

Tamil Nadu Fire and Rescue Services

PROFORMA-I

(To be submitted to the Inspection Team at the time of their visit)

1.	Name of the Building and Address	
	a. Plot Area	
	b. Total No. of floors with floor area Total Floor Area	
	i. Basement	
	ii Ground Floor	
	iii Mezzanine, I	
	iv Floors	
	c. Height of the building (in meters)	
	d. Entrance (width)	
	e. Approach road (width)	
2.	Occupancy / Use	
3.	Parking areas	
4.	Exposure hazard	

5.	Fire resistance of construction materials	
	a. Self-closing fire / smoke check doors	
	b. Partions	
	c. False Ceiling	
	d. Lining for air-conditioning ducts	
	e. Insulation for air-conditioning ducts	
	f. Paneling	
	g. Surface finishes	
	h. Enclosures for panels for electrical switches, shafts etc., and access doors to such enclosures	
6.	Compartmentation	
7.	Ventilation	
8.	Means of entry	
9.	Means of escape	
10.	Electric Installations	
11.	Alternate lighting arrangements	
12.	Rooms air-conditioners	
13.	Drainage	

14.	Lighting protections	
15.	Fire protection & alarm system	
16.	Water supply (well, bore pumps, water mains etc.)	
17.	Fire pumps (Total Nos.)	
18.	Wetriser down comer & Hydrant system & automatic sprinkler system	
19.	Hose reel & Hose box	
20.	Portable fire extinguishers	
21.	Fire lift with separate generator	
22.	Storage of Diesel / Oil / LPG	
23.	Communication System	
	a. Public Address System	
	b. Inter-communication system	
	c. Illuminated signs	
24.	Maintenance of fire protection installation equipments (by whom)	
25.	Fire fighting training to staff	
26.	Details of licences issued	

PROFORMA-II

(To be submitted to the Inspection Team at the time of their visit)

1.	Description of the Building & Address		
	a.	No. of floors with each floor in sq. mts	
	b(i)	No. of staircase with width of each staircase	
	b(ii)	No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned	
	c.	No. of rooms and halls at each floor along with the nature of occupancy	
	d.	Canteen details if any	
2.	Total occupancy		
3.	No. of HP machineries installed		
4.	Details of Generator, if any, provided		
	a.	H.P / K.V of generator	
	b.	Quantity of diesel, furnace oil stored	
	c.	Whether proper licence obtained for such storage	
5.	Nature of Air-Conditioner system in the premises		
6.	Extent of site and set back around the building on all four directions (to be specified separately)		
7.	Whether automatic fire detectors / fire alarms installed		

8.	No. of fire lifts available and their location	
9.	Whether alternative power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity)	
10.	Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services	
11.	Whether fire drill has been conducted and joint evacuation drill has been conducted by the security officer and the local fire service officer	
12.	Details of present inspections to comply table 3 in part IV of NBC of India 1983	
	a. Wetriser	
	b. Hose reel	
	c. Details of hoses	
	d. Extinguishers - their nos. and capacity	
	e. Hydrants	
	f. Sprinklers	
	g. Water supply details such as underground tank and / or terrace tank	
	h. Fire buckets with stand	
13	Whether copy of the approved plan of the building is enclosed	
