Whether the refuge area is being provided?	Yes
	a) On which floor	at 7 th ,11 th & 14 th floor
	b) Area of Fire Refuge Area	6100 mm X 3450 mm each
	c) Width of Fire Refuge Area	6100mm
71.	Whether certificate from Directorate of Electricity undertaking regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply?	Valid NOC is available. Ref WBFES 7834/14/Bidhan/OB/117/04(132/04) dated 9.1.14 & Valid for one year

Special attention for Electrical Fire Hazard

72.	Storage of combustibles materials near electrical equipment/fuse units.	No
73.	RCCBs	No
74.	Master switch in warehouses	Not Applicable
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of non standard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No, Gap found in Electrical shaft.
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No

87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	Yes
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes. Checking is done monthly
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	Yes
94.	DG operation and maintenance	Yes. AMC with Sterling & Wilson
95.	Reliability of the fire hydrant system	YES
96.	Emergency preparedness and response	YES
97.	Evacuation plan	YES in each floor in the lift lobby
98.	Mock drill	Yes
99.	Awareness of the people	Yes
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)	YES. Hot work permit is issued
105.	Effective internal communication and public address system	Yes. Apart from this there is WalkiTake
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	Facility Executives are designated as Safety officer along with certified Fire man are assigned for 24 Hrs
108.	Procedure for incident investigation and control	Yes

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	ICICI Lombard
112.	Remarks (if any) 1.As mentioned in the Observation sheet 2. Entire Fire System is maintained by Dexter	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

NC = No conformity

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	Electrical shaft has been sealed at each floor but there are considerable gaps found	The Gaps should closed with noncombustible material	.	

Signature of Inspecting and Reporting Authority with seal

**WEBEL ELECTRONIC COMMUNICATION
SYSTEM LTD**



EXECUTIVE SUMMARY

Part I & II

General Information

WEBEL ELECTRONIC COMMUNICATION SYSTEM LTD is situated at DN 53, Sector V, salt Lake, Kolkata 700091 along with WEBEL STP#2 Building..

The building is G+1storied. One portion of the 1st floor is rented to EILL who are at present setting up their institution. A portion of the 2nd floor is rented to Reliance.

WEBEL ELECTRONIC COMMUNICATION SYSTEM LTD is doing the Medical transmission & Networking business..

NDITA CCTV operation monitoring is being done from this office

OC from NDITA is not available

No NOC from WBFES is taken

Occupancy Load was found as follows

Existing -- 82

Floating --40

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 twonosstairs from ground floor to 1st floor at two ends..

There is no lift available

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is only Fire Extinguishers

There are total 8 nos Fire extinguishers . These are found valid .

These are being placed as per scheduled locations. Common areas, Stair

Wet Risers:-

There are one U/G tank of 50000 ltr capacity.. There is no Fire Hydrant system available.

Alternate source of water is the lagoon 1500 mtrs away of the building

PART V**ELECTRICAL ,CABLES& VENTILLATION****SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS**

Electrical lines are distributed thru DB Box. There is ELCB available in the DB.

Input voltage is 11 KV. There is a transformer of 250 KVAout side the main building

There are two Towers which are rented.

PART VI**OTHER INFORMATION**

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN-53, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	Webel Electronic Communication systems Ltd	
3.	Name of the owner /occupier/lessee	Webel Electronic Communication systems Ltd	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold√	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Joy Sen	
6.	Contact no	Mob	98303 85701
		Landline	
		E-mail	Joy-webel@yahoo.co.in
7.	Occupancy use	Principal Use	IT/ITES√
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
			Hazardous
		8.	Plot Area
9.	Super built up area	2800 sqftapprox	
10.	No of Floors	G+1	
11.	Date of sanction 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	Ratna enterprise	
14.	No of Security Personnel engaged	10	
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	NO
VEHICLES VOLUME		
19.	No of Vehicles Engaged by the Organisation	2
20.	No of Vehicles for which parking space is available in the premises	25
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	2Nos (Voda phone & reliance)
24.	Statutory Clearance from AAI	No consent copy is available
25.	Any Other Clearance	NO

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
28.	Is sanctioned plan from WBF&ES of the premises available?	Yes
29.	Is Electrical plan of the premises available? (If Yes, attach a copy of the same)	Yes
30.	Occupant load	
	i) Designed	
	a) Regular	NA
	b) Floating	NA
	ii) Existing	
	a) Regular	82
	b) Floating	40
	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		NO
	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		Two Nos	
34.			#1	#2(Reliance)
	a)	Width of flight mm	1250	1250
	b)	Tread width mm	270	270
	c)	Riser Height mm	150	150
	d)	Finish	Mosaic	Mosaic
	e)	Width of stair door (FCD) mm each	NIL	
	f)	Height of stair head room Ft each	12 ftapprox	12 ftapprox
	g)	Height of stair handrail mm each	1000mm	1000mm
	h)	Area & location & profile of Fire Refuge Area	NIL	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	J)	Pressurization of staircase	NO	
	k)	Segregation of staircase	Yes	
35.	Number of Lifts installed		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 ?	Not applicable
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 ?	3870 mm
41.	Width of the Entry / exit of Gate	3870 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 / overhead)		Yes. 1 No U/G tank of 50000 ltr capacity
	a)	If yes, specify the distance from the building	Adjacent
	b)	If yes, specify the capacity (in litres)as approved by WBF & ES.	Not applicable
	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	2000mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?		NO
		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	
	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		NO
	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	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.	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
	Alarm receiving system	Not applicable
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	8Nos
	b) Type of FE	Type Installed Co2 (4.5 Kg) 2Nos Water-CO2(9 Ltr) 2Nos DCP(5 Kg) 4Nos
	c) Location	One in each stair case & in office
	d) Date of Expiry	27.1.15
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	Not applicable
	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
	Status of NOC from WBFES	Not Available

Part-V

Electrical, Cables and Ventilation

59.	If the building is air -conditioned, please indicate,		NIL
	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?		NO
	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		Not applicable
62.	Location of switch- gears and transformers		Outside the building
	a)	Transformer capacity	250 KVA oil type
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not Applicable
	c)	If outside, how far is it from the building?	12Mtr
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?	Not applicable
69.	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
70.	Whether the refuge area is being provided?	Not applicable
	a) Not applicable	Not applicable
	b) Not applicable	Not applicable
	c) Not applicable	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	Not Applicable
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of non standard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NO
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes.

92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	YES
94.	DG operation and maintenance	NO
95.	Reliability of the fire hydrant system	Not applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	NO
98.	Mock drill	NO
99.	Awareness of the people	POOR
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	NIL
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	NIL
108.	Procedure for incident investigation and control	NO

PART- VI

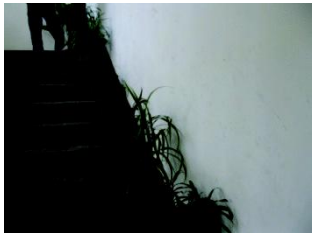
Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Name of the Insurance Company	National Ins Co Ltd
112.	Remarks (if any) 1.As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

NC = No conformity

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	Emergency Exit stair of the office is constricted with plants. 	Emergency Exit stair should be kept always free	.	
2.	There is no signage available	Signage is to be provided at each floor		
3.	House keeping at 1 st floor office is very bad	All Junk materials are to be removed at the earliest		
4.	No Evacuation drill has been conducted	Evacuation drill is to be conducted along with head count		
5.	No Fire Mock drill has been conducted	Fire mock drill is to be conducted as a part of training periodically		
6.	No assembly point has been identified	One Assembly point is to be marked at the ground floor		
7.	Earth pit test not available	Eart pit test to be carried out periodically		
8.	There is no fire alarm	One Fire alarm is to be provided		

Signature of Inspecting and Reporting Authority with seal

WEBEL STP #2



EXECUTIVE SUMMARY

Part I & II

General Information

WEBEL STP#2 Building..issituated at DN 53, Sector V, salt Lake, Kolkata 700091 along with WEBEL ELECTRONIC COMMUNICATION SYSTEM LTD in the same plot.

The building is G+6storied. There is one G+1 administrative building

WEBEL STP#2 Building has rented to different office for IT/ITES purpose..

OC from NDITA is not available

No **NOC** from WBFES is found

Occupancy Load was found as follows

Existing -- 650

Floating -- 30

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 twonosstairs from ground floor to 6th floor. One stair at the administrative building from ground floor to 1st floor

There are 3 nos lifts including one capsule lifts available in the main building

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

Provision for Fire safety arrangement includes in the premises is Fire Extinguishers, MCPs. Fire Hydrants, Smoke detectors **but all the systems were found not working**

Wet Risers:-

There are one U/G tank of 20000 ltr capacity. Alternate source of water is the lagoon 1500mtrs away of the building.

There are total 8 nos Fire extinguishers . These are found valid .

These are being placed as per scheduled locations. Common areas, Stair

PART V**ELECTRICAL ,CABLES& VENTILLATION****SPECIAL ATTENTION FOR ELECTRICAL FIRE HAZARDS**

Electrical lines are distributed thru DB Box. There is no ELCB/RCCB available in the DB.

Input voltage is 11 KV. There are 5 no transformers of 315 KVA out side the main building in an open space.

PART VI**OTHER INFORMATION**

There is no storage of substances which required Fire License

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN-53, Sector V, Salt Lake, Kolkata 700091.	
2.	Premises Name (if any):	WEBEL STP#2	
3.	Name of the owner /occupier/lessee	WBEIDC	
4.	Ownership details (attach documents in support of ownership)	Freehold	
		Rental	
		Leasehold✓	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. R.Pal	
6.	Contact no	Mob	2367 3418
		Landline	
		E-mail	Rinku.pal@webel-india.com
7.	Occupancy use	Principal Use	IT/ITES✓
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R)
			Mercantile(W)
			Industrial
			Storage
		Hazardous	
8.	Plot Area	1.476 Acre	
9.	Super built up area	6990.94 sqmtr	
10.	No Of Floors	G+6 & G+1 (admin)	
11.	Sanction date 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	Star Securities	
14.	No of Security Personnel engaged	17 including 2 Gun men	
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	yes	
18.	Whether Monitoring System through Close circuit TV available	yes	

VEHICLES VOLUME			
19.	No of Vehicles Engaged by the Organisation		NIL
20.	No of Vehicles for which parking space is available in the premises		50
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)		Not available
30.	Occupant load		
	i)	Designed	
	a)	Regular	NA
	b)	Floating	NA
	ii)	Existing	
	a)	Regular	650
	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		NO
	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		Two Nos		
34.			#1	#2	#3 (Admin)
	a)	Width of flight mm	1750	1470	970
	b)	Tread width mm	280	250	250
	c)	Riser Height mm	150	150	160
	d)	Finish	Marble	Kota stone	Kota stone
	e)	Width of stair door (FCD) mm each	NIL		
	f)	Height of stair head room Ft each	9 ftapprox	9 ftapprox	10 ftapprox
	g)	Height of stair handrail mm each	850mm	930	850
	h)	Area & location & profile of Fire Refuge Area	NIL		
	i)	Width and type of door leading to Fire refugee area	Not applicable		
	J)	Pressurization of staircase	NO		
k)	Segregation of staircase	Yes			
35.	Number of Lifts installed		3 Nos including a capsule lift		
			#1	#2	#3(Capsule)
	a)	Type of door	Metallic	Metallic	Metallic
	b)	Fire resistance rating	2 Hrs	2 Hrs	-
	c)	Area of lift car	1210mm X 1010mm	1210mm X 1010mm	1400mmX1100 mm(Hexagonal)
	d)	Capacity (no of persons)	8	8	8
	e)	Capacity(in kg)	544 kg	544 kg	544 kg
	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	NO
	i)	Pressurization of lift	NO	NO	NO
	j)	Whether validity of "Form-C" from appropriate authority obtained? (If yes, attach a photocopy of the same)	Not available	Not available	Not available
36.	Presence of proper signage in all the exit route			No	
37.	Is it posted with illuminated signage?		Not applicable		
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 ?		7300 mm		
41.	Width of the Entry / exit of Gate		7000 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 20000 ltr capacity
	a)	If yes, specify the distance from the building	Adjacent
	b)	If yes, specify the capacity (in litres) as approved by WBF & ES.	Not applicable
	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	1500mtr
	c)	Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?		YES, But not working
		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
46.	Are first aid hose reels being provided ? If so please indicate		YES, but not working
	a)	No of hose reels on each floor	One in each floor
	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		NO
	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 nos in each point
48.	Have wet risers/dry risers been provided?		Wet Riser, But not working
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
	a)	Number of pumps	3 Nos
	b)	Size of suction and delivery connection to each pump	200 mm/150mm
	c)	Output of each pump	Not available
	d)	Max head against which the pump can operate at the output mentioned in	Not available
	e)	Is the pump automatic in action?	Not working at present
	f)	Is the water pressure sufficient at max distance from the pump?	Not working at present. No pressure gauge at the top
52.	Sprinkler system		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		NO
	a)	Type of detectors used	Smoke Detector, but not working
	b)	Standard to which the detectors conform	Photo type
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 working
		Alarm receiving system	Yes but not working
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	51Nos
	b)	Type of FE	Type Installed Co2 (4.5 Kg) 20Nos Co2 (2.0 Kg) 18 Nos Water-CO2(9 Ltr) 13Nos
	c)	Location	in each stair case
	d)	Date of Expiry	14.8.14
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Yes
56.	Are Emergency Fire Alarm being provided in each floor ?		Yes, but not working
	a)	No. of Fire Alarm	One in each floor
	b)	Location of Fire Alarm	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
	Status of NOC from WBFES		Not Available

Part-V**Electrical, Cables and Ventilation**

59.	If the building is air -conditioned, please indicate,		NIL
	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?		NO
	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		Not applicable
62.	Location of switch- gears and transformers		Outside the building
	a)	Transformer capacity	5 nos 315 KVA oil type
	b)	If inside, whether housed in separate compartments, effectively separated from each other and from other portions of the building by a 4-hr fire resistance wall?	Not Applicable
	c)	If outside, how far is it from the building?	5Mtr
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?	Not applicable
69.	Whether mechanical ventilation is being coupled with automatic detection system?	Not applicable
70.	Whether the refuge area is being provided?	Not applicable
	a) Not applicable	Not applicable
	b) Not applicable	Not applicable
	c) Not applicable	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	Not Applicable
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of non standard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	Yes
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	Not applicable
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	Yes
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NO
90.	Cable layout	Yes
91.	Earthing layout & it's effectiveness	Yes.
92.	Switch yard and sub station	Yes
93.	MCC and distribution boards	YES
94.	DG operation and maintenance	NO
95.	Reliability of the fire hydrant system	Not applicable
96.	Emergency preparedness and response	NO
97.	Evacuation plan	NO

98.	Mock drill	NO
99.	Awareness of the people	POOR
100.	Sample basis validation of smoke detection system	Not applicable
101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	NIL
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	NIL
108.	Procedure for incident investigation and control	NO

PART- VI

Other Information

109.	Is there any deviation from the existing recommendation, if any, already been provided by Fire & Emergency Services	NO
110.	Particulars of premises or part of premises used for storage, use, process of substances require Fire License	NO
111.	Name of the Insurance Company	National Ins Co Ltd
112.	Remarks (if any) 1.As mentioned in the Observation sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd
Nonconformity tracking report

NC = No conformity

Sl. No	OBSERVATIONS	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	Fire Pumps are found not working 	Fire pumps are to be made operational	.	
2	MCPs are found out of order	To be made operative		
3	Smoke detector are found out of order	To be made operative		
4	Alarm receiving system found out of order	To be made in order		
5.	Hydrant pipe lines found corroded	Pipes are to be replaced		
6.	Hose reels are found cracked	To be replaced		
7.	C-Certificate of lifts not available	C-Certificate of the lifts to be obtained		

Signature of Inspecting and Reporting Authority with seal

ELECTRONIC COMPLEX POLICE STATION



EXECUTIVE SUMMARY

Part I & II

General Information

ELECTRONIC COMPLEX POLICE STATION is situated at plot No DN -58, Sector V, Salt Lake, Kolkata 700091 in One acre of land. The Left side is Police station headed by OC Mr. Sujit Kumar Makur & right side of the plot belongs to Traffic Department headed by OC Mr. Swarup Sen.

The left side thana portion is G + 1. Ground floor is the office . 1st floor is used for accommodation of Police personnel.

In the right side one portion is under construction G+1 for Traffic Department.

OC date from NDITA Could not been Shown

NOC from WBFES is not available.

Occupancy Load was found as follows

Existing -- 75

Projected-- 25

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 nos Stair cases in the thana Building& no lift available in the building.

PART IV

PROVISION OF FIRE SAFETY ARRANGEMENT

There is no Provision for Fire safety arrangement in the premises

Alternate source of water is 1000Mtr 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

NDITA- FIRE SURVEY AND SAFETY AUDIT REPORT

PART-1

General Information

1.	Premises No:	DN-58, Sector V, Salt Lake,Kolkata 700091.	
2.	Premises Name (if any):	ELECTRONIC COMPLEX POLICE STATION	
3.	Name of the owner /occupier/lessee	West Bengal Govt	
4.	Ownership details (attach documents in support of ownership)	Freehold✓	
		Rental	
		Leasehold	
		Sub lease	
		Any other	
5.	Contact Person's name	Mr. Sujit Kr Makur	
6.	Contact no	Mob	80175 28119
		Landline	2367 9774
		E-mail	icelectronicps@gmail.com
7.	Occupancy use	Principal se✓	POLICE STATION✓
		Mixed Use	Research
			Residential
			Educational
			Institutional
			Assembly
			Business Mercantile(R
			Mercantile(W)
			Industrial
			Storage
			Hazardous
		8.	Plot Area
9.	Super built up area	Not Available	
10.	No of Floors	G +1	
11.	Date of Sation of Building Plan	2011 Approx	
12.	Whether POC/O.C received from local body?(Municipal corporation /Zillaparishad)/Gram panchayat). If yes date?	Not yet available	

SECURITY SETUP DETAILS			
13.	Name of the SECURITY AGENCY engaged		Own
14.	No of Security Personnel engaged		3
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		Yes to Lobby & Both the lock ups
VEHICLES VOLUME			
19.	No of Vehicles Engaged by the Organisation		5
20.	No of Vehicles for which parking space is available in the premises		25
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		Thru NDITA
	Drainage System		Thru NDITA drainage System
	Maintenance of Road		By Occupier
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	75
		b) Floating	25
	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		TWO	
34.			#1	#2
	a)	Width of flight	1400 mm	1400 mm
	b)	Tread width	250 mm	250 mm
	c)	Riser Height	140 mm	140 mm
	d)	Finish	Cemented	Cemented
	e)	Width of stair door (FCD)	Not applicable	
	f)	Height of stair head room	9 ft approx	9 ft approx
	g)	Height of stair handrail	800 mm	800 mm
	h)	Area & location & profile of Fire Refuge Area	Not applicable	
	i)	Width and type of door leading to Fire refugee area	Not applicable	
	j)	Pressurization of staircase	NO	
	k)	Segregation of staircase	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?		4500mm	
41.	Width of the Entry / exit of Gate		4300mm	
42.	Height of the Entry / exit of Gate		5 Mtr (Hoarding)	

PART IV

Provision of Fire Safety Arrangement

43.	Is any water reservoir for firefighting available? (at ground level / overhead)	U/G tank -60000 Ltr capacity O/H tank -2000 Ltr capacity
	a) If yes, specify the distance from the building	2mtr
	b) If yes, specify the capacity (in litres)as approved by WBF& ES.	Not Applicable
	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	1000mtr
	c) Specify the condition and type of the reservoir	Satisfactory. – a waterbody
45.	Are internal hydrants being provided ?	NO
	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		NO
	Is the building being equipped with automatic fire detection and alarm system? If so, please indicate with details.		No
	a)	Type of detectors used	Not applicable
	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
		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	NIL
	b)	Type of FE	Not Applicable
	c)	Location	Office Not Applicable
	d)	Date of Expiry	Not Applicable
55.	Indicate whether the Fire extinguishers bear the ISI certification mark?		Not Applicable
56.	Are Emergency Fire Alarm being provided in each floor ?		NO
	a)	No. of Fire Alarm	Not Applicable
	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.	No
73.	RCCBs	No
74.	Master switch in warehouses	No
75.	Proper cable joint procedures as per manufacturer	Yes
76.	Earthing defects	No
77.	Use of nonstandard fuse wires	No
78.	Bypassing of protection devices	No
79.	Deteriorated insulation	No
80.	Selection, deployment of PFFs (Portable Fire Extinguishers)	NO
81.	Sealing of cable passes, openings, baffle walls (Passive Fire Protection)	No
82.	Tracking possibility	Yes
83.	Unused opening in the panels, etc.	No
84.	Possibility of ground fault/short circuit	No
85.	Mechanical protection to cables	NA
86.	Loose terminations due to improper supports, crimping	No
87.	Improper gland installation, wrong lug size	No
88.	Over-rated uses, wrongly set protection relays, etc.	No
89.	Review of equipment safety	NA
90.	Cable layout	NA
91.	Earthing layout & it's effectiveness	YES
92.	Switch yard and sub station	No
93.	MCC and distribution boards	NA
94.	DG operation and maintenance	NO
95.	Reliability of the fire hydrant system	NA
96.	Emergency preparedness and response	NO
97.	Evacuation plan	No
98.	Mock drill	No
99.	Awareness of the people	No
100.	Sample basis validation of smoke detection system	Not applicable

101.	Storage if hazardous material, chemicals	No
102.	Use of signage	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	No
106.	Colour coding system of hazardous chemical gas lines etc.	No
107.	Management structure, role of safety officer, fire department etc.	No
108.	Procedure for incident investigation and control	YES

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	NONE
112.	Remarks (if any) As mentioned in the NC sheet	

Signature of Inspecting and Reporting Authority with seal

MS Certification Services Pvt.Ltd

Nonconformity tracking report

Sl. No	OBSERVATIONS on 22.02.14	RECOMMENDATIONS	Action Plan	NC Closed Date
1.	There is no fire extinguishers are available in the premises. Area is full of hoarding which are combustible 	Immediately Fire Extinguishers are to be provided. Mock drill is to be practiced	.	
2.	Bare connection found in the pump connection 	Plug top is to be provided		
3.	In traffic section full of paper files are found in two rooms at the back side. No fire extinguishers are available .	Immediately Fire Extinguishers are to be provided. Mock drill is to be practiced		
4.	There is no ■ Emergency Hooter ■ MCP ■ Smoke detectors ■ Fire Extinguishers	These are to be reviewed & provided immediately		

Signature of Inspecting and Reporting Authority with seal

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