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- 1- Inspection Process under IFE-AHPI Initiative' prescribed in the Scheme.
- 2- Scope: - This procedure is applicable from obtaining Client information, Client Review, Audit plan, Audit process, non-compliances writing, and certificate/report issue to client.
- 3- Responsibility: - Head of Fire Safety Division

4. Procedure: -


4.1 Application For

- I. Take application from Auditee in the prescribed format (ASPL/FSI/07 Client Application Form for Fire Safety Audit) annexed and duly signed by the authorized signatory.
- II. Take the all-relevant documents as mentioned in application form, duly authenticated by the authorized signatory and information/documents as may be required by the Inspection Body before or during the inspection
- III. Below List of Documents need to take from Applicant along with Application form-
 - (a) Copy of building plans including lay out showing width of access road to premises
 - (b) Year of construction;
 - (c) Details of previous inspection by any agency;
 - (d) Copy of NOC from Local Fire Department, if any;
 - (e) Details of last electrical audit/ electrical installation verification;
 - (f) PAT (Portable Appliance Test) of all Bio-medical equipment.
 - (g) Copy of registration certificate issued by Health Department;
 - (h) Copy of Lift Certificate issued by Lift Inspector;
 - (i) Hydraulic Test Certificate issued by NABL accredited Lab for Fire Extinguishers as per regulatory requirements/ IS 2190;
 - (j) Certificate for Fire Doors installed in the premises, if any;
 - (k) Details of LPG storage in the premises, if any;
 - (l) List of trained fire personnel and details of fire fighting training to other staff including security personnel;
 - (m) Details of fire pumps and water storage tank(s) for firefighting; and
 - (n) Any other document as specified by ASPL.

4.2 Registration of Application

- 4.2.1 On receiving of application with all relevant documents, ASPL review the Client in Form (Client review - ASPL/FSI/08 Client review form for Fire Safety Audit (FSA), The ASPL respond to all enquiries received from prospective applicants for Fire Safety Inspection with complete information for facilitating registration of an application within 7 working days of receipt of the query.
- 4.2.2 The prospective HU need to declare (in the form of an undertaking- ASPL/FSI/07A) whether it has been an applicant / inspected under this Scheme with or by any other ASPL and if yes, then shall provide the previous reports to the ASPL. The ASPL may verify the information provided by contacting the earlier ASPL if necessary.

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4.2.3 The prospective applicant HU along with the application declare any judicial proceedings relating to its fire safety related operations, any proceedings by any Regulatory Body/IMC/Court of Law/Local Fire Services for suspension/cancellation/withdrawal of its fire safety related operation/approvals under any Regulations or otherwise. Such declaration shall be a part of the undertaking mentioned under annexure ASPL/FSI/07A.

4.2.4 ASPL Inspection is done only against the inspection criteria, as applicable and the existing status of HU.

Note: The applicable criteria means Criteria based on which the Fire NOC/ FSC (Fire safety Certificate) was issued.

4.2.5 All applications for inspection reviewed by the ASPL, for adequacy and deficiencies observed, if any, inform to applicant HU within 7 days of receipt of application. Applications complete in all respect is accepted and registered within 7 days in order of receipt with a unique identification number, acknowledged and records maintained. In case the applicant discloses any proceedings under clause 4.2.2 and 4.2.3 above, ASPL is take cognizance of any proceedings during inspection.

4.2.6 Applications from HU found to be giving false information while their application is being processed rejected after a due notice of 15 days and asked to apply afresh.

4.2.7 ASPL reject or close an application under the following conditions:


- (a) If inspection is not carried out within 3 months of registration of application;
- (b) Misuse of any Fire Safety Inspection Report/ Certificate;
- (c) Evidence of any malpractice in relation to fire safety; and
- (d) Voluntary withdrawal of application.

4.2.8 The application fee, if charged by ASPL, may be refunded in full or part based if Inspection not done, after inspection no fess are refunded to Auditee.

5.0 Inspection Programme

The inspection programme comprises of the following two stages, namely:

- (a) Stage I- Review of documents (Offsite);
- (b) Stage 2- Onsite Inspection.

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6.0 Inspection Man Days

6.1 The man days required to conduct a fire safety inspection, calculate in accordance with the following:

Sl. No.	Type of Unit	Height	Floor Area (m ²)	No. of Man Days* per block
	Hospital Unit per Building Block	Less than 15 m	Not more than 500 m ² on each floor	2
2	Hospital Unit per Building Block	Less than 15 m	More than 500 m ² on each floor	6
3	Hospital Unit per Building Block	More than 15 m	Not more than 500 m ² on each floor	4
4	Hospital Unit Building Block More than 15	More than 6 500 m ² on each floor	4	Hospital Unit Building Block

* In case of Hospital Unit comprising of multiple blocks, the total number of man days shall be determined based on criterion given in the table above subject to mutual agreement between ASPL & HU on having more than one team working simultaneously in the premises.

6.2 ASPL inspection programme include at least one man-day (8 hrs.) per building block on-site inspection.

6.3 Pre-inspection meeting, Inspection preparation, de-briefing and report preparation time limited to one man-day only.

6.4 Based on the Man-Day required the financial Quotation send to Client in Format ASPL/FSI/09 Quotation form for Fire Safety Audit (FSA).


6.5 After acceptances of Financial Quotation ASPL Start the Inspection planning, Quotation acceptances may be verbally.

6.6 In case any Government order/Statuary compliance no need to acceptance of Quotation from Client end.

7 . Inspection Planning

7.1 All information as sought after stage 1, ASPL take from the Auditee.

7.1.2 The applicant and ASPL with mutual agreement schedule the date(s) for

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Stage 2 Inspection.

7.2 Composition of Inspection Team

7.2.1 The ASPL appoint Inspection Team(s) having necessary competence and skills required to conduct the inspection in accordance with the table given below.

Sl. No	Type of Unit	Height	Floor Area (m ²)	Composition of Inspection Team
	Hospital Unit per Building Block	Less than 15 m	Not more than 500 m ² on each floor	(a) One Fire Safety Inspector (b) One Fire Technician
2	Hospital Unit per Building Block	Less than 15 m	More than 500 m ² on each floor	One Fire Safety Inspector (b) Two Fire Technicians
3	Hospital Unit per Building Block	More than 15 m	Not more than 500 m ² on each floor	(a) One Fire Safety Inspector (b) One Fire Technician
4	Hospital Unit per Building Block	More than 15 m	More than 500 m ² on each floor	(a) One Fire Safety Inspector (b) Two Fire Technicians

7.2.2 ASPL may additionally depute a technical expert in any domain if needed.


7.2.3 After decided acceptances of Financial Quotation by client and mutually date(s) decided by both party, ASPL send the Inspection Plan to Auditee.

8.0 Inspection/Audit Plan

8.1 The ASPL ensure that the Stage 2 Inspection is conducted during working days in which the HU operation is at its peak.

8.2 Stage 2 inspection shall not be planned in case any of the section of HU is non-operational.

8.3 The inspectors, if more than one, may conduct part parallel inspection being focused on specific processes

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9.0 Inspection Process

9.1 The Stage 1 of Inspection (off site) is comprehensively performed to accomplish the following:

- (a) Identification of fire and life safety arrangements in the HU, its documentation, with respect to statutory obligations;
- (b) Evaluate the location of HU and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the stage 2 inspection;
- (c) Review the HU status and understanding regarding fire safety requirements/arrangements and its continued compliance;
- (d) Review the allocation of resources for stage 2 inspection and agree with the client on the details of the stage 2 inspections;
- (e) Provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects; and
- (f) Evaluate if the internal arrangements and management on fire safety in HU as planned and performed,

9.2 The document review shall be carried out off site and judge the adequacy of the system to meet requirements concerning Fire and Life Safety Criterion to prepare a formal document review report.

9.3 Stage 2 Inspections at Hospital Unit

9.3.1 **Objective:** To verify the availability and operability of Fire and Life Safety measures adopted by HU.

9.3.2 During the Opening Meeting, the team Leader shall:


- (a) Share the inspection plan with the Authorized Person (AP) of the HU.
- (b) During the opening meeting AP give a presentation on installed Fire Safety measures, Risks identified and their control measures.

9.3 Safety during Inspection

9.4.1 The Inspection involves risks of injury and thus, need to protect against them using personal protective gears listed under Clause schme.

9.4.2 Each member of the inspection team has following personal protective equipment which is carried along to the site for conduct of inspection:

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- (a) helmet;
- (b) fire fighter's boot;
- (c) goggles;
- (d) coverall;
- (e) hand gloves
- (f) fire protectors.

9.4.3- All team member of ASPL follow the instruction of Auditee for safety related measure at the premises of Auditee, outside of Premises Inspector/Technician themselves responsible for Safety.

9.5 Use of the Check List

9.5.1 The Inspection conduct with the help of the Check List prepared in accordance with the Criteria document.

9.5.2 The Team Leader fill in the entire Check Lists along with remarks giving objective evidence of compliance/ non-compliance in the Hospital Unit itself.

9.5.3 The check list contains all requirements relating to Fire and Life Safety/Fire including prevention criteria if any, in accordance with the applicable regulations.


9.5.4 The applicant or a person authorized by him in this behalf may check the credentials of the Inspection Team members and the Team Leader co-operate in matter.

10.0 Report Findings and Non conformities

Objective: To establish criteria for determining the relevance of evidences considered as NCS to reduce variation among Inspectors and ASPL s.

10.1 . I Description

Description of non-conformity	Time for closure and Action by ASPL.
Non- compliance with a regulatory requirement which indicates failure of the HUs capability to fulfil fire safety and preventive measures requirement.	(a) 15 days or as deemed reasonable to ASPL. (b) HU is requested to comply with the NC. (c) Report with the findings issued based on the actions taken by HU on NCs. (d) Onsite verification of compliance of NC. Application closed if no CAS are taken or CAS are not satisfactory after

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	two iterations.
Non-conformity regarding a requirement which threatens fire safety of its occupants	(a) One month. (b) HU is requested to comply with the NC (C) Any certificate shall be issued only after satisfactory verification of its closure onsite. (d) Application may be closed if no CAS is taken or CAS is not satisfactory after two iterations.
Non-compliance with a requirement which does not compromise with the criteria requirement and is not a threat to safety of the occupants	(a) Within 3 months. (b) Evidences of closure shall be provided to the ASPL . (c) Verification can be done offsite. (d) Certificate to be issued only after all NCS are resolved and verified.

10.2 Any non-compliance observed during inspection, for which corrective actions (CAs) are taken on-site during inspection and not raised as non-conformity, however be reported in the report findings.


10.3 The Non-Conformities:

- (a) Prepared by the Team leader before the Closing Meeting
- (b) Discussed with the HUs..
- (c) Countersigned by the Team leader and the HU's representative.
- (d) Sent to the ASPL.

11.0 Inspection Report

11.1 Any inspection report/certificate include all of the following:

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- (a) identification of the issuing body;
- (b) unique identification and date of issue;
- (c) date(s) of inspection;
- (d) signature or other indication of approval, by authorized persons;
- (e) the inspection results, except where detailed in accordance with 6.6.
- (f) A statement of conformity where applicable or required by the client when no non conformities are observed or non-conformities are addressed and verified by the ASPL;

11.2 ASPL issue an inspection certificate that does not include the inspection results, only when the ASPL can also produce an inspection report, containing the inspection results, and when both the inspection certificate and inspection report are traceable to each other.

12.0 Change of Location/ Name/ Structure

- 12.1 Any change in the structure and or electrical/ mechanical/ medical equipment fittings including change in key personnel of Fire Safety shall require afresh Fire Safety Inspection and the earlier Inspection report / Certificate shall be deemed invalid with immediate effect.
- 12.2 Any change in ownership/ status of the HU shall be informed to ASPL immediately if it requires any change in inspection report/certificate.
- 12.3 The HU responsible for the fire safety of the premises and if there is change in location or changes in structure or electrical load and additional fire safety measures are taken, fresh inspection shall be required.

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