

Fire and Rescue Services Headquarters
Housing Board Junction
Thiruvananthapuram -01
Phone: 0471-2320872
Email: dg.frs@kerala.gov.in
Date:26 .02.2016

No. G1-6183 /2015

STANDING ORDER No.01/2016

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

- Ref: 1. Standing Order 5/2012, Dated 22/09/2012
2. G.O(Ms)No. 45/2016/Home, Dated 09.02.2016
3. Kerala Municipal Building Rules 53 to 59
4. Kerala Panchayath Building Rules 55 to 61

=====

At present the Department of Fire and Rescue Services has been mandated to issue **Fire Safety Clearances** to various types of Buildings in the interest of Public Safety. After receiving the plan and other documents relating to a building from the concerned local body, the officials from the Department are required to inspect the site, scrutinize the plan and then give clearance to go ahead with the construction. After the construction is completed the Department again conducts inspection of the site and other fire fighting measures and issues a **Certificate of Approval**, as mentioned in the Kerala Municipality Building Rules, 1999 (KMBR) and Kerala Panchayat Building Rules-2011 referred (3) and (4) above. As per law the Department has to follow KMBR/ KPBR and the National Building Code of India (NBC) as amended from time to time, during inspection, evaluation, and for issuance of the Certificate of Approval.

02. For Fire Safety Inspection and issuance of Fire Safety Clearances both for the Site and the Final as per the heights of the buildings, the below mentioned procedure is to be followed by the teams constituted for the purpose.

03. It is categorically mentioned that these teams will conduct verifications/ inspections as per a standard and prescribed procedure. The **Certificates of Approval** will be issued by the concerned Authority of this Department after verification and evaluation of the reports prepared and other concerned documents.

04.In the event of any **dispute** relating to the inspection or the evaluation, the Director General will conduct a review on the basis of an application from the applicant. Needless to mention, it is desirable that a professional and transparent approach should be adopted to ensure quick and smooth disposal of Fire Safety applications in respect of various types of buildings.

Site Clearance Certificate Application Procedure

- A) Buildings up to 10 meters height**-The Station Officer in whose jurisdiction the building is proposed to be constructed will receive the relevant **Application cum Checklist** prepared by this Department and necessary Documents. He will inspect the Site along with a Leading Fireman (on rotation basis) and send the report along with Application cum Checklist to the Assistant Divisional Officer **within three days** of receiving the Application. The District Verification Team will scrutinize, verify the report and documents, and the Assistant Divisional Officer under his seal and signature will issue the Clearance Certificate in the approved format **within Fifteen Days** of receiving the Application at the Assistant Divisional Office.
- B) Buildings above 10 meters upto 16 meters height**-The Station Officer in whose jurisdiction the building is proposed to be constructed will receive the Application cum Checklist and necessary Documents. He will inspect the Site along with a Leading Fireman (on rotation basis) and send the report along with Application cum Checklist to the Divisional Officer **within three days** of receiving the Application. The Divisional Verification Team will scrutinize, verify the report

and documents, and the Divisional Officer under his seal and signature will issue the Clearance Certificate in the approved format **within Fifteen Days** of receiving the Application at the Divisional Office.

- C) **Buildings above 16 meters upto 24 meters height-** The Station Officer in whose jurisdiction the building is proposed to be constructed will receive the Application cum Checklist and necessary Documents. He will forward it to the Assistant Divisional Officer **within three days** of receiving the Application. The Assistant Divisional Officer will inspect the Site along with the concerned Station Officer and send the report along with Application cum Checklist to the Divisional Officer **within five days** of receiving the Application at the Assistant Divisional Office. The Divisional Verification Team will scrutinize, verify the report and documents, and the Divisional Officer under his seal and signature will issue the Clearance Certificate in the approved format **within Twenty Days** of receiving the Application at the Divisional Office.
- D) **Buildings above 24 meters up to 45 meters height-** The Station Officer in whose jurisdiction the building is proposed to be constructed will receive the Application cum Checklist and necessary Documents. He will forward it to the Assistant Divisional Officer **within three days** of receiving the Application. The Assistant Divisional Officer will inspect the Site along with the concerned Station Officer and send the report along with Application cum Checklist to the Divisional Officer **within five days** of receiving the Application at the Assistant Divisional Office. **The Divisional verification team** will scrutinize, verify the report and documents and will forward the same to the Fire and Rescue Services Headquarters **within fifteen Days** of receiving the Application at the Divisional Office. **The Headquarters Evaluation Team** will evaluate the report and documents, and the Director General or his nominee (DIR. 'A' or DIR 'T') will issue the Clearance Certificate in the approved format **within Twenty Days** of receiving the Application at the Fire and Rescue Services Headquarters.

E) **Buildings above 45 meters height**- The Station Officer in whose jurisdiction the building is proposed to be constructed will receive the application and will forward to the Divisional Officer **within three days** of receiving the Application. The Divisional Officer will inspect the Site along with the concerned Station Officer. The Divisional Verification Team will scrutinize, verify the report and documents and will forward the same to the Fire and Rescue Services Headquarters **within fifteen Days** of receiving the Application at the Divisional Office. The **Headquarters Evaluation Team** will evaluate the report and documents, and the Director General or his nominee (either Director Administration or Director Technical) will issue the Clearance Certificate in the approved format **within Twenty Days** of receiving the Application at the Fire and Rescue Services Headquarters.

Before forwarding the Site Clearance Application, the Station Officer should ensure that the following documents are attached with.

1. Covering Letter/ Forwarding Letter from the Local Body
2. Three Hard copies of the Civil Plans approved by the Local Body and Three Fire System Plans along with one Soft Copy of each.
3. Two Hard Copies and One soft copy of the filled up Application Form cum Checklist. (Station Officer should ensure that all the necessary details in the Application Form cum Check List are properly filled and signed by the Authorized Signatory).
4. Original Chalan. (Ensure that the required fee for Site Clearance Certificate is remitted and the **Chalan is Counter signed by the Station Officer before remittance.**)
5. It should be ensured that the necessary Affidavit/ Confirmation from the Applicant in respect of the building is properly signed and attached with the Application cum Checklist.

SITE VERIFICATION TEAMS- For First Clearance

Sl. No	Height of the Building	Site Inspection Team	Verification Team <u>Quorum 3 Nos.</u>	Authority to Issue Site Clearance Certificate
1	All Buildings up to 10m in Height	Station Officer and Leading Fireman in whose jurisdiction the building is proposed.	<u>District Verification Team</u> 1. Assistant Divisional Office – Chairman 2. Station Officer – Member 3. Assistant Station Officer – Member 4. Leading Fireman – Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the Assistant Divisional Office is located)	Assistant Divisional Officer
2	All Buildings above 10m up to 16m in Height	Station Officer and Leading Fireman in whose jurisdiction the building is proposed.	<u>Divisional Verification Team</u> 1. Divisional Officer – Chairman 2. Assistant Divisional Officer – Member 3. Station Officer – Member 4. Assistant Station Officer – Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the Divisional Office is located)	Divisional Officer
3	All Buildings above 16 up to 24m in Height	Assistant Divisional Officer and Station Officer in whose jurisdiction the building is proposed.	<u>Divisional Verification Team</u> 1. Divisional Officer – Chairman 2. Assistant Divisional Officer – Member 3. Station Officer – Member 4. Assistant Station Officer – Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the Divisional Office is located)	Divisional Officer
4	All Buildings above 24 up to 45m in Height	Assistant Divisional Officer and Station Officer in whose jurisdiction the building is proposed.	<u>Headquarters Evaluation Team</u> 1. Director (Admin.) /Director Technical – Chairman 2. Divisional Officer (Trivandrum) – Member 3. Assistant Divisional Officer (Trivandrum) – Member 4. Station Officer (Chief Store) – Member	Director (Admin.) or Director Technical
5	All Buildings above 45m in Height	Divisional Officer and Station Officer in whose jurisdiction the building is proposed.	<u>Headquarters Evaluation Team</u> 1. Director (Admin.) /Director Technical – Chairman 2. Divisional Officer (Trivandrum) – Member 3. Assistant Divisional Officer (Trivandrum) – Member 4. Station Officer (Chief Store) – Member	Director (Admin.) or Director Technical

1. It is important that the checklist is used to scrutinize the plan and documents. Any deficiency should be then and there pointed out to the Applicant or his Authorized Representative.
2. The Applicant or his Authorized Representative shall be present during Site Inspection and Scrutiny of Documents.
3. Plan and documents which is required to be signed and sealed by this department must be signed and sealed after Site Verification and scrutiny of documents.
4. **A few exceptions like Assembly Buildings having Total Plinth area above 500 M², Mercantile Buildings having Plinth area above 1000 M² on each floor, all Hospitals, all Storage Buildings, and all Hazardous Buildings irrespective of height have been explained towards the end of this Standing Order under the heading 'Special Category' in page 11.**

Final Clearance Certificate Application Procedure

- A) **Buildings upto 10 meters height**- The Station Officer in whose jurisdiction the building is constructed will receive the relevant Application Form cum Checklist along with the necessary Documents. He will check the building to ensure that the construction of the building is completed with Fire Fighting Installations. If the construction is completed with Fire Fighting Installations, the Station Officer will forward the Application Form cum Checklist to the Assistant Divisional Officer **within five days** of receiving the Application. The Assistant Divisional Officer will inspect the building along with the Station Officer, Assistant Station Officer and a Leading Fireman (on rotation basis where there are more than one STO, ASTO and LF in a Fire Station) and make a report. The **District Verification Team** will scrutinize, verify the Inspection Report and Documents, and the Assistant Divisional Officer under his seal and signature will issue the Clearance Certificate in the Approved Format.

*The inspection of the building and issuance of Clearance Certificate should be completed **within Fifteen days** of receipt of the Application Form cum Checklist at the Assistant Divisional Office.*

*The inspection of the building and issuance of Clearance Certificate should be completed **within Twenty days** of receipt of the Application Form cum Checklist at the Divisional Office.*

- B) **Buildings above 10 meters up to 16 meters height**-The Station Officer in whose jurisdiction the building is constructed will receive the Application Form cum Checklist along with the necessary Documents. He will check the building to ensure that the construction of the building is completed with Fire Fighting Installations. If the construction is completed with Fire Fighting Installations, he will forward the Application Form cum Checklist to the Assistant Divisional Officer **within five days** of receiving the Application. The Assistant Divisional Officer will inspect the building along with the Station Officer, Assistant Station Officer and a Leading Fireman (on rotation basis where there are more than one STO, ASTO and LF in a Fire Station) and make a report and send it to the Divisional Officer.

*The inspection of the building and sending of report and documents to the Divisional Office should be completed **with in Fifteen days** of receipt of the Application Form cum Checklist at the Assistant Divisional Office.*

The Divisional Verification Team will scrutinize, verify the report and documents, and the Divisional Officer under his seal and signature will issue the Clearance Certificate in the approved format **within Seven Days** of receiving the Application at the Divisional Office. In case of any doubt Divisional Officer can conduct a physical verification.

C) Buildings above 16 meters upto 24 meters height (All types of Occupancies)-

The Station Officer in whose jurisdiction the building is constructed will receive the Application Form cum Checklist along with the necessary Documents. He will check the building to ensure that the construction of the building is completed with Fire Fighting Installations. If the construction is completed with Fire Fighting Installations, he will forward the Application Form cum Checklist to the Divisional Officer **within five days** of receiving the Application. The Divisional Officer will inspect the building along with the Assistant Divisional Officer, Station Officer concerned, and Assistant Station Officer and make a report (STO and ASTO on rotation basis when there are more than one STO and ASTO in a Fire Station).

The Divisional Verification Team will scrutinize, verify the report and documents, and the Divisional Officer under his seal and signature will issue the Clearance Certificate in the approved format.

*The inspection of the building and issuance of Clearance Certificate should be completed **within Twenty days** of receipt of the Application Form cum Checklist at the Divisional Office.*

D) Buildings above 24 meters height(All types of Occupancies)-

The Station Officer in whose jurisdiction the building is constructed will receive the Application Form cum Checklist along with the necessary Documents. He will check the building to ensure that the construction of the building is completed with Fire Fighting Installations. If the construction is completed with Fire Fighting Installations, he will forward the Application Form cum Checklist to the Divisional Officer **within five days** of receipt of the Application. The Divisional Officer will inspect the building along with the Assistant Divisional Officer, Station Officer of concerned Fire Station, and Assistant Station Officer and make a report (STO and ASTO on rotation basis when there are more than one STO and ASTO in a Fire Station) and send it to the Fire and Rescue Services Headquarters, with necessary documents. It is desirable to involve an outside expert in special cases as much as possible during the inspection. The Headquarters Evaluation Team will evaluate the report and documents, and the Director General or his nominee (either DIR 'A' or DIR 'T') will issue the Clearance Certificate in the approved format.

*The inspection of the building and sending of report and documents to the Fire and Rescue Services Headquarters should be completed **within Twenty days** of receipt of the Application Form cum Checklist at the Divisional Office.*

The Director General or his nominee (either DIR 'A' or DIR 'T') will issue the Clearance Certificate **within Twenty days** of receipt of the Application Form cum Checklist at the Fire and Rescue Services Headquarters.

FINAL CLEARANCE TEAMS

SI No	Height of the Building	Final Clearance Inspection Team	Verification Team <u>Quorum 3 Nos.</u>	Authority to Issue Site Clearance Certificate
1	All Buildings up to 10m in Height	1. Assistant Divisional Officer – Chairman 2. Station Officer – Member 3. Assistant Station Officer – Member 4. Leading Fireman (1 nos) - Members (Sl. No 2 to 4 will be from the Fire and Rescue Station where the building is constructed)	<u>District Verification Team</u> 1. Assistant Divisional Officer – Chairman 2. Station Officer – Member 3. Assistant Station Officer – Member 4. Leading Fireman (2 nos) - Members (Sl. No 2 to 4 will be from the Fire and Rescue Station where the Assistant Divisional Office is located)	Assistant Divisional Officer
2	All Buildings above 10m up to 16m in Height	1. Assistant Divisional Officer – Chairman 2. Station Officer – Member 3. Assistant Station Officer - Member 4. Leading Fireman (1 no) - Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the building is constructed)	<u>Divisional Verification Team</u> 1. Divisional Officer – Chairman 2. Assistant Divisional Officer – Member 3. Station Officer – Member 4. Assistant Station Officer - Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the Divisional Office is located)	Divisional Officer
3	All Buildings above 16 up to 24m in Height	1. Divisional Officer – Chairman 2. Assistant Divisional Officer – Member 3. Station Officer – Member 4. Assistant Station Officer - Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the building is constructed)	<u>Divisional Verification Team</u> 1. Divisional Officer – Chairman 2. Assistant Divisional Officer – Member 3. Station Officer – Member 4. Assistant Station Officer - Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the Divisional Office is located)	Divisional Officer
4	All Buildings above 24m in Height	1. Divisional Officer – Chairman 2. Assistant Divisional Officer – Member 3. Station Officer – Member 4. Assistant Station Officer - Member (Sl. No 2 to 4 will be from the Fire and Rescue Station where the building is constructed)	<u>Headquarters Evaluation Team</u> 1. Director (Admin.) / Director Technical - Chairman 2. Divisional Officer (Trivandrum) – Member 3. Assistant Divisional Officer (Tvpm) – Member 4. Station Officer (Chief Store) - Member	Director (Admin.)/ Director Technical

NB: 1. A few exceptions like Assembly Buildings having Total Plinth area above 500M², Mercantile Buildings having Plinth area above 1000m² on each floor, all Hospitals, all storage Buildings, and all Hazardous Buildings irrespective of height have been explained towards the end of this Standing Order under the heading 'Special Category' in page 11.

2. Verification teams are free to cross check the inspection by doing field visits.

Before forwarding the Final Clearance Application, the Station Officer should ensure that the following documents are attached with.

1. Copy of Site Clearance Certificate, Approved Application cum Checklist for Site Clearance and one copy of the Approved Fire System Plan (Site).
2. Three Hard copies of the Civil Plan and Two Fire System Plan along with one Soft Copy of each.
3. It should be ensured that, if the applicant has not obtained Site Clearance Certificate from this Department (in exceptional cases), then the Civil Plan submitted should have been approved by the Local Body.
4. Three Hard Copies and one Soft Copy of the filled up Application Form cum Checklist.
5. Station Officer should ensure that all the necessary details in the Application Form cum Check List are properly filled and signed by the Authorized Signatory.
6. Original Chalan. (Ensure that the required fee for Final Clearance Certificate is remitted and the **Chalan is Counter signed by the Station Officer before Remittance.**)
7. It should be ensured that the necessary Affidavit/ Confirmation from the Applicant in respect of the building is properly signed and attached with the Application cum Check List.

SPECIAL CATEGORY

In the event of Site Clearance and Final Clearance in respect of the following buildings, irrespective of their heights as categorized earlier, a different Procedure / Methodology has to be followed.

- 1. Assembly Buildings with Total Plinth Area above 500 M².**
- 2. Mercantile buildings with Plinth Area more than 1000 M² on each floor.**
- 3. All Hospital buildings.**
- 4. All Storage Buildings.**
- 5. All Hazardous Buildings.**

A. Site Clearance

- (i) Application to be received by Station Officer concerned
- (ii) Site to be inspected by the following Team
 - a. Assistant Divisional Officer concerned
 - b. Station Officer concerned
 - c. Station Officer of another station nominated by the Assistant Divisional Officer.
- (iii) Site Clearance to be given by Divisional Officer concerned.

All the above procedures shall be completed within 30 days of receipt of the application at the concerned Fire and Rescue Station.

B. Final Clearance

- (i) Application to be received by Station Officer concerned
- (ii) Building to be inspected by the following Team-
 - a. Divisional Officer concerned
 - b. Assistant Divisional Officer concerned
 - c. Station Officer concerned
 - d. Station Officer of another station nominated by the Divisional Officer.
 - e. Assistant Station Officer nominated by the Divisional Officer

(iii) Final Clearance to be given from Fire and Rescue Services Headquarters by Director General or his nominee(DIR 'A' / DIR 'T'), if the height of the building is above 16 meters, and in all other cases, the concerned Divisional Officer will issue the Certificate of Approval.

All the above procedures shall be completed within 30 days of receipt of the application at the concerned Fire and Rescue Station.

During inspection it is desirable to involve outside experts from PSU (Central or State) or Government (Central or State).

Formats of the Site Clearance Letter and the Certificate of Approval are also annexed to this order.

This Standing Order will be in effect from 29/02/2016.

The receipt of the Standing Order should be acknowledged by all the officers concerned.

Sd/-

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

To

Director Technical
Director Administration
All Divisional Officers
All Assistant Divisional Officers
Station Officers
CA to Director General
A.O, Manager, Senior Superintendent (Hqrs.), Stock File -2016
Standing Order File -2016
Soft copy to IT & Technical Team to upload in Department's Website.



**DEPARTMENT OF FIRE AND RESCUE SERVICES
GOVERNMENT OF KERALA**

No:

Date:

FIRE SAFETY CLEARANCE FOR SITE

1. Name & Address of the Applicant :

2. Name of the Company :

3. Occupancy type of Building :

4. Height of the Building :

5. Number of Floors of the Building :

6. Total Plinth Area (in sqm) :

7. Survey No :

8. Village :

9. Grama Panchayat /
Municipality / Corporation :

10. District :

The above site was inspected by the competent and authorized Officials of this Department. It was found that the site is suitable for the proposed construction as per KMBR / KPBR.

The Fire Plan drawings were scrutinized and compared with the Checklist (Form No.....) and Prima Facie found to be in Order. The Applicant shall comply with all the Fire Safety arrangements as contained in the filled up Checklist, copy of which is attached to this clearance letter without any deviation. In case of some deviation to be made, the same shall be intimated to the competent authorities of the Stake holder Departments including this Department and deposit necessary Fees etc. as per rules to obtain further clearance.



No.....

On completion of construction of the Building, the Applicant shall fill the Checklist Cum Application (Form No.....) again and also prepare a Fire Plan Drawing and submit following the due procedure. On receiving the Plan & the Checklist Cum Application duly filled, the authorized and competent Officials of this Department will inspect & verify the arrangements made as per the filled up Checklist to consider issuance of Certificate of Approval from this Department.

This clearance is limited to the Fire Safety measures/ Arrangements for the proposed Building. The Fire Safety Clearance for the Site is issued for facilitating the construction of the proposed Building.

Signature with date

For Director General

[Name Seal]

To ,

The Secretary,(In Original)
(Vide Letter No.....Dated:.....)

Enclosures : 1) Approved Checklist Cum Application form duly signed by the Competent Official.
2) Fire Plan duly affixed with Seal

Copy to:

- 1) The Applicant with the above Enclosures
- 2) The Divisional Officer,
- 3) The Assistant Divisional Officer,
- 4) The Station Officer.....



WE SERVE TO SAVE

**DEPARTMENT OF FIRE AND RESCUE SERVICES
GOVERNMENT OF KERALA**

No.....

Date:.....

CERTIFICATE OF APPROVAL

(Rule.....of KMBR/KPBR)

1. Name & Address of the Applicant :
2. Name of the Company :
3. Occupancy type of Building :
4. Height of the Building :
5. Number of Floors of the Building :
6. Total Plinth Area (in sqm) :
7. Survey No :
8. Village :
9. Grama Panchayat /
Municipality / Corporation :
10. District :

The above Site and Building were inspected by the authorized and competent Officials of this Department. The final Fire Plan drawings, the final filled up Checklist Cum Application and other Documents were scrutinized.

The building has been constructed as per the Rules and Norms pertaining to the Fire Safety arrangements (Duly filled and signed Checklist is attached, which will form the part of this Certificate of Approval).

In the circumstances this Certificate of Approval is issued under my Seal and Authority. No further construction will be allowed in the vacant spaces provided in the approved plan. This Certificate is issued on the condition that the Fire Fighting Systems installed will be kept always functional and owner of the Building need to take special care to maintain the systems installed in proper working condition.



No:

This Certificate is valid for one year from the date of issue. After one year the Certificate must be renewed. Non Renewal of the Certificate within the time limit may result in loss of eligibility for insurance coverage and appropriate legal action by Local Self Government / Revenue Department or any other Department/Body.

All Officers of and above the rank of Station Officers of the Fire & Rescue Services Department will have the right to Inspect the building on any day / time after serving seven days notice to ensure that the Installed Systems are in good working condition.

This Certificate of Approval pertains only to the Fire Fighting arrangements made and installed in the Building. The civil construction shall be got Inspected and Approved by the appropriate Local Authority.

A copy of this Certificate along with the enclosures must be made available by the applicant either in hard or in soft form with the owner / occupant of each individual apartment.

Signature with date

For Director General

[Name Seal]

To ,

The Secretary,(In Original)

(Vide Letter No.....Dated:.....)

Enclosures : 1) Approved Checklist Cum Application form duly signed by the Competent Official.

2) Fire Plan duly affixed with Seal

Copy to:

1) The Applicant with Enclosures

2) The Divisional Officer,

3) The Assistant Divisional Officer,

4) The Station Officer.....