

Annexure I

Block / building Fire safety Audit- check list

FIRE SAFETY AUDIT CHECKLIST

Name of block					
name of premises / floor level					
Identification of area within the premises					
Date of audit					
Audit undertaken by (print name)					
1	Fire Safety Management				
		Yes	No	N/A	risk
					Comments
	Has the fire risk assessment been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the fire risk assessment record / inspection report available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have the identified means to reduce or remove the significant hazards been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there suitable monitoring of fire safety measures in place by facility management HLL FM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Can it be demonstrated that monitoring is regularly carried out by facility management HLL FM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the risk assessment properly reviewed, particularly if the premises or its use significantly changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Fire Prevention — General				
		Yes	No	N/A	risk
					Comments
	Is there an effective system for ensuring that the quantities and storage of all types of flammable materials are reasonable and properly controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Store Room - storage details displayed in front of the room (separate gauze cotton and spirit storage point)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Maintaining material Safety data sheet (MSDS) for all store rooms(under nursing care, office rooms & Equipment rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are all areas clean and tidy with no inappropriate storage and all combustible waste properly placed in designated containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is all waste regularly collected and placed in a safe place ready for collection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are all employees in high risk areas properly informed of the particular risks and the means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

to control these risks?					
Prior to leaving the premises, are all areas inspected for potential fire and unnecessary equipment turned off? Closing down inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have all staff received basic fire prevention instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do staff understand the need to report any potential fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If any permit-to-work systems are in place, are they operated correctly at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Fire Prevention — Electrical Safety				
	Yes	No	N/A	Risk	Comments
Is the entire electrical installation in order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have all electrical systems and equipment been tested in accordance with the provisions of the Electricity at Work Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are records regarding regular (SOM) testing of installation, equipment and portable appliances up to date at your work place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the use of flexible electrical cable and extension box kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LV Room (clean , open , free of combustible things)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical board room & panels (clean , open , free of combustible things)& labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All electrical points & wiring including ICU are concealed/intact & used as per norms provided by Maintaining Agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are the electrical circuits free of any evidence of overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is electrical equipment (eg light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is Maintenance/service details of all A/C available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is Maintenance/service details of all electrical equipments(like water heaters/coolers, greasers, etc) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Fire Prevention — Heating Appliances				
	Yes	No	N/A	Risk	Comments
Are all heating appliances securely fixed in position, suitably guarded and with an adequate clear space free of storage of any kind?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the entire heating installation in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are arrangements for liquid or gaseous fuel supplies for heating equipment easily accessible with well marked shut-off valves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are appropriately qualified and registered contractors used to carry out all installation and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

maintenance of liquid or gaseous fuel supply equipment?						
Are staffs aware that only trained personnel authorized by management can make repairs or alterations to liquid or gaseous fuel-fired equipment and fuel supply systems?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Fire Prevention — Buildings, Plant and Machinery					
	Yes	No	N/A	Risk	Comments	
Are fire dampers tested regularly for correct operation and results recorded in AHU?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there proper systems and procedures in place to control work on new buildings and/or alterations, repairs and decoration of premises, such that no fire hazards are introduced?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are regular checks undertaken and recorded of the condition of all fire safety measures within the premises?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are staffs aware about location of oxygen isolation shut off valve at their work premises in each floor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the Terrace kept open? If locked, location of key should be displayed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	Fire Prevention — Means of Escape					
	Yes	No	N/A	Risk	Comments	
Are fire exits of a sufficient number and of sufficient width to enable the individual present in any and all areas to evacuate safely?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do all fire exits lead to a place of total safety?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all fire exits doors easily operable from the inside / free from obstruction?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are floor and stairway surfaces in good condition and free from tripping and slipping hazards, particularly including any external stairs and paths?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are exit doors in good condition?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do all doors on escape routes open in the direction of travel?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all escape routes clearly and properly signed throughout their lengths?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all escape routes provided with adequate lighting at all times of the day and night?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is adequate emergency lighting provided and is it fully serviceable?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have appropriate provisions been made for the safety of persons with special needs, such as the young, old or disabled?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

7	Fire Prevention — Actions in the Event of Fire					
		Yes	No	N/A	Risk	Comments
	Are there clearly defined written fire action and emergency evacuation procedures, including provision for ensuring that everyone is out of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are suitable "Fire Action" notices prominently displayed around the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Have appropriate staff been appointed to take control in the event of a fire (AFSO) and to summon the fire brigade for all fires, no matter how small?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are there sufficient fire Guards available to provide for all working hours (including lunch and tea breaks), taking into account holidays and sick leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Have appropriate arrangements been made for dealing with those who are not normally on the premises such as members of the public, visitors etc ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are the fire evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are emergency evacuation routes and procedures checked by carrying out drills at least once per year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	Fire Prevention — Fire Detection and Alarm Systems					
		Yes	No	N/A		Comments
	Can a fire alarm be raised without placing anyone in danger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Is the fire alarm system in full working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are there sufficient fire alarm call points located near to every exit from each floor and from each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are all alarm call points unobstructed and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are the audible signals from the fire alarm operated weekly and clearly audible throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Fire Prevention — Portable Fire-fighting Equipment					
		Yes	No	N/A	Risk	Comments
	Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are all portable fire extinguishers suitably located, positioned on brackets securely fixed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

to the wall and available for immediate use — not obstructed or hidden?						
Is there a Comprehensive list of fire extinguisher, firefighting equipments & alarm system available in your block Date of list provided by maintaining agency & the list updated on (date)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10	Fire Prevention — Notices and Fire Safety Signs					
		Yes	No	N/A	Risk	Comments
	Are sufficient appropriate fire safety notices and signs used throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are all fire safety signs throughout the premises present, undamaged and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	Fire Prevention — Fire Service Facilities and Liaison					
		Yes	No	N/A	Risk	Comments
	Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for fire-fighting and rescue purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Are all fire hydrants in the vicinity clearly indicated and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12	Action report					
	Action/ steps taken against the mentioned complaints/ issues (date of letter dispatched regarding the same) – kindly mention to whom the issues were discussed & informed. 1. 2.					
Audit undertaken by (Lead coordinator name)						
Audit undertaken by (Block in-charge name)						