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No. G1-6183 /2015(1)

ADDENDUM TO STANDING ORDER No.01/2016

Sub: Kerala Fire and Rescue Services Headquarters- Issue of Certificate of Approval in respect of all types of Buildings- Modification of existing procedures- Addendum to Standing Order issued.

Ref: 1. Standing Order 1/2016, Dated 26/02/2016

Guidelines to Divisional Officers/Assistant Divisional Officers for

Verification of Checklist Cum Application and Fire Safety

Plans/Drawings

Considering some practical difficulties relating to filling up of checklists, the following addendum to the Standing Order No. 1/2016 is being issued and will be, therefore treated as a part of that Standing Order.

- 1. The checklist should be filled up with **word processing** in a computer, **not in hand writing**, by the Applicant.**
- 2. The concerned verifying officer, ie. the DO/ADO should verify all the points in the checklist, and match with the **Fire Drawings/Plan** submitted by the applicant. **It is required that all the points in the checklist are mentioned or shown in the Fire Plan.** If a particular**

point cannot be shown in the Fire Plan, descriptive details shall be written and attached to the plan, which will form the part of the Fire Plan.

3. Divisional Officer/Assistant Divisional Officer/Station Officer must insist the Fire Plan to be submitted with the serial numbers of the points of the check list marked in the plan itself. For example SI No 2.1.1.b Fire Staircase in the checklist must be marked as 2.1.1.b in the Fire Plan in the drawing (This has to be done by the applicant). This will facilitate quick Verification.
4. The same **checklist is meant for getting Initial Clearance** and also for the **Final Clearance** but to be filled up twice, once before getting Initial Clearance and other before getting the Final Clearance. This has to be specified by the applicant, by tick marking in the Proforma/Checklist. Changes have been made in the checklist Proformas in the Heading portion.

According Initial Clearance (Site Clearance)

1. The verifying team may visit the proposed site along with the representative of the applicant and also carrying all documents. They can measure the measurable parameters in the presence of the representative and make entries in the checklist (the value or data to be entered relating to the access road, the setback and the height of the high tension wire). At this stage, as no construction has taken place, it will be impossible for any physical inspection by the Assistant Divisional Officer/Divisional Officer concerned. In this situation the filled up checklist and the fire drawings should be **compared at the site itself** by the Divisional Officer/Assistant Divisional Officer, who will put tick

marks on the Fire Plan and also in the Checklist in the appropriate column. It is very important that the checklist and the Fire Plans/Drawings should match and only after that the Assistant Divisional Officer/Divisional Officer will mention in the Fire Plan that “**checked, verified, recommended**” (This is to be done in case the clearance giving authority is someone else other than the verifying Officer). If the Assistant Divisional Officer/Divisional Officer is the clearance giving authority, they should affix the Seal on the plan and Sign and mention.

In case there is any deviation, they will give a chance to rectify and comeback within 7 days; In case the defect is rectified then the Divisional Officer / Assistant Divisional Officer will write “Not Recommended” and seal the plan and in the checklist also mention that with the defect/deficiency clearly mentioned. In case Divisional Officer/Assistant Divisional Officer is the approval giving authority they can reject by stating “Not Fire Safety Complaint-Rejected”.

2. In the event the Director General or his nominee in Headquarters is the authority to issue Clearance, Divisional Officer/Assistant Divisional Officer should mention **checked, verified; recommended** and send all the documents to the Headquarters and at Headquarters, the concerned section will put up the documents in a file within 2 days directly to Director General after making entry in a Register to be known as **Building Clearance Register**. The Director General will then mark to either Director (Administration) or Director (Technical) for scrutiny / verification and issuance of clearance in the prescribed Proforma. On getting that the Director (Administration)/Director (Technical) may take

the help of one or two members of the Headquarters committee and peruse the documents and issue the approval. Director (Administration)/Director (Technical) is free to inspect the site if he feels so before issuing clearance. It must be ensured that checks/verifications/scrutiny at Headquarters takes minimum time when a clear recommendation has been received from the Divisional Officer.

3. It is to be noted that the format prepared for giving initial clearance contains appropriate wordings, therefore they will not write too many things in various documents. In the Fire Plan it is to be written "**Recommended**" and seal (name) to be affixed by the Director on behalf of Director General.

According Final Clearance (Certificate of Approval)

1. During the Final Clearance, an inspection is a must as the structures are physically present. It is, needless, to mention that the checklist which was prepared, sealed and signed during the Initial Clearance will have to be taken in to account while according Final Clearance and the approved Fire Plans/Drawings of the Initial Clearance are to be totally implemented by the builder. However there may be some deviations during the construction due to some inevitable reason. These deviations though, are not welcome yet may be accepted after verification/scrutiny if the norms permit.
2. The verifying officer and his team should verify all the items in the checklist and in the Fire Plan submitted by the builder. During this time, the Fire Plan and checklist for the initial clearance are must also be referred to and deviations need to be explained clearly by the builder.

3. After Physical Measurements and Inspection of the constructed building, the Fire Plan should be appropriately tick marked at various places and the checklist also to be fill up either by tick marking or by entering exact measured value.
4. The similar affixing of seal recommending, clearance etc. as have been mentioned above in respect of initial clearance should also be followed.
5. While verifying the open space around the building as B.1.2.1 & B.1.2.2 the Divisional Officer/Asst Divisional Officer shall ensure that the Applicant has entered **the minimum** and **maximum of the values** (if it is not uniform) as per the plan and that should be verified on ground.

Miscellaneous

1. The affidavit filed as per B.4 of the checklist, need to be signed by the applicant only, if it is for initial clearance. Whereas for Certificate of Approval, the affidavit should be filed as prescribed in the checklist after obtaining signature from the concerned. The address with PIN Code and license details of the Licensed Technical Person signing the Affidavit along with the applicant shall be clearly written in the Affidavit for Certificate of Approval. If any of the services listed for filling Affidavit is not proposed for the building, an affidavit to that effect shall be filled.
2. The Fire System Plan should contain Location plan, Site Plan, Floor Plan, Terrace Plan, Section/Elevation and Schematic diagram of Fire Protection.
3. The applicant should mark in the front page of the Checklist, whether it is for **“Fire Safety Clearance for Site”** or for **“Certificate of Approval”**.

4. Checklists for all type of buildings will be slowly uploaded in our Website. Please ask all applicants to download, fill up through computers and then submit. The applicants need be educated.
5. A model Certificate for Initial and Final Clearance will be sent to all Divisional Officers for reference. Divisional officers must educate Assistant Divisional Officers and Station Officers.

Sd/-

(LOKNATH BEHERA. I.P.S)
DIRECTOR GENERAL
Fire & Rescue Services