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**First
Edition**

Applicant Guide

**A Handbook for Applicants for
Using the Gujarat Fire Safety
COMpliance Portal (FSCOP) to
Avail Various Fire Safety
Certificate Services**



Gujarat State Fire Prevention Services

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1. INTRODUCTION ABOUT GUJARAT FIRE SAFETY COMPLIANCE PORTAL (FSCOP)

Government of Gujarat has brought Gujarat Fire Safety Compliance Portal (FSCOP), <https://gujfiresafetycop.in/> as a one stop solution for all Fire Safety Certificates related needs of citizens of Gujarat. It will provide end-to-end solution for fire safety related services for both citizens as well as for Fire Prevention Service Officers of the state. A citizen would be able to avail all services on this portal in a completely paperless manner and with utmost transparency.

To get this portal and services accessed and made application online, an applicant needs to follow some prerequisites:

- One must have a Desktop/ Laptop/ Mobile/ Tablet with proper internet connectivity
- Internet browser must be up-to-date
- Register on the FSCOP portal and login with a valid permanent mobile number and email ID (which shall be used in future to send communications like – due date of renewal, inspection etc)
- You must have read Gujarat Fire Prevention and Life Safety Measures Regulations, 2022 (GFP&LSM Regulations, 2022)
- One should have visited and gone through each and every section of FSCOP (especially Citizen Safety Services Section)
- One should read FAQs on FSCOP to get answer to basic questions that one may have

<https://gujfiresafetycop.in/>

An owner/occupier has to get Fire Safety Certificate renewed and buildings inspected regularly for fire safety as per current rules. For this purpose, a Fire Safety Officer (FSO), a trained private professional, should be appointed and FSO can be searched from here

Directorate of State Fire Prevention Services,
Government of Gujarat

Applicant Guide – A User guide for using the portal is available in **User Manual and Guides**

HOME ABOUT US FIRE SAFETY SERVICES FSO CORNER FIND FSO KNOWLEDGE HUB KEY CONTACTS FSCOP AMS

FIRE SAFETY PLAN APPROVAL (FSPA)
FIRE SAFETY CERTIFICATE APPROVAL (FSCA)
FIRE SAFETY CERTIFICATE RENEWAL (FSCR)
FIRE SAFETY CERTIFICATE REGULARIZATION (FSCRn)

Various citizen fire safety services can be accessed from here

ACTS
RULES
REGULATIONS
CIRCULARS, NOTIFICATIONS, GRs AND POLICY
USER MANUAL & GUIDES

GUJARAT STATE FIRE PREVENTION SERVICE

2. CITIZEN FIRE SAFETY CERTIFICATE SERVICES and CITIZEN OBLIGATIONS cum RESPONSIBILITIES

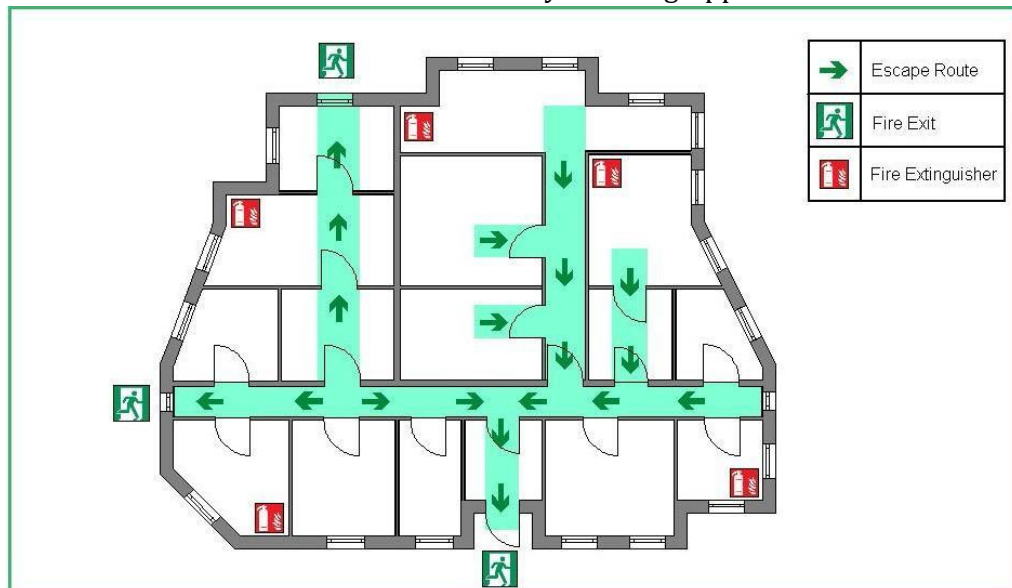
Fire Safety is an important subject from the point of view of public safety. While some buildings (like small dwellings, low-hazard buildings etc) are exempted from taking a Fire Safety Certificate formally from the Fire Safety Authorities, others are not. A detailed classification of such buildings which require a Fire Safety Certificate is given in the **Annexure A: List of Building Types for which Fire Safety Certificate is Mandatory** Rest of the buildings can go for self-compliance.

Gujarat Fire Safety COmpliance Portal (FSCOP) offers following basic certificate services to citizens –

1. Fire Safety Plan Approval (FSPA):

A Fire Safety Plan is the first step in direction of ensuring that the upcoming building has all the fire safety related features embedded into the building as per the existing rules, guidelines and standards. So, this step comes into being at the very time of building planning. The prospective builder / owner / occupier should ensure that the building shall be complying to the fire safety related provisions. For more details, citizen is advised to visit the <https://gujfiresafetycop.in/> and create a login and understand.

Validity of FSPA: No Validity Limit, but building construction should start at the earliest from date of issuance of Fire Safety Planning Approval Certificate



2. Fire Safety Certificate Approval (FSCA):

Fire Safety Certificate is the second step of compliance of Fire Safety related rules, regulations and standards. Prior to occupancy or use of any building, the owner/

occupier shall make an application to get FSCA along with the requisite fees for certifying that the completed construction complies with the minimum requirement with some basic self-certified documentation to be uploaded on the system.

Timeline to get FSCA: 21 Days

Validity of FSCA: 3 Years (but an annual declaration has to be made by the owner/occupier every year for compliance of fire safety)

3. Fire Safety Certificate Renewal (FSCR):

Renewal is the Third and recurring step of compliance of Fire Safety related rules, regulations and standards in which applicant has to engage a trained professional called “**Fire Safety Officer (FSO)**” through the portal only. Though he or she is a private person, but training is imparted in government institutes and he or she is enrolled to work as an FSO on successful completion of such training. FSO will inspect your FSCR application and issue Fire Safety Certificate Renewal under the respective Fire Region Office.

Timeline to get FSCR: 21 Days

Validity of FSCR: 2 Years (but 6 monthly building inspections and fire & emergency mock drills to be done by engaging an FSO)

Just to make things clearer, there can be 3 different scenarios with respect to the 3 type of Fire Safety Certificate Processes mentioned above.

Scenario 1: The Building is a New Upcoming Building:

As a builder/ developer, for a new building, you need to first apply for **Fire Safety Plan Approval (FSPA)**, and once the plan is approved and the building is constructed, you should apply for the **Fire Safety Certificate Approval (FSCA)** – application for both can be made online itself through the Guj Fire Safety Compliance Portal i.e. www.gujfiresafetycop.in. FSCA shall be valid for **3 (three years)**. *If your building plan changed after you submitted a Fire Safety Plan Approval (FSPA) application, in that case, you need to apply afresh.*

If there are some changes in the final building which are not mentioned in the Fire Safety Plan Approval (FSPA) application and certificate, then, please mention them in remarks in the particular section and sub-section when you apply for the Fire Safety Certificate Approval (FSCA) with detailed reasons, mentioning in change in building rules if any and so on. The concerned authority shall take a call whether or not to allow such changes.

For a new building which comes up by following the above two steps, for initial 3 (three) years, **self-compliance** is required in form of a Fire Safety Declaration which is to be submitted through the portal itself. Please note, failure to upload such a declaration in time bound manner will attract **penalties**.

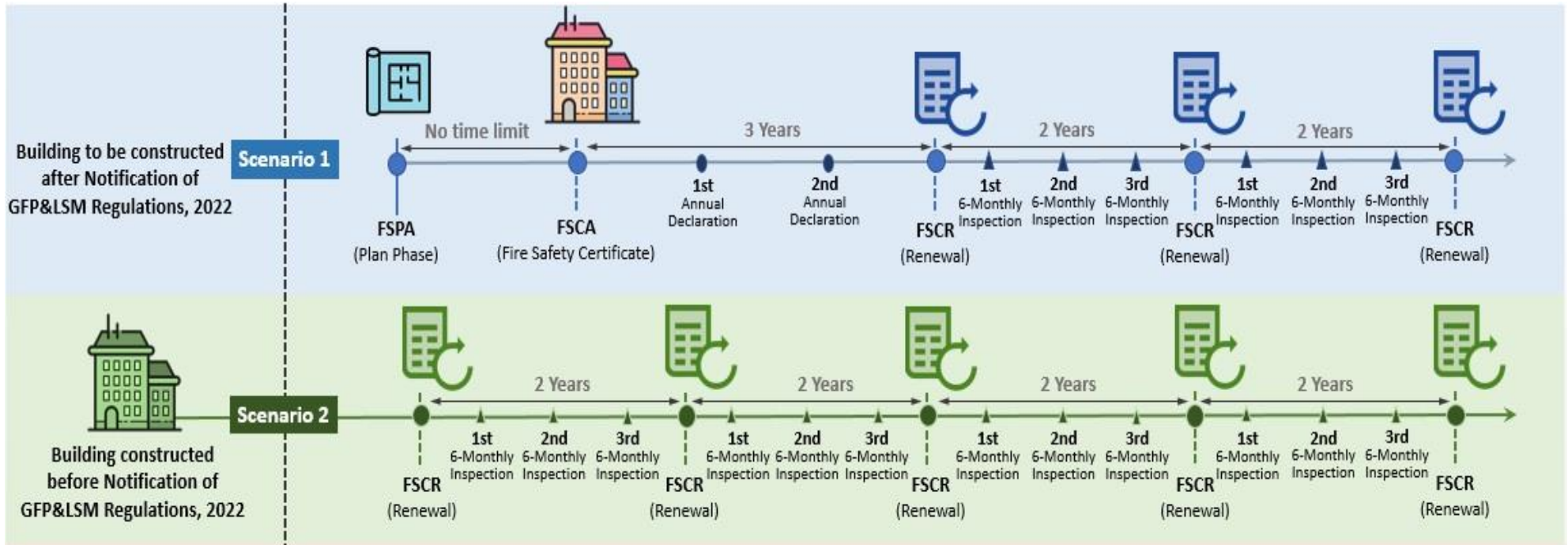
After issuance of the Fire Safety Certificate and before expiry of the 3 (three) years period, one has to get the Fire Safety Certificate “**renewed**” by applying for a **Fire Safety Certificate Renewal (FSCR)** application and has to obtain an FSCR Certificate

and thereafter, **every 2 (two) years** such a certificate has to be obtained before the last one expires. Along with renewal, the owner/occupier has to also arrange for a **six-monthly building inspection** as well as six-monthly **mock fire and emergency drills** with the help of a professional called Fire Safety Officer (FSO). One should regularly visit the www.gujfiresafetycop.in portal and login and search for the building to see the pending inspection, renewals etc.

Scenario 2: The building already has a Fire Safety Certificate (earlier called Fire NOC) and was built before coming into force of the Gujarat Fire Prevention and Life Safety Measures Regulations, 2022 and the online portal:

If the building already has a Fire Safety Certificate (earlier called Fire NOC), then what one needs is to get the Fire Safety Certificate **renewed**. Information of all such Fire Safety Certificates (earlier called Fire NOC) which were issued physically has been now added in the online portal itself. One can login and go to the **Fire Safety Certificate Renewal (FSCR)** section and search for his or her building by key words like old Fire NOC number, building name etc. Detailed process for obtaining renewal certificate is discussed in next section.

One has to apply carefully and one need to refer to the **fire region** (in a same district, there can be more than one fire regions) in which the building of the owner/ occupier falls. The mapping of building location and State Fire Prevention Service officer mapping is given in **Annexure B**. *Detailed explanation on “How to make an online application” is given in Chapter 3 onwards.*



The above schema explains how an applicant should comply for various fire safety requirements depending upon the category of building that one occupies – it shows various compliances that the building should have including renewals, annual declarations and 6-monthly inspections and one should regularly visit the www.fscop.gujfiresafetycop.in page and login to see pending compliances

3. FIRE SAFETY SERVICES APPLICATION ONLINE APPLICATION PROCESSES (FSPA, FSCA)

Please note, building fire safety is a concept which is associated with a building as a whole as fire hazard is related to building in its totality, including surroundings, and not a particular portion of it. So, you have to make other stakeholders and owners also agree for it and any one of occupier of a building (or upcoming building) can apply for a fire safety certificate. **Building Fire Safety Certificate cannot be issued for a part of building.**

Step by Step Guide to Obtain Various Fire Safety Services

STEP 1: FSCOP Portal Visit

Please go to the URL: <https://guifiresafetycop.in> and click on Fire Safety Services menu. You will be redirected to a new Home Page (i.e. <https://fscop.guifiresafetycop.in/>) screenshot is mentioned below:

The screenshot shows the Gujarat Fire Safety CoP portal. At the top, there is a navigation bar with links: Home, Find FSO, Application Guide, FAQ, and Key Contacts. Below the navigation bar, there is a welcome message: "Welcome To Gujarat Fire". The main content area features a large banner with a fire scene background. On the right side of the banner, there is a "Login Here" form with fields for "Email Id or Mobile Number" and "Password", and buttons for "Login", "Login with OTP", and "Register". Below the banner, there is a section titled "Fire Safety Pre-Requisites for Existing and Upcoming Buildings" which includes a timeline diagram showing renewal cycles for buildings constructed before and after 2021 regulations.

STEP 2: Registration

If you are using the FSCOP first time, you have to register yourself to avail services. Once registered, you can simply login to the FSCOP by your credentials (email ID or phone

number as User ID and Password). Please note, while registering, one has to provide correct mobile number and email ID which shall be authenticated using an OTP.

STEP 3: FSCOP User Login in Applicant Account

Once logged in, Your FSCOP Account will look like this screenshot is mentioned below and one will be able to choose from various types of fire safety applications which have been discussed so far. Just below the options of application processes, a list of applications made by the applicant is there.

The screenshot displays the Gujarat Fire Safety CoP web portal interface. At the top, there is a navigation bar with links for Home, Find FSO, Application Guide, Help, and a user welcome message for Nitin Sangwan. Below this, a section titled 'New Application for' offers four main options: Fire Safety Plan Approval (FSPA), Fire Safety Certificate Approval (FSCA), FSC Approval - Regularisation (FSCRn), and Fire Safety Certificate Renewal (FSCR). A red dashed box highlights these options with a callout stating: 'A fire service application can be made by clicking these icons once an applicant has created his or her account'. Below the options, there is a note about reading instructions and a specific note regarding the FSCRn option. The main part of the screenshot is a table titled 'Application Details and Current Status'. A red dashed box highlights the table with a callout: 'History of Applications is visible to applicant and applicant can see real time status of the applications'. The table has columns for Sr. No., Application Action(s), Application Type, Application Number, Application Status, Name of Owner/Builder/Occupier, Name of Building/Project/Scheme/Principle, Application Submission Date, Appointed FSO Details, Action Taken by FSO/Fire Dept Officer, and Certificate Details. Three application entries are shown, all with a status of 'Submission Pending'. A red dashed box highlights the first two entries with a callout: 'One can edit application, view/download certificate, receipts (if issued) "Application Action" column'. The third entry includes specific FSO appointment details.

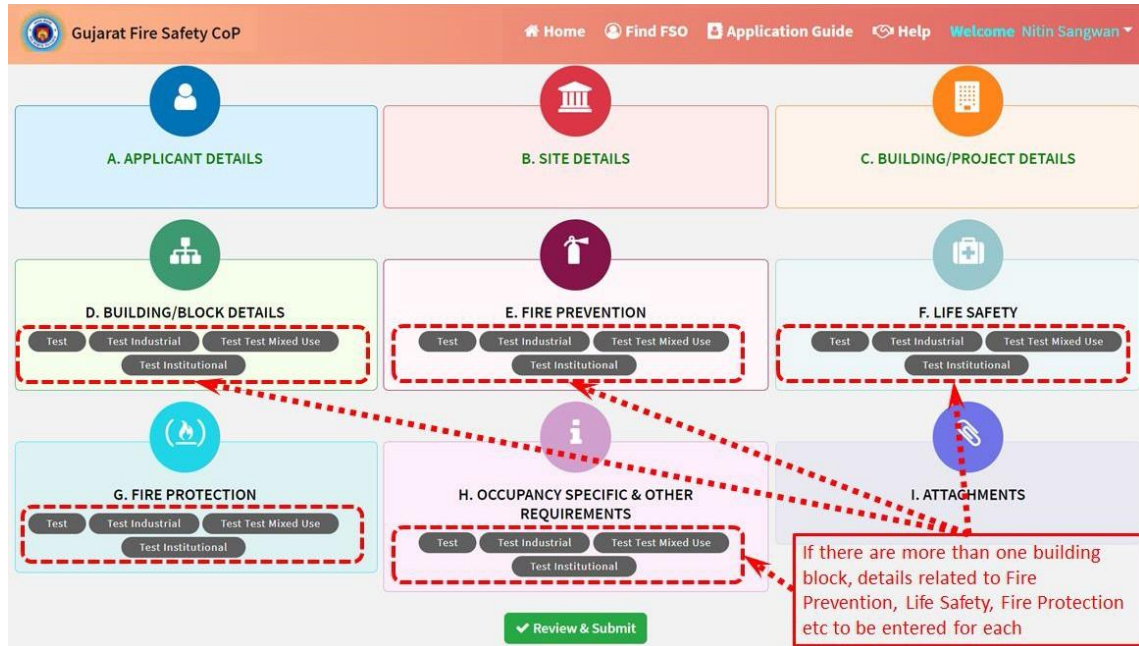
Sr. No.	Application Action(s)	Application Type	Application Number	Application Status	Name of Owner/Builder/Occupier	Name of Building/Project/Scheme/Principle	Application Submission Date	Appointed FSO Details (applicable only for FSCR applications)	Action Taken by FSO/Fire Dept Officer	Certificate Details
1	[Edit] [Check]	FSPA	2021/0000583	Submission Pending	Nitin Sangwan	Nitin Test 16th May Assembly (Permanent Structures like- Cinema Halls, Party Plot, Stadium, Stations etc)				
	[Edit] [Check]	FSPA	2021/0000576	Submission Pending	Nitin Sangwan					
	[View] [Print] [Download]	FSCR	2021/0000574	Submission Pending	Gandhinagar	dsfsdf Assembly (hall, cinema, mall, auditorium etc)		Name: Vandna k makvana Mobile Number: 9574307945	FSO Appointment Date: 13/05/2021 3:32:16 PM	Accept/ Reject

Once an applicant has chosen to create an application (one of FSPA, FSCA), he or she will be guided to another page from where one has to enter various details related to his or her building(s). There will be various sections in the application in which basic details of applicant and building block(s) will be captured.

Following things may be taken care of while applying –

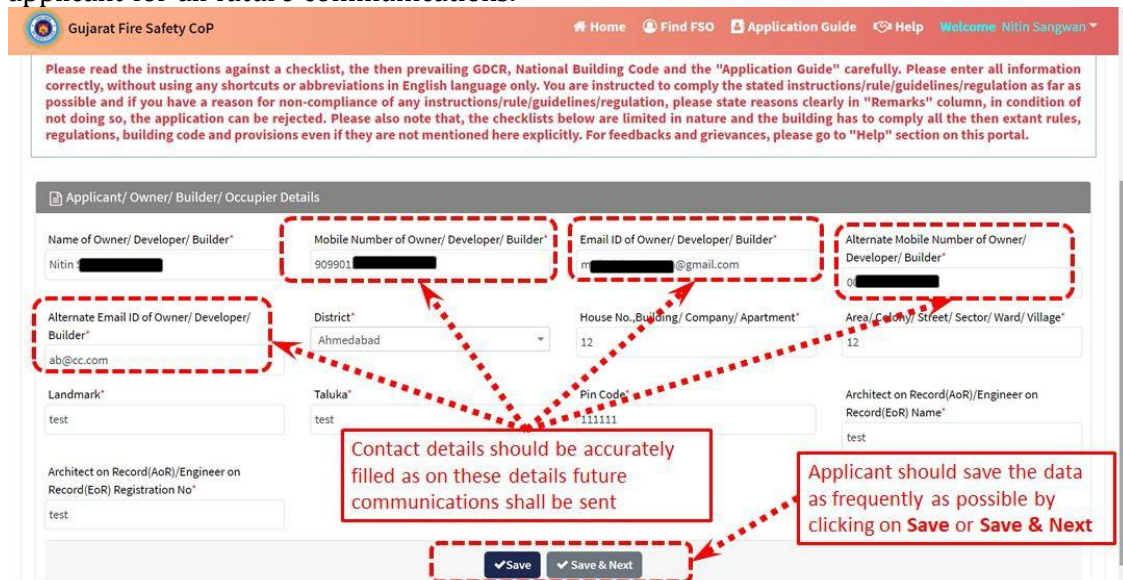
- a. The mobile number and email IDs should be accurate as these will be email and mobile IDs on which notifications shall be sent in future also

- b. One should read the Applicant Guide, i.e. this document, thoroughly and should also refer Gujarat Fire Prevention and Life Safety Measures Regulations (GFP&LSM), 2022 and GDCR.
- c. All the information should be entered correctly and any incorrect information may lead to rejection of application and application fee shall not be refunded and in case of FSCA, if there is any deviation from declared. Various sections for FSPA and FSCA are shown below.



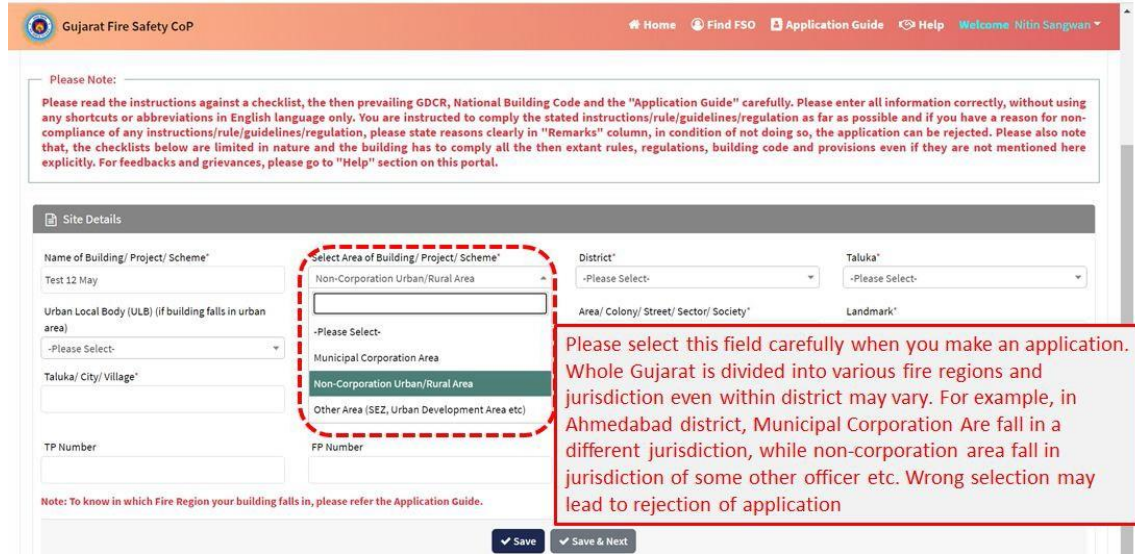
STEP 4: Section A: Applicant Details

The applicant should submit correct contact details as they shall be used for contacting applicant for all future communications.

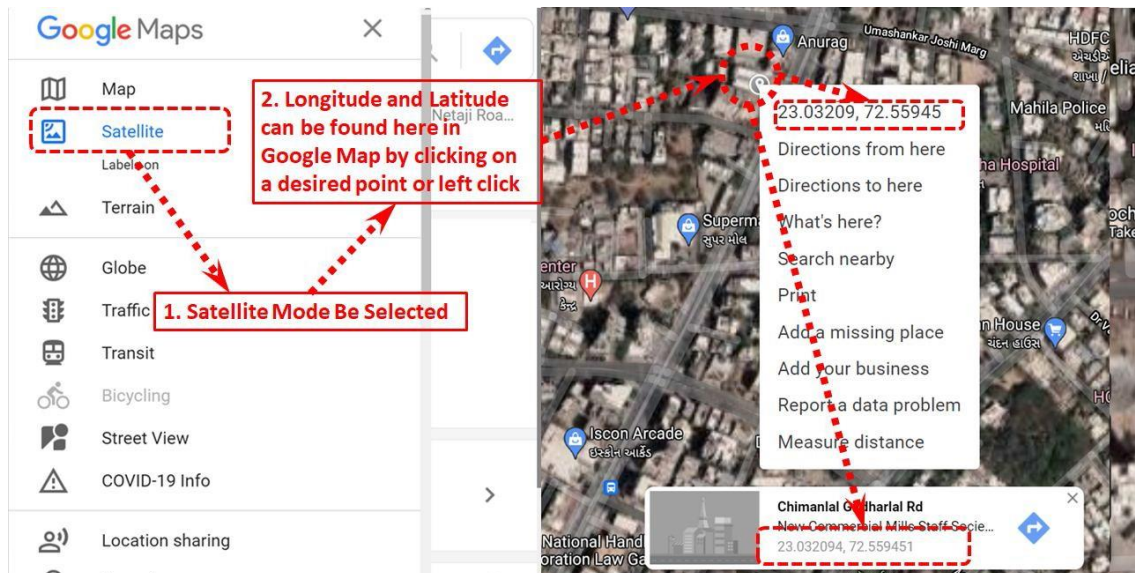


STEP 5: Section A, B: Applicant and Site Details

In building details section, one should carefully select the **Area of Building/Project**. Every building fall under jurisdiction of either a Chief Fire Officer (in case a building falls within a Municipal Corporation limits) or a Regional Fire Officer, if a building is in non-municipal corporation limits, including special areas like – Urban Development Area, SEZs etc. Such a mapping is given in **Annexure B**. In case of doubt, one should contact the concerned/probable Chief Fire Officer or Regional Fire Officer on the contacts given on the portal.



One has to fill details of **Latitude** and **Longitude** of the Building Site. One can find the longitude and latitude by using any commonly available Map App. For example, Go to Google Maps > **Satellite View** > Find your place > **Left Click** on that place > Lat Long will be displayed at the bottom or besides left click.



STEP 6: Section C: Building/Project Details

Section C is an important component of an online fire safety application. Every field in this section should be selected carefully as subsequent section questions will depend upon the selections that you make in this section.

Please Note:
Please read the instructions against a checklist, the then prevailing GDCR, National Building Code and the "Application Guide" carefully. Please enter all information correctly, without using any shortcuts or abbreviations in English language only. You are instructed to comply the stated instructions/rule/guidelines/regulation as far as possible and if you have a reason for non-compliance of any instructions/rule/guidelines/regulation, please state reasons clearly in "Remarks" column, in condition of not doing so, the application can be rejected. Please also note that, the checklists below are limited in nature and the building has to comply all the then extant rules, regulations, building code and provisions even if they are not mentioned here explicitly. For feedbacks and grievances, please go to "Help" section on this portal.

Building/Project Details

Principle Occupancy/Use of Building/Project/Scheme*
Assembly (Permanent Structures like - Cinema Halls, Party Plot, Stadium, Stations etc)

Site Area/Plot Area of Building/ Project/ Scheme (In Sq.Mtrs)*
456.00

Approach to proposed Building/Project/Scheme i.e. width of the road and connecting roads (in Mtrs)*
12.00

Number of Building Block(s) - Press TAB KEY to Generate Building Block(s)*
2

Width of the main entrance gate of the Building/Project/Scheme (in Mtrs)*
12.00

Height of the main entrance gate/arch of the Building/Project/Scheme (in Mtrs)*
12.00

(if any, if no gate is there, then write the maximum available "width" of motorable space at entrance of the building/project) (in Mtrs)

(if any, if no gate is there, then write the maximum available "height" of motorable space at entrance of the building/project) (in Mtrs)

Sr. No.	Building Block Name*	Main Occupancy*	Occupancy Sub Division*	Building Sub Category*	Building Height (in Mtrs) From ground level to top most slab (excluding parapet)*	Total Floor Area (in Sq. Mtrs)*	Built up area (in Sq. Mtrs)*	Assembly Occupancy Type*	Assembly Capacity (number of persons allowed)* (applicable only for Assembly Occupancy Building types)	Remove
1	Test	Institutional (Hospital, Correction Facility, Care Centers etc)	Hospitals, Sanatoria & Nursing Homes etc	Less than 15 m in height but with plot area up to 1000 m2 and having up to ground plus one storey with beds	7.00	344.00	234.00	-Please Select-		X
2	Test Industrial	Industrial	High Hazard	Covered area more than 500 m2	0.00	0.00	0.00	-Please Select-		X

Important Fields which should be given particular attention:

Principle Occupancy/Use of Building/Project/Scheme: You have to select from the drop-down the most appropriate category to which your building belongs to. However, if there are multiple building blocks in the premise, then one has to take a judicial call on categorizing the premise. For example, if there is a project/premise in which there are 7 residential building blocks, 1 commercial complex and 1 hotel, then such project can be identified as having principle occupancy "Residential & Lodging".

Number of Building Block(s): You have to enter the number of total building blocks in the premise/project. A building block is basically a tower or structure.

Here only those building blocks are to be mentioned for which a Fire Safety Certificate is required as per **Section 7** of this Applicant Guide, others can be left. The system will then create as many rows and subsequent sections on the portal shall also have as many categories as number of building blocks entered.

Main Occupancy, Occupancy Sub-division and Subcategory should be chosen very carefully as **upon selection of these parameters, all subsequent Sections of Application form will depend**. In fact, the online system is a dynamic one and building categorization will decide the kind of questions that will appear subsequently.








STEP 7: Section D, E, F, G, H and I Details

Section D, E, F and G capture fire safety related information about the building block. Fire safety has three major aspects – Fire Prevention, Life Safety and Fire Protection. Through these sections, relevant information is captured. Detailed instructions for filling each field are given in front of that particular field.

Section H captures specific information related to a particular building category or particular hazard that may be associated with a particular building category.

Finally, in **Section I** one has to upload various attachments that are required as a part of the application form. One should try to keep the size of attachments minimum, but maintaining visibility and quality.

After successful completion of all the required data entry, applicant should carefully **review** various fields that were filled before proceeding for online **fee payment**. Fee receipt can be seen in the dashboard as explained in the beginning of this section and shown here.

Application Details and Current Status								
Sr. No.	Application Action(s)	Application Type	Application Number	Application Status	Name of Owner/ Builder/ Occupier	Name of Building/ Project/ Scheme Principle Occupancy/Use of Building	Application Submission Date	Appointed FSO Details (applicable only for FSCR applications)
1	 	FSPA	2021/0000582	Submission Pending	KUSHANG			
2	  	FSPA	2021/0000513	Submitted	KUSHANG	SUHAG HEIGHTS Residential & Lodging	16/05/2021 1:19:45 PM	
3	 	FSPA	2021/0000441	Submitted	KUSHANG	Gujarat Institute of Disaster Management Residential & Lodging	29/04/2021 1:09:58 PM	

One can edit application, view/download certificate, receipts (if issued) in "Application Action" column

After this step, the concerned fire authority shall examine the application and shall issue the fire safety certificate if applied details fulfil the fire safety parameters.

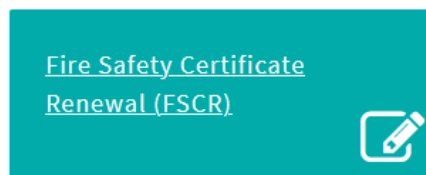
4. RENEWAL of FIRE SAFETY CERTIFICATE – FSCR

The power of renewal of the Fire Safety Certificate (FSCA) is now given to a private professional called the **Fire Safety Officer (FSO)** who is competent to renew a particular building's Fire Safety Certificate. The detailed building and FSO Category mapping is given in **Annexure A** of this guide for three types of FSOs which are there. He or she is a professional like other professionals including lawyers, Chartered Accountant etc.

A building owner/ occupier has to now get his or her building renewed through this professional and the professional may charge a fee for his or her services. This has been introduced to ensure that citizens (owner / occupier) now have choice and the State Fire Prevention Officers can devote more time to core activity of fire prevention.

Step by Step Guide to Obtain Various Fire Safety Services

You have to log into your FSCOP Account and by following steps mentioned in previous section and click on the **Fire Safety Certificate Renewal (FSCR)** icon shown here.



STEP 1: Search the Previously Issued Fire Safety Certificate and Select Property

Renewal can be done only for those buildings for which a fire safety certificate was issued in past – whether physically or through online portal. Details of all such previously issued fire safety certificate (whether physically or online) are already there in the system.

So, to start process of making application, one has to first search the Fire Safety Certificate which one wants to get renewed. Once can do such a search by **keywords** like – old Fire Safety Certificate (earlier called Fire NOC Number; in case original Fire Safety Certificate was issued physically), system generated Fire Safety Certificate number, Building Name, Owner Name, Mobile Number, Email ID etc.

Search on the portal can be **filtered** and **refined** by criteria like – Selection of Area of your Building/ Project/ Scheme using Drop-down menu and further selecting on the basis of Urban Local Body (ULB), Ward (or Taluka) etc.

Select the property for which you want a renewal fire safety certificate.

*If the building doesn't appear here, one should contact the concerned Chief Fire Officer or Regional Fire Officer or should lodge a **Grievance** in the **Help** section of the online portal.*

If the Chief Officer or Regional Fire Officer doesn't respond within 15 days, matter can be escalated to the Director, Gujarat State Fire Prevention Service through a grievance through the portal itself by way of lodging another Grievance in the Help section.

Note: One should search the building for which one wants to get a renewal certificate

You can search your property by entering a keyword. You can further refine your search by selecting an "area" i.e. the concerned Urban Local Body (ULB) or district etc. If you don't find the details of your building's fire safety certificate here, please contact the concerned Chief Fire Officer or Regional Fire Officer or click on **HELP** tab on the top bar of this page. Once you find the desired property/building, please Select Property by clicking on "Select" to proceed for assigning a Fire Safety Officer (FSO) and initiate the process of renewal of the Fire Safety Certificate.

Keyword: Select Area of Building/ Project/ Scheme: Municipal Corporation Area Urban Local Body (ULB): Ahmadabad Municipal Corporation Zone: -All-

Ward: -All-

Select

Sr. No.	Select Property	Old NOC No. (if any)	Current Fire Safety Certificate No.	Fire Region and District	Building Name	Owner/Occupier/Builder Details	Site Details	View Building Details
1	Select	007	2021/0000115	Fire Region: Gandhidham District: Aravalli	dsfsdf	Owner Name: Gandhinagar Mobile No: XXXXXX1846 Email ID: XXXXXXhargav14353@gmail.com Address: 202, ADDRESS, Gandhinagar, Aravalli, sdfsdf, 382421	Region Type: Municipal Corporation Area Region: Ahmadabad Municipal Corporation District/ Region: Ahmedabad MC Zone: Central Zone Ward: 05-Asarwa Address: 202, ADDRESS, Gandhinagar, sdfsdf,	
	Select	123	FSCA/O/BH/2021/0000136	Fire Region: Bhavnagar MC District: Bhavnagar	Shanti Villa	Owner Name: Ravi M Patel Mobile No: XXXXXX6097 Email ID: Address: A608, Desai Delo, Bhavnagar, Bhavnagar, Opp Soni Fali, 364001	Region Type: Municipal Corporation Area Region: Bhavnagar Municipal Corporation District/ Region: Bhavnagar MC Zone: East Zone Ward: 10-Kaliyabid Address: A608, TP 99, Bhavnagar, Opp Soni Fali, 364001	

Note: Applicant should carefully check various fields before proceeding for selection of property.

STEP 2: Select the Building Block(s) in Property for Which Renewal is to be Applied

Once you find the building you were looking for, you can **select either one or more than one building block(s)** for which a renewal certificate needs to be issued. *Please note, it is advisable that all the building blocks are selected if original Fire Safety Certificate had more than one building block.*

As mentioned earlier, renewal is done by a trained professional called **Fire Safety Officer (FSO)**. He or she is like a private professional (like a lawyer or Chartered Accountant) trained by state government. FSOs are of three types – FSO General (lowest level), FSO – Advance (middle level) and FSO Specialist (highest level).

An FSO Specialist can renew certificates of all types of buildings, while FSO Advance can renew some lesser number of buildings and so on. You can see which type of FSOs are eligible to renew Fire Safety Certificate of your building and accordingly can select an FSO of your choice in next step. Details regarding FSO categories and their jurisdiction over various types of buildings is given in **Annexure A**, but for applicant, the system is designed in such a manner that the system shall itself find eligible FSOs and applicant can choose an FSO from that list.

building blocks are selected while making a renewal request.

Building Blocks (Select one or more than one building blocks for which you want to apply for renewal)

Select Block	Sr. No.	Building Block Name	Main Occupancy	Occupancy Sub Division	Building Sub Category	Building Height	Total Floor Area (In Sq. Mtrs)	Date of Issuance	Due Date of Renewal	Eligible FSO type(s) for Renewal
<input type="checkbox"/>	1	A	Residential, Lodging and Hotels	Apartments (Residential)	Building height>15m but less than 25m	20.00	300.00	19/04/2021	19/04/2023	FSO- General, FSO- Advance, FSO- Specialist
<input type="checkbox"/>	2	B	Residential, Lodging and Hotels	Apartments (Residential)	Building height>15m but less than 25m	20.00	200.00	18/02/2018	18/02/2021	FSO- General, FSO- Advance, FSO- Specialist

Select Building Blocks/Property

STEP 3: Select the Fire Safety Officer (FSO) for Renewal

Your selected building blocks and property can be inspected and renewed by a Fire Safety Officer (FSO) of appropriate category only. If more than one building blocks are chosen for renewal of Fire Safety Certificate (FSC), in that case, only the highest category FSOs (which is mentioned against any of the selected building blocks) can be appointed.

In case you don't know any FSO, you may make a selection based on current address of FSO and his or her **Preferred Working District(s)/ Region** (where an FSO likes to work) can be used as a criterion to select an FSO. It is advisable that you **talk to the FSO over phone** before you proceed for selection of an FSO for renewal and negotiate terms of renewal, including date of inspection, **remuneration/charges** of FSO and so on.

Apart from seeing the list of eligible FSOs list in this part of the portal, which shows only the eligible FSOs for the type of building categories that you have selected, for complete

list of FSOs, please click on **Find FSO** tab to search for all FSOs. This option can be utilized in case one doesn't see any FSO for the building block(s) which one has selected. One can see an FSO and one can request him or her to add district (where your building is located) to his or her preferred working district(s)/ Region to suit your building Fire Safety Certificate renewal needs. If no FSO responds to your request, you should approach the concerned Chief Fire Officer or the Regional Fire Officer.

Sr. No.	Select FSO	FSO Name	FSO Type	FSO Enrolment Number	Email ID	Mobile Number	Home District of FSO	FSO Enrolment Validity Date (till)	FSO Current Address	Preferred Working District(s)/ Region of FSO	View Profile
1	Select	Ni'ha Patel	FSO-Advance	2021/000070	niha@gipl.net	9876543210	Ahmedabad	01/05/2022	test, test - 380015, Bavla, Ahmedabad, Gujarat	Ahmedabad, Aravalli, Bharuch	
2	Select	Sh'jal N Kher	FSO-General	2021/000082	shjaln@gipl.net	9876543210	Ahmedabad	01/05/2022	bavla, ahmedabad, gujarat, bava - 326598, Bavla, Ahmedabad, Gujarat	Bharuch	
3	Select	Va' d'ia k makvana	FSO-Specialist	2021/000094	vdia@gipl.net	9876543210	Ahmedabad	01/05/2022	a, ranip - 382480, Ahmedabad City East, Ahmedabad, Gujarat	Banaskantha, Bharuch, Botad	
4	Select	Ni'ha Patel	FSO-Advance	2021/000070	niha@gipl.net	9876543210	Ahmedabad	01/05/2022	test, test - 380015, Bavla, Ahmedabad, Gujarat	Ahmedabad, Aravalli, Bharuch	

You can also view the Profile of FSO by clicking on eye symbol

View Profile
✕

Certificate No: 00001

Validity Date: 01/05/2020 to 01/05/2022

FSO Preferred Working Districts: Bharuch

Current Address: bavla, ahmedabad, gujarat, bava - 326598, Bavla, Ahmedabad, Gujarat

Once you are satisfied with the FSO Profile and have talked to him or her over phone and have settled the terms and conditions, you can select him/her by clicking on **“Select”**. Please further note that, as per Section 46 of the Gujarat Fire Prevention & Life Safety Measures Act, 2013, Fire Safety Officer (FSO) cannot claim to be an employee of Government of Gujarat. A Fire Safety Officer (FSO) works privately with building owner/occupier in a manner private advocates and Chartered Accountants work in their respective fields.

You can **change an FSO any time** as you like if you are not satisfied with the services of FSO or he or she has expressed his or her inability to serve your area or building etc. Please also note that **charges of FSO** for his or her services shall be over and above the **statutory fee** that applicant has to pay as per the relevant section of this guide and as per the Gujarat Fire Prevention & Life Safety Measures Regulations, 2022.

STEP 4: REVIEW AND Submit Renewal Application

After selecting your property along with Building Block(s) and FSO, you can review and submit the same for further process and pay the government fee online. FSO will get an intimation online and you can follow up with him or her for renewal. An FSO has to

complete renewal process **within 7 days of the application**. You may exercise your discretion regarding paying FSO charges before, during or after the renewal and in case of any disputes, you can lodge a grievance to the concerned Chief Fire Officer or the Regional Fire Officer through the **Help** section of the online portal after logging in.

5. INSPECTION(S) & EMERGENCY FIRE MOCK DRILL(S)

It should be noted that after expiry of the original Fire Safety Certificate Approval (FSCA) validity and first renewal onwards, one has to get **mandatory six-monthly Inspection and Emergency Fire Mock Drill**.

Inspection and mock drill can be conducted through the same FSO whom you have chosen for Renewal (FSCR), or you can choose to appoint a new FSO replacing the existing one.

Once you appoint an FSO for your building, he or she shall remain tagged to your building unless you remove him or her and assign another FSO. For inspection and mock fire drill that appointed FSO, apart from you, will receive an automatic notification, but that doesn't mean that FSO shall remain responsible for inspection or mock fire and emergency drill.

The prime responsibility for six-monthly inspections and mock drills shall be of the owner/occupier only. Further, **FSO may charge separately for such inspections and mock drills, but there will not be any government fee for these exercises.**

Please also note that, between the current renewal and the next renewal, one has to hold three inspections cum mock fire and emergency drills and any **delay** in getting these organized shall attract penalties as mentioned in the appropriate section. Such **penalties** shall be system calculated with no scope of waiver etc.

It is advised to go through the **Checklist for Inspection** given in **Annexure C** and Checklist for Emergency Fire Mock Drill **Annexure D** to know the details and ensure the fire safety in the building.

REQUIREMENTS

Provisions for temporary structures and the compliance requirements are mentioned in the Gujarat Fire Prevention & Life Safety Measures Regulations, 2022 and one has to go to the online <https://gujfiresafetycop.in/> portal, create an account if one is not already there and select the category of **Fire Safety Certificate Approval (FSCA)** and after the select application for temporary structure.

As per Regulation 13.2. of the Gujarat Fire Prevention & Life Safety Measures Regulations, 2022, the erector of the temporary structure shall display a declaration to the effect that he or she has taken all the prescribed fire prevention, fire safety and fire protection measures in the “Form C1” of the regulations under his/her own signature at a prominent place in the premises, not less than 48 hours before starting to use the premises. The checklist as per Annexure 10 of the said regulations needs to be filled in the <https://gujfiresafetycop.in/> portal by paying the fee of Rs. 2000/- online.

Fire department personnel can inspect the temporary structure for compliance any time and if the directions of the Fire Safety Authority are not complied within the time so given, the Fire Safety Authority may seal the temporary structure or pandal or dismantle such structure or pandal, and costs incurred shall be recovered from such defaulter. If the owner or the occupier continues to disobey the directions, the Fire Safety Authority, may fine the owner or occupier of such temporary premises or erector of pandal up to Rs. 1,00,000/- and for continuing the offence, further fine of Rs. 1,000/- per day as per the provisions mentioned in the Gujarat Fire Prevention & Life Safety Measures Regulations, 2022.

7. BUILDING CATEGORIES for WHICH FIRE SAFETY CERTIFICATE REQUIRED MANDATORILY and APPLICATION FEE

New buildings and their categories, sub categories etc for which Fire Safety Plan Approval (FSPA) and later Fire Safety Certificate (FSCA), Fires Safety Certificate Renewal (FSCR), annual declaration mandatorily required and six-monthly inspection and fire drills are to be mandatorily conducted

Occupancy/ Main Category Type	Occupancy Sub-Type	Common Names/Terms Used/Description for Category and Sub-Categories of Buildings	Sub-Category for which Fire Safety Certificate is mandatorily required	Plan Stage FSPA Fee (in Rs)	Certificate Stage FSCA Fee (Rates/Sq Mtrs of Built Up Area)	Renewal Stage FSCR Fee (in Rs) (excluding penalty if any)	Checklist Code (FSPA, FSCA & FSCR) Refer GFP&LSM, 2022
Residential & Lodging	<i>Dormitories, Flats, Hostels & Apartment Houses etc</i>	<i>Flats, Apartment Blocks, Residential Towers, Dormitories, Chawls, Military or Non-military Barracks, PG Accommodation, Hostels of School/University/Training Institutes and similar accommodations etc</i>	<i>15 m and above but not exceeding 35 m in height</i>	<i>1000</i>	<i>10</i>	<i>1000</i>	C1R1
			<i>Above 35 m but not exceeding 45 m in height</i>	<i>2500</i>	<i>12</i>	<i>2500</i>	C1R2
			<i>Above 45 m but not exceeding 60 m in height</i>	<i>5000</i>	<i>15</i>	<i>5000</i>	C1R3
			<i>Above 60 m in height</i>	<i>7000</i>	<i>20</i>	<i>7000</i>	C1R4
	<i>Hotels & Guest Houses etc (Below 5 star)</i>	<i>Hotels (Below 5 star), Motels, Guest Houses, Dharamshala, Resorts and similar lodging structures and buildings</i>	<i>Less than 15 m in height Floor area exceeding 500 m² but not more than 1000 m² on any of the floor</i>	<i>1500</i>	<i>15</i>	<i>1500</i>	C1R5

			<i>Less than 15 m in height Floor area exceeding 1000 m² on any of the floor</i>	2500	20	2500	C1R6
			<i>15 m and above but not exceeding 30 m in height</i>	1000	10	1000	C1R7
			<i>Above 30 m in height</i>	5000	30	5000	C1R8
	<i>Hotels (5 star or above)</i>	<i>5 Star and above Hotels and Resorts</i>	<i>All 5 Star and above Hotels and Resorts</i>	7000	50	7000	C1R9
Educational Institute (Non- Residential part)	<i>Schools (Non- Residential)</i>	<i>Primary/Secondary School (Non-Residential), Gurukul (Non-Residential) and similar buildings (residential blocks of such institutions shall be covered under separate appropriate category)</i>	<i>Ground + 1 or more storeys having area > 500 m² on any one or more floor or More than 9 m (but less than 15 m) in height irrespective of floor area</i>	1000	7	1000	C2ED1
			<i>15 m and above but not exceeding 24 m in height</i>	2500	10	2500	C2ED2
			<i>Above 24 m but not exceeding 30 m in height</i>	5000	10	5000	C2ED3

	<i>Other Educational and Training Institutions (Non-Residential)</i>	<i>College Building (Non-Residential), University Building Blocks (Non-Residential part) Technical Institutes (Non-Residential part), Polytechnic, ITI etc (residential blocks of such institutions shall be covered under separate appropriate category)</i>	<i>Ground + 1 or more storeys having area > 500 m² on any one or more floor or More than 9 m (but less than 15 m) in height irrespective of floor area</i>	1000	7	1000	C2ED1
			<i>15 m and above but not exceeding 24 m in height</i>	2500	10	2500	C2ED2
			<i>Above 24 m but not exceeding 30 m in height</i>	5000	10	5000	C2ED3
Institutional (Hospital, Correction Facility, Care Centers etc)	<i>Hospitals, Sanatoria & Nursing Homes etc</i>	<i>Hospital, Nursing Homes, Sanatoria, Wellness Centers, Trauma Centers, Children and Other Specialty Hospitals, ICU Centers etc (except pure OPD clinics, psychiatric clinics and hospitals etc which fall under separate categories)</i>	<i>Less than 15 m in height but with plot area upto 1000 m² and having upto ground plus one storey with beds</i>	1000	7	1000	C3I1
			<i>Less than 15 m in height but with plot area upto 1000 m² having upto ground plus one storey with beds</i>	1500	8	1500	C3I2
			<i>Less than 15 m in height with plot area more than 1000 m²</i>	1000	9	1000	C3I3

			<i>15 m and above but less than 24 m in height</i>	2500	10	2500	C314
			<i>Above 24 m and not exceeding 45 m in height</i>	5000	15	5000	C315
	<i>Custodial</i>	<i>Old-Age Homes, Senior Citizen Residences, Orphanages, Convalescent Homes, Correctional Homes etc</i>	<i>Less than 10 m in height and having capacity upto 300 persons</i>	1000	7	1000	C316
			<i>Less than 10 m in height and having capacity more than 300 persons</i>	1000	7	1000	C317
			<i>10 m and above but not exceeding 15 m in height</i>	2500	8	2500	C318
			<i>15 m and above but not exceeding 24 m in height</i>	3000	10	3000	C319
			<i>24 m and above but not exceeding 30 m in height</i>	5000	15	5000	C3110
	<i>Penal & Mental Facilities etc</i>	<i>Prisons, Jails, Detention Homes, Juvenile Homes, Mental Hospital, Psychiatric Hospitals etc</i>	<i>Less than 10 m in height and having capacity upto 300 persons</i>	1000	7	1000	C316
			<i>Less than 10 m in height and having capacity more than 300 persons</i>	1000	7	1000	C317
			<i>10 m and above but not exceeding 15 m in height</i>	2500	8	2500	C318
			<i>15 m and above but not exceeding 24 m in height</i>	3000	10	3000	C319

			<i>24 m and above but not exceeding 30 m in height</i>	5000	15	5000	C3I10
<i>Assembly (Permanent Structures like - Cinema Halls, Party Plot, Stadium, Shopping Malls, Stations etc)</i>	<i>Cinema, Multiplexes, Concert Halls, Studios (with audience facility), Auditoriums, Theatres etc</i>	<i>Cinema, Multiplexes, Concert Halls, Studios (with audience facility), Auditoriums, Theatres, Court Rooms, Lecture Halls, Town Halls etc</i>	<i>Less than 10 m in height (from 50 upto 300 persons)</i>	1000	8	1000	C4A1
			<i>Less than 10 m in height (more than 300 persons)</i>	1500	9	1500	C4A2
			<i>Above 10 m but not exceeding 15 m in height, irrespective of capacity</i>	2500	12	2500	C4A3
			<i>Above 15 m but not exceeding 24 m in height, irrespective of capacity</i>	3000	15	3000	C4A4
			<i>Above 24 m but not exceeding 30 m in height, irrespective of capacity</i>	5000	20	5000	C4A5
	<i>Party Plots (indoor), Marriage Halls, Community Centre, Banquet Halls, Court Rooms, Lecture Halls, Town Halls etc</i>	<i>Party Plots (indoor), Marriage Halls, Community Centre, Banquet Halls, Court Rooms, Lecture Halls, Town Halls etc</i>	<i>Less than 10 m in height (from 50 upto 300 persons)</i>	1000	8	1000	C4A1
			<i>Less than 10 m in height (more than 300 persons)</i>	1500	9	1500	C4A2
			<i>Above 10 m but not exceeding 15 m in height, irrespective of capacity</i>	2500	12	2500	C4A3
			<i>Above 15 m but not exceeding 24 m in height, irrespective of capacity</i>	3000	15	3000	C4A4

			<i>Above 24 m but not exceeding 30 m in height, irrespective of capacity</i>	5000	20	5000	C4A5
<i>Religious Structure, Museum, Heritage Monument</i>	<i>Religious Structure, Museum, Heritage Monument</i>		<i>Less than 10 m in height (from 50 upto 300 persons)</i>	1000	8	1000	C4A1
			<i>Less than 10 m in height (more than 300 persons)</i>	1500	9	1500	C4A2
			<i>Above 10 m but not exceeding 15 m in height, irrespective of capacity</i>	2500	12	2500	C4A3
			<i>Above 15 m but not exceeding 24 m in height, irrespective of capacity</i>	3000	15	3000	C4A4
			<i>Above 24 m but not exceeding 30 m in height, irrespective of capacity</i>	5000	20	5000	C4A5
			<i>Airport Terminal Buildings, Enclosed Railway Stations, Enclosed Bus Depots, Rapid Mass Transit Terminus, Multi-modal Transport Hub, Maglev or High Speed Rail Stations, Inter-modal Hubs etc</i>	<i>Airport Terminal Buildings, Enclosed Railway Stations, Enclosed Bus Depots, Rapid Mass Transit Terminus, Multi-modal Transport Hub, Maglev or High Speed Rail Stations, Inter-modal Hubs etc</i>		<i>Less than 10 m in height (from 50 upto 300 persons)</i>	1000
<i>Less than 10 m in height (more than 300 persons)</i>	1500	9				1500	C4A2
<i>Above 10 m but not exceeding 15 m in height, irrespective of capacity</i>	2500	12				2500	C4A3
<i>Above 15 m but not exceeding 24 m in height, irrespective of capacity</i>	3000	15				3000	C4A4

			<i>Above 24 m but not exceeding 30 m in height, irrespective of capacity</i>	5000	20	5000	C4A5
	<i>Stadium, Sports Complex, Amusement Park, Recreational Center etc</i>	<i>Stadium, Sports Complex, Amusement Park, Recreational Center etc</i>	<i>Less than 10 m in height (from 50 upto 300 persons)</i>	1000	8	1000	C4A1
			<i>Less than 10 m in height (more than 300 persons)</i>	1500	9	1500	C4A2
			<i>Above 10 m but not exceeding 15 m in height, irrespective of capacity</i>	2500	12	2500	C4A3
			<i>Above 15 m but not exceeding 24 m in height, irrespective of capacity</i>	3000	15	3000	C4A4
			<i>Above 24 m but not exceeding 30 m in height, irrespective of capacity</i>	5000	20	5000	C4A5
			<i>Shopping Malls etc</i>	<i>Shopping Malls, Shopping cum Entertainment Complex etc</i>	<i>Irrespective of Area or Height</i>	5000	25
	<i>Metro & Mass Transport Systems</i>	<i>Train/ Metro / Hyperloop / Maglev Transport Systems (Underground & Elevated)</i>	<i>Irrespective of Area or Height</i>	7000	25	7000	C4A7
<i>Business & Offices</i>	<i>Offices including Banks,</i>	<i>Offices including Banks, Professional Establishments, Public Offices, Police Stations</i>	<i>Above 15 m but not exceeding 24 m in height</i>	1000	10	1000	C5B1

	<i>Professional Establishments, Public Offices, Police Stations etc</i>	<i>Etc</i>	<i>Above 24 m but not exceeding 30 m in height</i>	2500	15	2500	C5B2
			<i>Above 30 m in height</i>	5000	20	5000	C5B3
	<i>Outpatient (OPD) Clinics, Research Establishments, Libraries, Laboratories and Test Houses</i>	<i>Outpatient (OPD) Clinics, Research Establishments, Libraries, Laboratories and Test Houses</i>	<i>Above 15 m but not exceeding 24 m in height</i>	1000	10	1000	C5B1
			<i>Above 24 m but not exceeding 30 m in height</i>	2500	15	2500	C5B2
			<i>Above 30 m in height</i>	5000	20	5000	C5B3
	<i>Electronic Data Centres, Computer Installations, IT parks, Call Centers etc</i>	<i>Electronic Data Processing Centres, Stock Exchanges, IT Parks, Call Centres, etc</i>	<i>Above 15 m but not exceeding 24 m in height</i>	1000	10	1000	C5B1
			<i>Above 24 m but not exceeding 30 m in height</i>	2500	15	2500	C5B2
			<i>Above 30 m in height</i>	5000	20	5000	C5B3
	<i>Telephone Exchanges etc</i>	<i>Telephone Exchanges & similar buildings etc</i>	<i>Above 15 m but not exceeding 24 m in height</i>	1000	10	1000	C5B1

			<i>Above 24 m but not exceeding 30 m in height</i>	2500	15	2500	C5B2
			<i>Above 30 m in height</i>	5000	20	5000	C5B3
	<i>Broadcasting Stations, TV Stations, Air Traffic Control</i>	<i>Broadcasting Stations, TV Stations, Air Traffic Control etc and similar buildings</i>	<i>Above 15 m but not exceeding 24 m in height</i>	1000	10	1000	C5B1
			<i>Above 24 m but not exceeding 30 m in height</i>	2500	15	2500	C5B2
			<i>Above 30 m in height</i>	5000	20	5000	C5B3
<i>Mercantile & Shops</i>	<i>Mercantile Buildings including Super Store, Super Market, Department Store, Wholesale Market buildings etc</i>	<i>Super Store, Super Market, Department Store, Wholesale Market buildings, Large Shopping Complexes (other than shopping malls and large shopping cum entertainment cum eating complexes) etc</i>	<i>Less than 15 m in height (but having either Ground storey + one, having total floor area > 500 m²)</i>	1000	10	1000	C6M1
			<i>Above 15 m but not exceeding 24 m in height</i>	2500	12	2500	C6M2
			<i>Above 24 m but not exceeding 30 m in height</i>	5000	15	5000	C6M3
	<i>Underground Shopping Complex</i>	<i>Underground shopping centres & similar buildings, etc</i>	<i>Irrespective of area and number of floors</i>	5000	15	5000	C6M4

<i>Storage, Warehouses, Transport Terminal & Parking</i>	<i>Storage, Transport terminal, Warehousing etc</i>	<i>Godown, Warehouse, Storehouse, Depot, Cold Storage, Freight Depots, Transit Sheds, Truck Terminals, Marine Terminals, Barns, etc</i>	<i>Covered area > 250 sq mtrs (for buildings less than 15 mtrs in height and having Ground floor only)</i>	2500	10	2500	C8S1
			<i>Covered area > 250 sq mtrs (for buildings less than 15 mtrs in height and having Ground + 1 floor only)</i>	2500	15	2500	C8S2
			<i>Covered area > 250 sq mtrs (for buildings less than 15 mtrs in height and having more than Ground + 1 floors)</i>	5000	20	5000	C8S3
	<i>Multi-level vehicle parking</i>	<i>Multi-level vehicle parking & similar buildings</i>	<i>All types of Multi-level Vehicle Parking</i>	5000	20	5000	C8S4
<i>Hazardous or Flammable Material Storage & Handling</i>	<i>Hazardous or flammable material Storage and Handling</i>	<i>LPG Cylinder Storage, Hazardous Gas Storage, Flammable Liquid Store, Fireworks warehouse, Explosive Store/Warehouse, Ammunition Depots, Petrol Pump, Gas Station, Storage & Handling of Materials such as Acetylene, Hydrogen, Chlorine, Phosgene, Methyl Oxide, Rocket propellants and similar materials</i>	<i>Single Storey building</i>	5000	20	5000	C9H1
			<i>More than one floor building (but should be less than 15 mtrs)</i>	7000	30	7000	C9H2
<i>Mixed Use Occupancies</i>	<i>Mixed Use (Buildings having more than one type of occupancy like -</i>	<i>Commercial Centres (Business cum Mercantile), Residential cum Commercial building, Residential cum Business buildings etc.</i>	<i>Buildings above 9 m in height (or above Ground plus two floors)</i>	2500	10	2500	C10MX1
			<i>Above 15 m but not exceeding 24 m in height</i>	2500	10	2500	C10MX2

	<i>residential, commercial, business or mercantile)</i>		<i>Above 24 m but not exceeding 30 m in height</i>	5000	20	5000	<i>C10MX3</i>
			<i>Above 30 m in height</i>	5000	20	5000	<i>C10MX4</i>
<i>Temporary Structures</i>	<i>Tents, Circus, Events, Exhibitions, Religious Gatherings, Political and Social Gatherings, Trade Show, Camps, Shelters etc</i>	<i>Tents, Circus, Events, Exhibitions, Religious Gatherings, Political and Social Gatherings, Trade Show, Camps, Shelters etc</i>		NA	<i>2,000 (lump sum)</i>	NA	<i>Annex 10, GFP&LSM-2022</i>

8. PENALTIES and LATE FEE


Fire Safety is a sensitive subject from the point of view of safety of life of public at large. Fire and emergency in a particular building can affect wellbeing of occupants of neighboring buildings also. Therefore, non-compliance of – not taking Fire Safety Certificate, not furnishing annual declaration (in case of new Fire Safety Certificate), non-renewal of the Fire safety Certificate in a timely manner, not conducting building inspection and mock drill in a timely manner etc shall attract penalties as per the Gujarat Fire Prevention & Life Safety Measures Rules, 2014. Further, the Gujarat Fire Prevention & Life Safety Measures Regulations, 2022 and other circulars etc.

Prevalent penalties are mentioned as follows, but shall be calculated by the system itself:


A	Delay in submitting			Remarks
	Annual declaration* (In Rs.)	Bi-annual declaration cum inspection Report** (In Rs.)	Fire safety certificate renewal (In Rs.)	
	$N \times (100\% \text{ of FSPA Fee})$	$N \times (100\% \text{ of FSCR Fee})$	$N \times (25\% \text{ of FSCA Fee})$	N= No. of blocks of 90 days
B	Fresh application for issuance of FSC after it is cancelled / rejected by RFO/CFO			
	25% of FSCA Fee			Not applicable if FSC is cancelled / revoked by the Court of Law.
<p>*Annual declaration is the declaration to be given by Licensed agency/ owner/ occupier after the issue of Fire Safety Certificate every year till the end of its validity. **Bi-annual declaration is the declaration to be given by fire safety officer/ owner/ occupier after the renewal of Fire Safety Certificate every six month till the end of its validity. Note: Please refer relevant section of this guide to know various fee of various categories like FSPA, FSCR and FSCA.</p>				
Illustration:				
<ol style="list-style-type: none"> 1. If an owner/occupier delays making an annual declaration by 24 days, then he or she has to pay a late fee equivalent to 100% of FSPA Fee (in case of annual declaration delay) as the delay period is less than 90 days 2. If an owner/occupier delays making an annual declaration by 124 days, then he or she has to pay a late fee equivalent to 200% of FSPA Fee (in case of annual declaration delay) as the delay period is more than 90 days, but less than 180 days. 3. If an owner/occupier delays making an application for renewal by 208 days, then he or she has to pay 3 times of (25% of FSCA fee) as 208 days = 90+90+28 days 				

9. CERTIFICATES – FSPA, FSCA and FSCR

The certificates for various fire safety services shall be generated online and shall be delivered directly into account of the applicant. Apart from the certificate(s), an applicant shall be able to view all other details related to his or her building in his account only, including various fees that one has paid and receipts of them can be downloaded by the applicant anytime. Please note, one need not carry hard copy of the certificate anywhere, but for the purpose of compliance, one can take a printout of such a latest certificate and can display at a prominent place in his or her building. The certificate can be digitally verified by anyone by scanning the QR code or by searching the details of the certificate on <https://gujfiresafetycop.in/> portal. Any tempering with certificate shall attract punishment.



Office of Chief Fire Officer, Fire & Emergency Services,
Ahmedabad Municipal Corporation
Office of Chief Fire Officer, Jamalpur Fire Station Head Office, Besides
Jamalpur Under Bridge, Ahmedabad - 380001
afes@ahmedabadcity.gov.in



FORM B 13.3
FIRE SAFETY CERTIFICATE RENEWAL (FSCR)
(See Rule 25)

Fire Safety Certificate Approval (FSCA) No. FSCA/O/AM/2021/██████████

Date: 14/05/2021

FSC Safety Certificate Renewal (FSCR) No. FSCA/O/AM/2021/██████████/R1

Building Occupancy/Category: Assembly (hall, cinema, mall, auditorium etc)

To,

██████████

██████████

Fire Region: Ahmedabad MC
Mobile No: ██████████ Email ID: ██████████

This has reference to your Application No. 2021/0000526 dated 10/05/2021 for Fire Safety Certificate Renewal (FSCR) for the building/premise ██████████ (name of the Building/ Project), as per below mentioned details:


1. TP Number: ██████████
2. FP Number: ██████████
3. Survey Number: ██████████
4. Village Name: ahmedabad
5. Name of Block(s): VF

The building/premise was inspected on **14/05/2021** and all fire prevention, life safety and fire protection measures provided were found to be in proper and effective working condition. There are no changes in building/premise use or occupancy or in building design or structure.

Further, the following activities (as applicable) have been carried out towards meeting requirements of GFP&LSM Act-2013, GFP&LSM Rules-2014 & GFP&LSM Regulations-2021 as amended, or the then applicable GDCR:

1. Emergency drill was carried out on **14/05/2021**
2. Six monthly inspection was done on **14/05/2021**


The Fire Safety Certificate is renewed for a period of **two (2) years** upto **14/05/2023** in accordance with GFP&LSM Act-2013, GFP&LSM Rules-2014 & GFP&LSM Regulations-2021 and their amendments.



Digitally Verified

Digitally verified by: ██████████
Fire Safety Officer - Specialist (FSO-S)

Date: 14/05/2021
Time: 01:05 PM



FSCA/O/AM/2021/0000150/R1

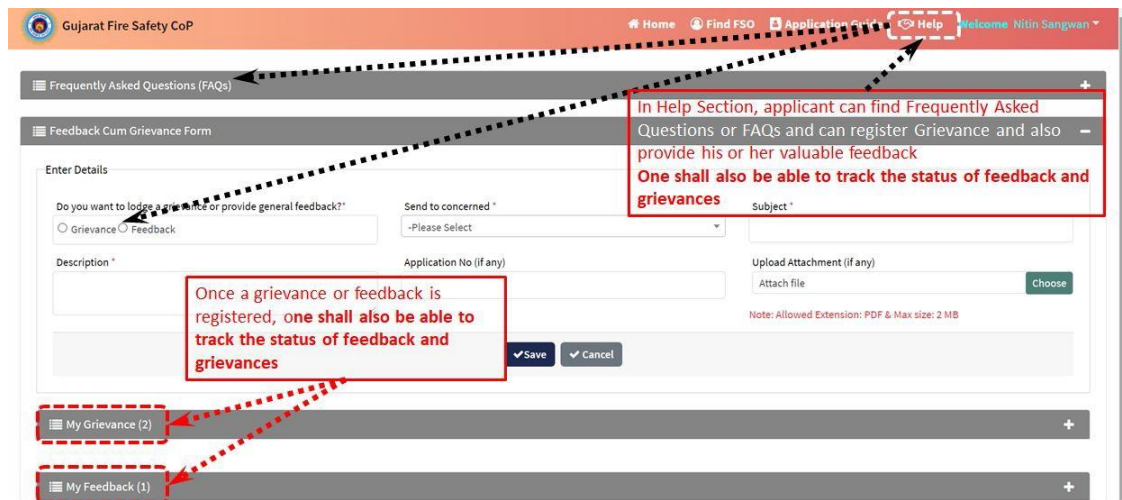
This is a digitally verified certificate, hence doesn't require physical signature. To validate authenticity of this certificate, scan the QR code or search the certificate details in appropriate section at www.gujfiresafetycop.in

Please note that, apart from renewal, the building needs to be inspected every six months and a mock fire and emergency drill also needs to be conducted every six months. If there is a delay in scheduled inspection or mock drill, penalty shall be imposed. The Fire Safety Certificate renewal should be done timely after two years to avoid penalties.

An application can be authenticated using QR Code or through the portal after logging into it

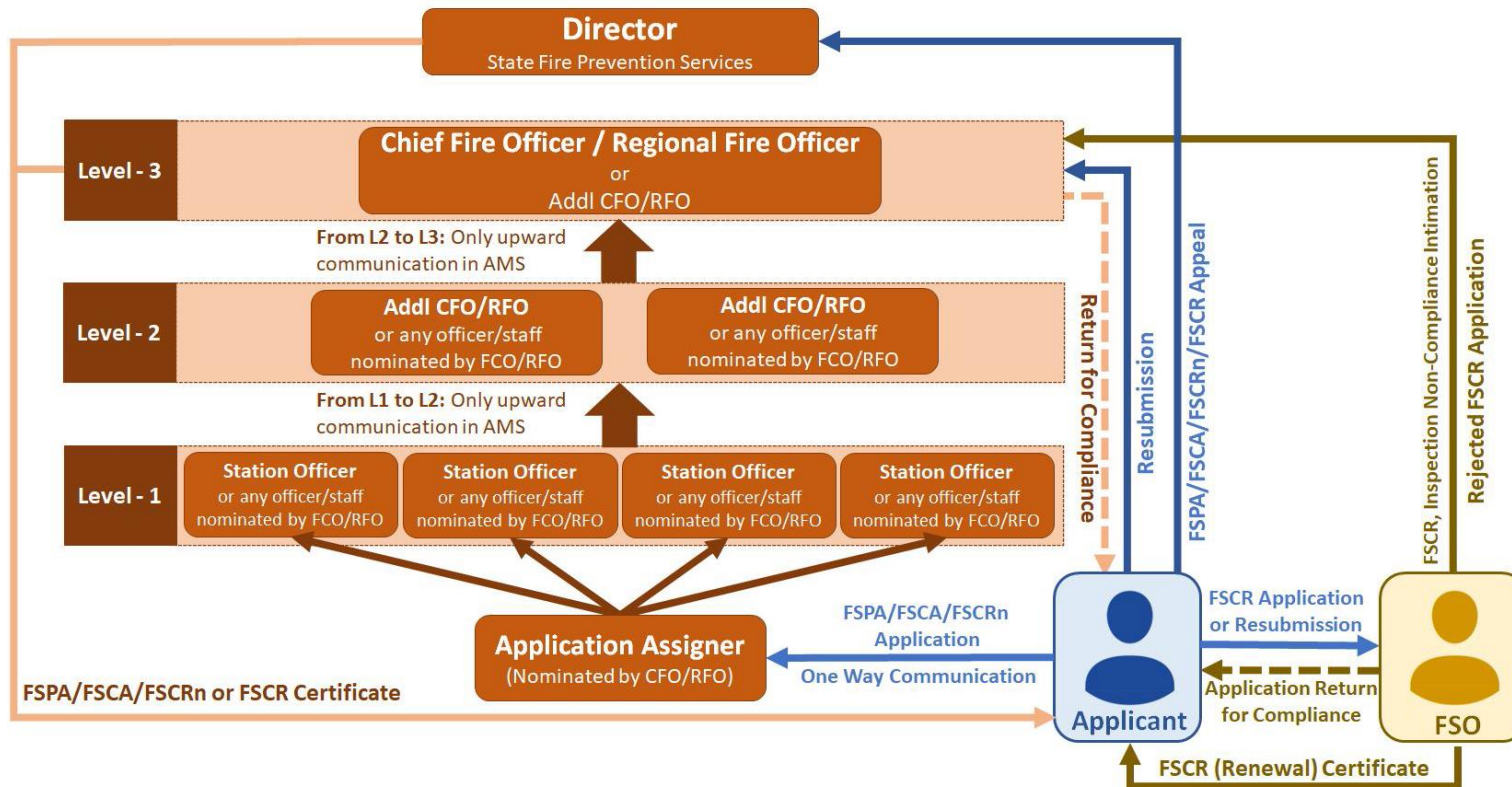
10. GRIEVANCE and FEEDBACK

In case you don't find your building details on portal or find the details as incorrect or has issues with the services of Fire Safety Officer (FSO) or fire department officers or have a constructive suggestion to make, please contact the concerned Fire Safety Authority office (Chief Fire Officer in case municipal corporation area or the Regional Fire Officer in case of the non-municipal corporation area) through the portal itself. If the Chief Fire Officer or the Regional Fire Officer is not able to address your concerns, you can lodge a grievance to the Director, Gujarat State Fire Prevention Services through the portal <https://gujfiresafetycop.in/> itself by going to the **Help** section.



11. APPEAL AGAINST DECISION of CHIEF FIRE OFFICER or REGIONAL FIRE OFFICER

Any appeal against rejection of an FSPA, FSCA, FSCRn and FSCR application shall lie with the Director, Gujarat State Fire Prevention Services whose decision shall be final. Appeal shall be made in the portal <https://gujfiresafetycop.in> itself through the citizen login itself within 15 days of the rejection of the relevant application by paying a fee equivalent to **50% of the respective FSPA, FSCA and FSCR application fee** to the Director, Gujarat State Fire Prevention Services. In case of failure to make an appeal in this stipulated time, a fresh application needs to be made by the applicant by paying the prescribed fees.



12. SELF-CERTIFICATION FORMATS

The Gujarat Fire Prevention & Life Safety Measures Regulations, 2022 have eased up many obligations on the part of the applicant in line of its Ease of Doing Business and Minimum Government, Maximum Governance approaches. As a result, following documents at the various levels are now required to be only self-certified by the applicant:

Fire Safety Service Application Type	Self-Declaration Format
FSPA	None required
FSCA	<ol style="list-style-type: none"> 1. For maintaining fire prevention, life safety and fire protection measures as per approved fire safety certificate and doing no alteration of any part of the building without approval of the competent authority 2. Having done Annual Maintenance Contract (AMC) for fire protection equipment and system installed in the building/ premise 3. Regarding safe electrical installations inside building or premise
FSCR	

The formats are available from the next pages. But please note that, Fire Safety Officer (FSO) and Gujarat State Fire Prevention Services officers shall check these documents from time to time as and when required. Any non-compliance, mis-representation shall attract severe penalties.

ANNEXURE 13*(See Regulation 5.3 of GFP&LSM Regulations-2022)*

Self-certification by the Owner/ Occupier/ Builder/ Developer for **maintaining fire prevention, life safety and fire protection measures as per approved fire safety certificate** and doing no alteration of any part of the building without approval of the competent authority

CERTIFICATE

Certified that I/We(Name of the owner/ occupier/ builder/ developer) have provided the necessary measures related to fire prevention, life safety and fire protection in the following building/ premise, as required under the provisions of the GFP&LSM Act-2013, GFP&LSM Rules-2014 and GFP&LSM Regulations-2022, as amended from time to time.

I/We(Name of the owner/ occupier/ builder/ developer) confirm that no alteration has been done on any part of the building without approval of the competent authority for the building as mentioned below: -

Postal Address:

TP Number:

FP Number:

Survey Number:

Village Name:

Name of Block(s):

Place. :

Date. :

(Signature)

Name and address of the
Owner/ occupier/ builder/ developer

[Note: For each building a separate certificate is necessary]

ANNEXURE 14*(See Regulation 5.3 of GFP&LSM Regulations-2022)*

Self-certification by the Owner/ Occupier/ Builder/ Developer having done **Annual Maintenance Contract (AMC) for fire protection equipment and system** installed in the building/ premise

CERTIFICATE

I/We(Name of Owner/ Occupier/ Builder/ Developer) hereby certify that an Annual Maintenance Contract has been done for Fire Protection Equipment and Systems installed in the building/ premise under the provisions of the GFP&LSM Act-2013, GFP&LSM Rules-2014 and GFP&LSM Regulations-2022, as amended from time to time.

I/We certify that(Name of the Agency) is providing Annual Maintenance Contract for Fire protection equipment and systems installed in the building or premise for a period of one year with effective from _____ (start date of agreement) till _____(end date of agreement).

I/We(Name of the owner/ occupier/ builder/ developer) confirm that all the Fire Protection Equipment & Systems installed are well maintained and in operational condition in the building/ premise as mentioned below: -

Postal Address:

TP Number:

FP Number:

Survey Number:

Village Name:

Name of Block(s):

Place. :

Date. :

(Signature)

Name and address of the
Owner/ occupier/ builder/ developer

[Note: For each building a separate certificate is necessary]

ANNEXURE 15*(See Regulation 5.3)*

Self-certification by owner/ occupier/ builder/developer regarding **safe electrical installations** inside building or premise

CERTIFICATE

I/We hereby certify that all the electrical installation inside the building or premise is conforming to the Central Electricity Authority (Measures relating to Safety & Electricity Supply) Regulation, 2010 and subsequent amendments for the below mentioned building or premises: -

Place:

Date:

(Signature)

Name of owner/ occupier/
builder /developer
Mobile No.

(Signature)

Name of Chartered Electrical Safety
Engineer*/Electrical Inspector
Mobile No.

** Chartered Electrical Safety Engineer related provisions to come into force as and when notified by the Gujarat State Government. Till then, this may be left blank and the certificate should be self-certified by the owner occupier*

[Note: For each building a separate certificate is necessary]

FORM B2*(See sub-rule (2) of rule 14)*

Annual declaration to be issued by the **Licensed Agency/ owner/occupier** for compliance of the Fire Prevention, life Safety and fire protection Measures

DECLARATION

I/We hereby declare that I/We have carried out inspection on dated..... regarding the Fire Prevention, Life Safety and Fire Protection measures installed in the following building or premises, namely :

Fire Safety Certificate No. _____

I/We further declare that these installations in the above-mentioned building/ premises are maintained in good repair and efficient conditions under the provisions of the Gujarat Fire Prevention and Life Safety Measures (Amendment) Act, 2021. The details of the inspection of installations carried out by me/us are mentioned in the report appended herewith.

Place:

Date:

License No:

Signature and Address of the Licensed Agency/
Owner/occupier

Copy to: Chief Fire Officer/ Regional Fire Officer/ Nominated Officer

[Note: For each building a separate declaration is be necessary] If the application is made online, then in the www.gujfiresafetycop.in the above details shall be captured by system itself, applicant has to simply go to the portal and upload the above declaration by logging into the portal and searching the Fire Safety Certificate number

FORM B 15*(See sub-rule (2) of rule 26)*

Six monthly declaration to be issued by the **Fire Safety Officer** for compliance of the fire prevention, life safety and fire protection measures

DECLARATION

I/We hereby declare that I/We have carried out inspection on dated..... regarding the fire prevention, life safety and fire protection measures installed in the following building or premises, namely:-

Fire Safety Certificate No. _____

I further declare that these installations in the above mentioned building/ premises are maintained in good repair and efficient conditions under the provisions of the Gujarat Fire Prevention and Life Safety Measures (Amendment) Act, 2021. The details of the inspection of installations carried out by me are mentioned in the report appended herewith.

Place:

Date:

Signature and Address of the Fire Safety Officer
Enrolment No:

Copy to:

Chief Fire Officer / Regional Fire Officer/ Nominated Officer

[Note: For each building a separate declaration is be necessary] If the application is made online, then in the www.gujfiresafetycop.in the above details shall be captured by system itself at the time of Inspection by FSO and no separate declaration shall be required to be uploaded in form of a self-certificate

Annexure A

Three Types of FSOs and Buildings which they can inspect is given in the table below –

	FSO Grade	Type of Buildings
1	FSO - G (Fire Safety Officer – General)	<ol style="list-style-type: none"> 1. Residential buildings (other than hotels and guest houses) having height more than 15 m but not exceeding 35 m. 2. Hotels upto 15 m in height (floor area exceeding 500 m² but not more than 1000 m²). 3. Educational buildings having height more than 9 m but not exceeding 15 m. 4. Hospitals and Nursing Homes with beds having height less than 15 m with plot area upto 1000 m². 5. Custodial, Penal & mental institutions less than 10 meters in height. 6. Assembly buildings less than 10 meters in height upto 300 persons, or above 10 meter but not exceeding 15 meter in height. 7. Business buildings above 15 m but not exceeding 24 m in height. 8. Mercantile occupancies less than 15 m in height and Ground + one storey or more, having total floor area more than 500 m². 9. Mixed Use Occupancies having height more than 9 m upto 15 m. 10. Buildings with two basements or more, or with one basement of area more than 500 m².

	FSO Grade	Type of Buildings
2	FSO - A (Fire Safety Officer - Advance)	<ol style="list-style-type: none"> 1. Residential buildings (other than hotels and guest houses) having height more than 35 m but not exceeding 60 m in height. 2. Hotels upto 15 m in height (floor area more than 1000 m²). 3. Hotels 15m and above but not exceeding 30 m in height. 4. Educational buildings having height more than 15 m but not exceeding 30 m in height. 5. Hospitals and Nursing Homes with beds having height less than 15 m with plot area more than 1000 m², or those having height above 15 m upto 24 m. 6. Custodial, Penal & mental institutions more than 10 m but not exceeding 24 m in height. 7. Assembly buildings less than 10 m in height having more than 300 persons, or above 15 m but not exceeding 24 m in height. 8. Business buildings above 24 m but not exceeding 30 m in height. 9. Mercantile occupancies above 15 m in height but not exceeding 30 m in height. 10. Storage buildings below 15 m in height and covered areas more than 250 m², Ground floor or Ground plus more than one floor. 11. Mixed Use Occupancies having height more than 15 m upto 30 m.

	FSO Grade	Type of Buildings
3	FSO – S (Fire Safety Officer – Specialist)	<ol style="list-style-type: none"> 1. Residential buildings (other than hotels and guest houses) having height more than 60 meters. 2. Hotels exceeding 30 m in height. 3. All Starred Hotels. 4. Hospitals and Nursing Homes which exceed 24 m but not exceeding 45 m in height. 5. Custodial, Penal & mental institutions more than 24 m but not exceeding 30 m in height. 6. Assembly buildings above 24 m in height but not exceeding 30 m in height, shopping malls and underground and elevated mass rapid transit systems. 7. Business buildings above 30 m in height. 8. Underground Shopping center. 9. Multilevel Car Parking. 10. Hazardous building upto 15 m in height, single storey or more than one storey. 11. Mixed Use Occupancies having height more than 30m. 12. Buildings covered under SCHEDULE THREE but not mentioned specifically in this column.

Annexure B

If your building is in one of the 8's **Municipal Corporations Fire Regions** then concerned authority is mentioned below:

Sr No.	Name of Municipal Corporation	Concerned Authority
1	Ahmedabad Municipal Corporation	Chief Fire Officer-AMC
2	Bhavnagar Municipal Corporation	Chief Fire Officer-BMC
3	Gandhinagar Municipal Corporation	Chief Fire Officer-GMC
4	Jamnagar Municipal Corporation	Chief Fire Officer-JMC
5	Junagadh Municipal Corporation	Chief Fire Officer-JunMC
6	Rajkot Municipal Corporation	Chief Fire Officer-RMC
7	Surat Municipal Corporation	Chief Fire Officer-SMC
8	Vadodara Municipal Corporation	Chief Fire Officer-VMC

If your building is in Non-Municipal Corporation area, then concerned authority will be based upon Name of District

Sr No.	Name of District (Only for the purpose of non-corporation area)	Concerned Authority
1	Ahmedabad	Regional Fire Officer - Ahmedabad
2	Kheda	
3	Surendranagar	
4	Botad	
5	Gandhinagar	Regional Fire Officer - Gandhinagar Region
6	Banaskantha	
7	Mehsana	
8	Sabarkantha	
9	Aravalli	
10	Patan	
11	Surat	Regional Fire Officer - Surat Region
12	Narmada	
13	Navsari	
14	Bharuch	
15	Valsad	
16	Tapi	
17	Dang	
18	Vadodara	Regional Fire Officer – Vadodara Region
19	Mahisagar	
20	Dahod	
21	Panchmahal	
22	Anand	
23	Chhota Udepur	Regional Fire Officer – Rajkot Region
24	Rajkot	
25	Jamnagar	
26	Devbhumi-Dwarka	
27	Morbi	

28	Kutchh	
29	Porbandar	
30	Bhavnagar	Regional Fire Officer – Bhavnagar
31	Amreli	Region
32	Gir-Somnath	
33	Junagadh	

Annexure C

INSPECTION CHECKLIST

Please note that apart from the below inspection points, the FSO and you should also refer the appropriate checklist which was filled during the Fire Safety Certificate Application.

FIRE INSPECTION (Bi-annual declaration by FSO as per GFP&LSM (Amendment) Rules, 2021)						
Sr. No.	Description	Details cum Compliance (Data from Last Inspection)	FSO Inspection Remarks (Data from Last Inspection)	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN1. Fire Inspection Preparation						
IN1.1	Name of FSO designated for the premises/ building	Last Inspection Data	Last Inspection Data	Mr./ Ms. / Mrs.		Text box
IN1.2	Fire Inspection Date	Last Inspection Data	Last Inspection Data		DD.MM.YYYY	
IN1.3	Names of Persons who joined with FSO for inspection	Last Inspection Data	Last Inspection Data		Text box	Persons can be - fire officer of same premises, habitants of building/ premises etc, but should not be outsiders
IN1.4	Name of person - 1	Last Inspection Data	Last Inspection Data	Mr./ Ms. / Mrs. Text box	Text box	
	Contact Details	Last Inspection Data	Last Inspection Data	mobile number		

IN1.5	Name of person - 2	Last Inspection Data	Last Inspection Data	Mr./ Ms. / Mrs. Text box	Text box	
	Contact Details	Last Inspection Data	Last Inspection Data	mobile number		
IN2. Fire Prevention						
IN2.1	Are surrounding roads of the buildings or premise observed free from obstruction during inspection and occupier made aware about such surrounding details and their significance for fire and emergency operation?	Last Inspection Data	Last Inspection Data	Yes/No	Text box	If "no" then, write in remarks about basic details about such obstruction with exact location and nature of obstruction and the owner/occupier should be instructed to remove the obstruction
IN2.2	Is there any noticeable new construction or expansion of existing construction at building/ premises?	Last Inspection Data	Last Inspection Data	Yes/No	Text box	If "Yes" then, write in remarks about the basic details of new construction, like - location/ dimensions/type of use etc
IN2.3	Are HVWS / N2 system/ other system(s) for transformers, heating and cooling units etc working effectively in auto operation condition?	Last Inspection Data	Last Inspection Data	Yes/No / Not Applicable	Text box	Write observation in remarks if any deficiency is found in the systems. Observations like - For HVWS: Water leak in pipelines, deluge valve in manual mode, valves in close conditions, any part found damaged or missing from the system etc. For N2 system: Hydro test due date over for N2 cylinders, any valve in closed condition, N2 cylinder having low weight,

						any part found damaged or missing from the system, system in manual mode etc.
IN2.4	Are Electrical MV main distribution panel (s) and lift panel(s) provided with CO2/inert gas flooding or equivalent fire protection system and working in auto operation condition?	Last Inspection Data	Last Inspection Data	Yes/No/Not applicable	Text box	Enter details in case non-compliance is there
IN2.5	If a generator is there in the premise, is the generator in good operational health?	Last Inspection Data	Last Inspection Data	Yes/No / Not Applicable	Text box	Please check other parameters like - Is fuel level in the generator close to 100 % and is cooling water level in radiator filled with 100 % or healthy levels, engine oil in the engine filled till appropriate level? And is battery is good health and if wet type, filled with full water? Are emergency inter-connection operations functioning properly? If they are not in

						proper functional condition, write in remarks about non-compliance of particular point. It is not allowed and filled immediately if level law
IN2.6	Are the ventilation systems, including mechanical ventilation system, AHUs etc working effectively?	Last Inspection Data	Last Inspection Data	Yes/No/Not applicable	Text box	If "no", then write in remarks about non-compliance of particular point and ensure that necessary repairs/corrections are carried out
IN2.7	Whether a connecting cable from lightning arrestor to ground level earth pit is found healthy (check physical condition layout of cable) or not? Also, Is Lightning arrestor earth pit's periodic inspection did or not (check record)?	Last Inspection Data	Last Inspection Data	Yes/No/Not applicable	Text box	If "no", then write in remarks about non-compliance and ensure that necessary repairs/corrections are carried out
IN3. Life Safety						

<p>IN3.1</p>	<p>Are proper signage there for identification of exits, stairs, floor number and lifts apart from emergency lights, floor plan placed at relevant locations and adequate illumination with alternate power supply provided for safe movement of persons towards and through the exits (as applicable as per Fire Safety Certificate)?</p>	<p>Last Inspection Data</p>	<p>Last Inspection Data</p>	<p>Yes/No</p>	<p>Text box</p>	<p>See emergency evacuation floor plan and drawing for actual declared signages in approval copy of fire safety certificate issued by CFO/RFO. If compliance not there, then, write in remarks about location details with missing of signages and immediate compliance should be ensured</p>
<p>IN3.2</p>	<p>Is any exit or staircase or passage (lobby) location observed different at location as mentioned in original drawings at building/ premise?</p>	<p>Last Inspection Data</p>	<p>Last Inspection Data</p>	<p>Yes/No</p>	<p>Text box</p>	<p>See building GA/ floor plan drawing for actual declared EXIT/staircase/passage (lobby) in approval copy of fire safety certificate issued by CFO/RFO. If "yes" than, write in remarks about location details which has changes. Instruct for immediate compliance if non-compliance is there</p>
<p>IN3.3</p>	<p>Is any exit, exit door, egress path or staircase or passage (lobby) location found temporarily or permanently closed or obstructed at building/ premises?</p>	<p>Last Inspection Data</p>	<p>Last Inspection Data</p>	<p>Yes/No</p>	<p>Text box</p>	<p>If "yes" than, write in remarks about location details which has changes and details of temporarily or permanently closed or obstructed stairs, doors, egress paths etc. Instruct for immediate compliance to be passed if non-compliance is there</p>

IN3.4	Are basement(s), if any as per the FSCA, provided with obstruction free approach, has adequate ventilations, sprinklers etc and no changes have been made in overall fire-safety requirements since the issue of Fire Safety Certificate or last renewal?	Last Inspection Data	Last Inspection Data	Yes/No/Not applicable	Text box	Enter details in case non-compliance is there
IN4. Fire Protection						
IN4.1	Are the fire extinguishers, fire alarms and other fire equipment, as applicable, in place in building/premise as declared (quantity and technical specifications, capacity) in the Fire Safety Certificate Approval and they are all in good working condition?	Last Inspection Data	Last Inspection Data	Yes/No	Text box	Check for hydro testing of fire protection equipment wherever applicable, take note of condition of hydrant points, valves, hose reels, pipes, nozzles, fire pumps, voice evacuation system, intercom, fire detectors, MCP system, visual warning systems, auto operation wherever required. Note pressure gauge of fire hydrant system and see if it is appropriate. Hydro test has to be done once in 5 years for Co2 type and once in 3 years for DCP/Foam/Water type extinguishers. Any issues related to main fire line valve closing, electrical motor problem, diesel engine problem, jockey pump issues, pipeline leakage or

						choking, water sump empty, pump house suction or delivery valve failure in closed condition etc should be mentioned in remarks if "no" option is selected
IN4.2	Test sample fire equipment and write their tag numbers or serial numbers with other details	Last Inspection Data	Last Inspection Data	Free Text	Text box	Write the tag number of fire pump, fire hydrant/ hose reel/monitor, extinguishers, etc. in remarks
IN4.3	Are all delivery lines, suction line and main header valve of hydrant and sprinkler system in open and working condition? (if applicable) (Except valves of sprinkler testing line and bypass line/circular line at fire pump house)	Last Inspection Data	Last Inspection Data	Yes/No	Text box	If appropriate lines are found closed, they should be opened and the owner/occupier be instructed to keep them open. Write the tag number of valve with reason of closing, if found closed, in remarks
IN4.4	Is sprinkler system, if any as per Fire Safety Certificate, in the building/ premise in healthy condition and pressure gauge showing proper readings?	Last Inspection Data	Last Inspection Data	Yes/No /Not Applicable	Text box	Immediate attention needs to be paid if sprinkler systems have faults. Also check alarm valve/ deluge valve installed in sprinkler system and whether it is kept in auto mode. Check missing sprinkler heads if any and inspect sprinkler pump condition also. Details to be noted in remarks column
IN5. Other Inspection Points						

<p>IN5.1</p>	<p>Are all electrical points, equipment in good condition, regularly serviced and does the building complies with various requirements of electrical safety as mentioned in GFP&LSM, regulations 2022 and as required by the Central Electricity Authority regulations and their amendments?</p>	<p>Last Inspection Data</p>	<p>Last Inspection Data</p>	<p>Yes/No/Not Applicable</p>	<p>Text box</p>	<p>If "no" then, write in remarks about non-compliance of particular points and direct the owner/occupiers for immediate action. Inspection and service record of the electrical equipment to be checked along the self certification as required by the Central Electricity Authority regulations. Electrical panels to be checked and should not be found exposed and in hazardous condition</p>
<p>IN5.2</p>	<p>Is organization chart for emergency response and evacuation assignment designating employees and their assignments prepared and posted in a conspicuous places at each floor in premise/ building?</p>	<p>Last Inspection Data</p>	<p>Last Inspection Data</p>	<p>Free Text</p>	<p>Text box</p>	<p>If it is not there, FSO to help the owner occupier to get it prepared and keep a sample handy with him or her and provide it to owner occupier in editable soft copy</p>
<p>IN5.3</p>	<p>Is latest approved Fire Safety Plan available with premise/ building and distributed to all tenants/employees/owners of premises?</p>	<p>Last Inspection Data</p>	<p>Last Inspection Data</p>	<p>Free Text</p>	<p>Text box</p>	<p>If it is not there, FSO to help the owner occupier to get it prepared and keep a sample handy with him or her and provide it to owner occupier in editable soft copy</p>

IN5.4	Are building staff / residents, selected as sample, found to be given fire fighting training, as per conditions of the Fire Safety Certificate? Were they found conversant in the basic fire safety drills including operation of fire safety instruments like fire extinguishers?	Last Inspection Data	Last Inspection Data	Yes/No	Text box	Basic fire safety training record to be checked and owner/occupier should be guided how to maintain it. If no such training given till date, one to be organized and details to be entered in remarks
IN5.5	Was a closing meeting organized to discuss on fire inspection's overall compliance status details, observations and recommendations with key persons of building/premise?	Last Inspection Data	Last Inspection Data	Yes/No	Text box	Participants to be also be informed regarding other emergency situations (like earthquake, electrocution and preventive and protective and post-event measures) and be given basic demonstration of equipment like fire extinguishers, operation of alarms, valves and so on
IN5.6	Concluding remarks and recommendations	Last Inspection Data	Last Inspection Data	Free Text	Text box	
IN6. Attachment (if any)						
IN7. Inspection Completion						
Next Inspection due Date						
DD.MM.YYYY						

If there is non-compliance to even a single question in above checklists, (depending upon Yes or No, **which is highlighted in red font**); this popup will appear as the FSO presses submit button:

Please note that as per your inputs, the building/premise doesn't fully complies with the fire safety requirements. You can ask the building owner to comply within 5 (five) days and re-inspect the building. In this case you should save the inspection done so far and re-visit the building/premise again when compliance is done.

Annexure D

EMERGENCY FIRE MOCK DRILL CHECKLIST

Mock Fire and Emergency Drill Activities					Timeline
A. Mock Fire and Emergency Drill Preparation (time starts, on system prompt and confirmation by FSO)					T1 (At least 5 minutes)
Sr. No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
A1	Building details				To be taken from FSCoP system
A1.1	Name of the premise/ building		Text box		
A1.2	Address of the premise/building		Text box		
A1.3	Building Category		Text box		
A1.4	Name of Owner/Occupier		Text box		
A2	Name of FSO designated for the premises/ building	Mr./ Ms. / Mrs.		Text box	To be taken from clock of mobile network or system time and date
A3	Drill Date		DD.MM.YYYY		
A4	Drill/Building Location		Text box		
					Should be Geo tagged also by system

A5	Drill Scenario (brief description)	Text box (at least 200 words)		Describe the scenario of fire accident. For example, a situation of electrical short circuit and subsequent fire or accidental fire due to oil spill and so on - including type of fire and its potential spread and so on.	
A6	Name of Drill Initiator	Mr./ Ms. / Mrs. Text box	Text box	Drill initiator is a person who will see the fire accident and call to the concerns for further actions and initiate the drill (Refer Clause D-2 of Annex D of Part 4 of the NBC, 2016)	
A7	Names of Drill Observers		Text box	Drill observers will observe the various activities of drill and drill observer can be FSO, Fire officer from local/ private fire brigade, fire officer of same premises, member of premises/ area, fire professional, etc.)	

A7.1	Name of observer for drill - 1	Mr./ Ms. / Mrs. Text box	Text box	To observe activities for Fire fighting/rescue/casualty shifting/head count/fire staff activities/ambulance activity/ action by security & safety dept. etc.	
	Contact Details	mobile number			
A7.2	Name of observer for drill - 2	Mr./ Ms. / Mrs. Text box	Text box	To observe activities for public movement and evacuation activities	
	Contact Details	mobile number			
A7.3	Name of observer for drill - 3	Mr./ Ms. / Mrs. Text box	Text box	To observe activities for public movement and evacuation activities	
	Contact Details	mobile number			
A8	Is opening meeting organized to discuss on basic planning about fire drill with key persons of premises/ building?	Yes/No	Text box	Opening meeting shall be organized by FSO to communicate effectively about fire drill and evacuation procedure to key members of premises/ building so, proper planning can be done for safe and effective drill.	Upload the meeting photograph from phone camera only with geo location and date-time stamping

A9	Is there a proper signage for identification of exits, stairs, floor number and lifts apart from emergency lights, floor plan placed at relevant locations?	Yes/No	Text box	Refer Clause D-9.9 of Annex D of Part 4 of the NBC, 2016	
A10	Is organization chart for fire drill and evacuation assignment designating employees and their assignments prepared and posted in a conspicuous places at each floor in premise/ building?	Yes/No	Text box	Refer Clause D-9.3.4 of Annex D of Part 4 of the NBC, 2016	Upload the photo of organization chart from phone camera only with geo location and date-time stamping
A11	Is latest approved Fire Safety Plan available with premise/ building and distributed to all tenants/employees/owners of premises?	Yes/No	Text box	Refer Clause D-9.10 of Annex D of Part 4 of the NBC, 2016	Upload the photo of cover page with date of latest Fire safety plan from phone camera only with geo location and date-time stamping
A12	Are personal fire instruction cards provided to occupants of the premises/ building and were they found with persons who participated in drill?	Yes/No	Text box	Refer Clause D-9.11 of Annex D of Part 4 of the NBC, 2016	Upload the photo of Fire instruction card to be taken from phone camera only with geo location and date-time stamping
A13	Is there any special arrangement done for persons with physical disabilities at premise/ building? Also, updated list of such persons available with command	Yes/No	Text box	Refer Clause D-9.3.5 of Annex D of Part 4 of the NBC, 2016	

	centre?				
A14	Is fire warden identification provided with armband, etc?	Yes/No	Text box	Refer Clause D-9.3.6 of Annex D of Part 4 of the NBC, 2016	Upload the photo of Fire warden with identification to be taken from phone camera only with geo location and date-time stamping
A15	Is Assembly point available at premise/ building?	Yes/No	Text box	Refer Fire Warden Instructions below Clause D-9.11 of Annex D of Part 4 of the NBC, 2016	Upload the photo of public gathering at assembly point to be taken from phone camera only with geo location and date-time stamping
	If yes, location of assembly point and name	Text box	Text box		
A16	Mock call to be made by the Drill initiator	Yes/No	Text box	Actual drill to start now.	
B. Drill Activation and Participant Mobilization					T2 (at least 45 minutes)
Sr. No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	

B1	Are fire extinguishers used in drill and observed effective working?	Yes/No	Text box	Refer Clause D-9.3.9 of Annex D of Part 4 of the NBC, 2016	Upload the photo of fire extinguisher operated by drill participants to be taken from phone camera only with geo location and date-time stamping
	Tag number of fire extinguishers which were operated in drill	Text box	Text box		
B2	Are fire hydrant points used in drill and observed effective working?	Yes/No/Not Applicable	Text box		Upload the photo of fire hydrant point operated to be taken from phone camera only with geo location and date-time stamping
	Tag number of fire hydrant(s) which were used in drill	Text box	Text box		
B3	Are fire pumps operated and found working effectively?	Yes/No/Not Applicable	Text box		Upload the photo of fire main header pressure gauge with pressure to be taken from phone camera only with geo location and date-time stamping
	Observed main header pressure of pumps	___number___ kg/cm2	Text box		
B4	Is fire water tank/ sump/ reservoir fully filled with water?	Yes/No	Text box		

	Availability (in ltrs) of fire water tank/sump / reservoir	___ ltrs	Text box	Mention available level of water in different types of tanks/sumps/reservoir (underground, overground or terrace) separately in "remarks" if more than one type of tank/sump is there	
B5	Is basic fire fighting, rescue and evacuation training imparted to occupants before starting of drill?	Yes/No	Text box		Upload the photo of training attendance sheet with sign of participants to be taken from phone camera only with geo location and date-time stamping
B6	Are surrounding roads to the buildings or premises observed free from obstruction during drill and participants made aware about such surrounding details?	Yes/No	Text box		
B7	Is sprinkler system operated and observed working effectively? (if applicable)	Yes/No/Not Applicable	Text box		
B7.1	Is sprinkler head practically operated by fire torch?	Yes/No	Text box		
B7.2	Location of sprinkler head(s) operated	Text box	Text box		

B7.3	Was sprinkler head replaced after its operation?	Yes/No	Text box	Same technical specification sprinkler head shall be used for replacement immediately.	
B7.4	Is sprinkler head's performance/ pressure observed in effective condition?	Yes/No	Text box		Upload the photo of sprinkler operation to be taken from phone camera only with geo location and date-time stamping
B7.5	Is sprinkler pump operated and found effective working?	Yes/No/Not Applicable	Text box		
B8	Is fire alarm and detection system operated and observed working? (if applicable)	Yes/No/Not Applicable	Text box		
B8.1	Is fire detector automatically operated by fire torch or manual call point operated?	Yes/No	Text box		
B8.2	Is fire detector or manual call point re-set done after its operation?	Yes/No	Text box		
B9	Is there any error observed in panel of fire alarm and detection system?	Yes/No	Text box		
B10	Is mock evacuation done in effective and safe manner during drill?	Yes/No	Text box		

B11	Have all respective emergency response members (as per latest approved Fire Safety Plan) responded/ participated in the drill?	Yes/No	Text box	Emergency Response members include: Fire Safety Director, Deputy Fire Safety Director, Fire Warden, Deputy Fire Warden, Building Evacuation Supervisor, Fire Party etc. Refer Clause D-8 and D-9 of Annex D of Part 4 of the NBC, 2016	
C. Head Count and Debriefing					T3 (At least 10 Minutes)
Sr. No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
C1	Assemble participants at the assembly point and do head count of the drill participants	number	Text box		

C2	Is closing meeting organized to discuss on fire drill overall performance and observation/ finding with key persons of premise/ area?	Yes/No	Text box	Closing meeting shall be organized by FSO to conclude the drill exercise and communicate the observation/ findings to key persons of premises/ building. Participants to be also be informed regarding other emergency situations (like earthquake, electrocution and preventive and protective and post-event measures)	Upload the meeting photograph to be taken from phone camera only with geo location and date-time stamping
D. Concluding Remarks					T4 (At least 5 Minutes)
Observations and Recommendations					
D1	Observations (if any)				Copy to be sent to concerned CFO/RFO and applicant/occupier/owner
	free text				
D2	Recommendations (if any)				
	free text				
D3 Attachments					
D3.1	Video of fire drill training (4-5 minutes video clip, shot by)				
E. Mock Fire and Emergency Drill Completion (Timer ends and total mock drill time to be captured)					T5 (End)

in report)				
Sr. No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO
E1	According to you, was the drill successfully completed?	Yes/ No		(In case of "No") Please enter details of non-successful completion of drill.
Complete the Drill				
Next Fire Drill due Date				
	DD.MM.YYYY (To be displayed as the FSO Clicks submits and to be also notified and reflected to owner/occupier through SMS also, apart from being reflected in their account)			Should be system determined. Every six months - with a window of 30 days - 15 days prior and 15 days after due date. Both Building owner/occupier and FSOs should get advance notifications via SMS as well as mail and through app etc.
End and Report Generation				