



महाराष्ट्र शासन



Govt. of Maharashtra



Directorate of Maharashtra Fire & Emergency Services

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No.MFS-2026/ 888

Maharashtra Fire Service Academy,
Vidyanagari, Hans Bhugra Marg,
Santacruz (East), Mumbai-400098.

Date : 07/07/2026

Circular

Sub: Guidelines to be adopted for submission of Form B under Fire Rule, 2009

As per the sub section 3 of section 3 of the Maharashtra Fire Prevention and Life safety Measures Act, 2006, the owner or occupier, as case may be, has to submit Form B as prescribed in Maharashtra Fire Prevention and Life safety Measures Rules, 2009, in the month of January and July every year.

2. There is lot of confusion towards the submission of Form "B", especially related to period of Form "B", different license agencies submitting Form "B" for various works, floor wise, room/shop wise etc for one building as there are various occupier in one building, documents that are needed to be attached, validity of the licenses / Form B etc.

3. In this regards to bring clarity, this Directorate have issued Circular vide No. MFS/2015/10/1600, dated 16th October 2015 & vide No. MFS/51/2022/236, dated 15.02.2022 in regards to period of Form B, digital signature of license agency etc as well as the same has been amended in the Rule 4(2) & Rule 14 (4) of Fire Rules, 2009.

4. In spite of this, this Directorate regularly receives complaints, both from License Agency as well as from Developer / Builder regarding non-compliance of the work awarded to the license agency as well as developers awarding half completed work to another license agency. Legal cases have been filed by most of the license agencies towards non-receipt of payment against the work done at site.

5. As per the power conferred vide Section 19 and Section 47 of the Fire Act, the aforesaid circular is issued so that proper procedure can be adopted during the submission of Form B through the owner / occupier of building and to the local fire and emergency department.

Considering the above facts, the same is issued for clarification and the guidelines to be followed is attached as Annexure-A attached with this circular. This guidelines shall come into force with immediate effect and same shall be implemented in the interest of saving precious life and national property.




(S S Warick) 07/07/26
Director
MF&ES, Mumbai.

Copy submitted to The Addl. Chief Secretary, UD-2, Mantralaya, Mumbai for favour of information, please

Copy to All the Chief Fire Officer, Urban Local Bodies & Special Planning Authorities for implementation.

ANNEXURE – A

Guidelines needs to be followed by License Agency while issuing Form B under sub section 3 of Section 3 and Rule 4(2)

1. The main objective of appointing license agencies is to ensure that the Fire & Life Safety Systems (both active and passive) provided in the buildings are maintained in good and efficient working condition. As per Rule 4 (2), the license agencies are supposed to issue Form B in the month of January and July every year stating that they are maintaining the systems in the particular building / premises as per respective Indian Standards issued by Bureau of Indian Standards (BIS).
2. **Period of Form B** : The period that needs to be mentioned in Form B issued in the Month of January shall be “01st July to 31st December of the previous year” and Form B issued in the month of July shall be “01st January to 30th June” of the current year.

The documentary evidence duly signed by the owner / occupier's of the building and License Agency shall certify that the systems are maintained as per respective Indian Standards as applicable for the respective fire prevention and protection systems.

(Note: Form A or B may be accepted by local fire and emergency service, if not more than 3 months has passed after the expiry of the license)

3. **Validity of Form B**: The maintenance of the fire and life safety systems (both Active & Passive) are supposed to fulfil the provisions of the relevant clauses mentioned in the various Indian Standards as mentioned in Clause 5. Provided equipment's or items, depending on the applicability, are supposed to be maintained / tested on daily / weekly / monthly / quarterly / half yearly or yearly basis as per relevant Indian Standard(s).

4. **Replacing License Agency:** Though it is expected that the license agency to whom the work is awarded carry out the said work till the Form A or Form B is submitted as per the stipulated date as per the condition prescribed in work order / contract agreement. Both the parties shall ensure that condition of terminating the contract shall be intimated to each other one month in advance prior to stopping the work. Moreover, the next agency taking over the said work from previous contractor shall obtain No-Objection from the earlier license agency.

However, if it is found that that the license agency to whom the work was awarded did not carried out the work within the stipulated period or the work done was of non-standard quality, then as per sub section 3 of Section 9, the Director may refuse to renew his/her license for the next term.

The owner / occupier may also approach the Director, if he is not able to carry out the fire fighting installation / maintenance work through proper license agency and Director as per power granted to him under section 10, may authorize any other such license agency without obtaining any No-Objection certificate from the previous license agency.

5. List of Indian Standards are as follows:

- i. IS 2190:2024 – Code of practice for Selection, Installation and Maintenance of First Aid Fire Extinguishers
- ii. IS 15683: 2018: Portable Fire Extinguishers - Performance and Construction – Specification
- iii. IS 13039:2014 - Code of practice for provisions and maintenance of external hydrant systems.
- iv. IS 3844:2000 (reaffirmed) - Code of practice for provisions and maintenance of internal hydrant systems

- v. IS 9668: 1990 'Provision and Maintenance of Water Supplies for Fire Fighting - Code of Practice (*First Revision*)'
- vi. IS 15301: 2003 'Installation and Maintenance of Fire Fighting Pumps — Code of Practice.
- vii. IS 908: 2000 (reaffirmed) - Specification for fire hydrant, stand post type.
- viii. IS 884: 2000 (reaffirmed) – Specification for first aid hose reel for fire fighting
- ix. IS 903: 2003 (reaffirmed) - Specification for fire hose delivery coupling, branch pipe nozzles.
- x. IS 5290: 2000 (reaffirmed) – Specification for landing valves
- xi. IS 15105:2021 – Design and installation of fixed automatic sprinkler fire extinguishing system.
- xii. IS 2189:2008 – Code of practice for selection, installation and maintenance of automatic fire detection and alarm system.
- xiii. IS 2175: 2000 (reaffirmed) : Specification for Heat Sensitive Fire Detectors for Use in Automatic Fire Alarm System IS 9457:2025
- xiv. IS 12349: 2002 (reaffirmed) : Fire Protection - Safety Signs

Licensed agency shall follow the relevant maintenance clauses in the current edition of the aforementioned standards at the time of inspection and maintenance of the installed systems. These standards are available on BIS website for viewing and downloading (www.bis.gov.in)

As all installed fire and life safety equipment are supposed to be maintained as per the Indian Standards, as such the validity of Form “B” issued shall be valid till the next schedule maintenance of equipment as per relevant Indian Standard and / or till the next Form B is issued by the said license agency or any other license agency to whom the maintenance contract is awarded by the owner / occupier unless the contract period of the earlier agency is over or terminated.

6. Documents to be submitted along with Form B:

Following minimum documents to be submitted along with Form B. These documents include but not limited to

- a. Covering Letter on letterhead of Owner or Occupier. (Ref Clause 7)
- b. Appendix along with Form B of various firefighting systems, detection and alarm system and passive system (as the case may be)
- c. Order Copy of Contract of Annual Maintenance (AMC) or Annual Comprehensive Maintenance (CAMC) (without quoting the Amount) or Work Order Confirmation Letter mentioning the period of AMC / CAMC, systems maintained and the name of the Agency that has been awarded with the AMC / CAMC, as case may be.
- d. Service (Checking / Test) Report of various equipment or items for the last month or quarter or half year, as the case may be duly signed by both the parties i.e representative of license agency and owner or occupier on the day of testing (Ref Clause 8).
- e. Site Inspection Report: Last site inspection report duly digitally signed by representative of both the parties as per mutual agreement regarding the same (Clause 9).
- f. Valid license copy of the license agency. It should be ensured both by owner / occupier and local fire and emergency services that the Form B has same digital signature as that on the license issued by the Director.

Note: To provide authentication of the Form B, Letter head may be used by License agency along with their digital signature on it. However, logo of Maharashtra Fire Service shall not be used on such certificate. There should not be any addition or deletion of any word (s) as given in the Form B. License Agency may also use the Barcode system, if required.

6.1 Other Documents: When the maintenance is split in between multiple agencies, it is difficult to maintain the integrity of the fire system resulting poor maintenance of the system. Hence, fire fighting systems like Pump, Hydrant, Sprinkler and water based system shall be maintained by one single agency for entire building / occupancy. Similarly, Detection, Alarm system and Suppression system as such also be maintained by one single agency for entire building / occupancy. Also, Passive measures such as fire doors, sealant and pressurization and smoke management shall be maintained by one single agency for entire building / occupancy. Certificate in this regard shall be given in accordance with Form "B".

7. Format to Submit Application on Owner / Occupier Letter Head along with Form B

No. /

Date : Jan / July

To,
The Director
Maharashtra Fire and Emergency Services,
Hans Bhugra Marg, Kalina
Mumbai 400 098

Or

To,
The Chief Fire Officer,
(Name & Address of Local Fire & Emergency Service – as case maybe)

Sub: Submission of Form B

Ref: 1. Section 3 of Maharashtra Fire Prevention & Life Safety Measures Act, 2006 & Rule 4 of Maharashtra Fire Prevention & Life Safety Measures Rules, 2009

2. Final Fire Safety Approval issued by (Director / CFO Local Fire and Emergency Services) vide No. ---- , Dated ----

3. Provisional Fire Safety Approval issued by (Director / CFO Local Fire and Emergency Services) vide No. ---- , Dated ----

Sir,

I, Mr./Mrs. (Name of the Owner or Occupier of the premise concern) hereby declare that the fire prevention and protection system in below mentioned premises is maintained by M/s. ---- (name of the Approved License Agency by Directorate of Maharashtra Fire Service) and testing of all the fire prevention and protection system as stipulated in the Provisional Fire Safety Approval as per reference to Sr. No. 03 above is found to be working in satisfactory condition.

The details of the premises is as below

(Name of the building / unit & address of the premises)

I, also further certify that testing of the system were carried out in presence of the undersign / representative on my behalf, on (date)----- and photograph with date is enclosed herewith for ready reference along with following supporting documents.

1. Form B along with Appendix
2. Photographs showing the following (as case may be)
 - i. The operation of main hydrant fire pump (showing pressure gauge reading when hydrant and hose reel on the topmost floor is opened)

- ii. The operation of sprinkler fire pump (showing pressure gauge reading when sprinkler test valve is opened)
 - iii. Operation of terrace level booster pump.
 - iv. Operation of Hose Reel Hose
 - v. Operation of fire alarm panel (testing of detector resulting in alarm at panel and sounders).
 - vi. Operation of Talk back system.
 - vii. Egress routes (with signages) and refuge areas, to show that they are free from obstructions / misuse, if any.
 - viii. Switchover from Mains to alternate power source of supply, after disconnection of mains power and satisfactory functioning of fire pumps, sprinkler pumps, terrace pumps, fire pumps, fire alarm and talk back system, smoke pressurization fans, lifts, staircase and corridor lighting on **alternate power supply**. (as case may be)
- 3. Order Copy of Contract of Annual Maintenance / Annual Comprehensive Maintenance (without price quoting).
 - 4. Service (Checking / Test) Report. (Clause 8)
 - 5. Site Inspection Report. (Clause 9)
 - 6. Valid license copy of the license agency approved by Directorate.

I also further hereby declare that,

- a) Pursuant to the issuance of the Final Fire Safety Approval in reference to Sr. No. 02 above, no additions or alterations have been made in the building / premises affecting the fire prevention and fire safety Measures including the means of escape and that all exits and passages are free from any obstruction.
- b) Refuge areas have not been misused

- c) There is no material change in the building affecting the means of access, means of escape
- d) A mock fire safety drill is also conducted periodically and attendance of the members participated in the said drill is attached herewith.

It is certified that the information provided in the Form B is correct. No information has been concealed, misrepresented or falsified.

I also understand that that in the event of any wrong information provided in Form-B or if any changes have taken place in the system pursuant to the issuance of the Final Fire Safety Approval referred above, then I / we shall be held liable for criminal action under the Section 36 of the Act at our risk and cost

Date:

sign and seal of owner / occupier
(eg Chairman or Secretary of CHS etc)

Place:

8. MAINTENANCE & TESTING REPORT

Maintenance is a systematic regime of scheduled and emerged works necessary to be undertaken on a system, sub-system, and components thereof to ensure that they perform in the manner they are planned, designed, and installed. It include preventive, predicative, corrective and predetermined maintenance for the entire life cycle of the subject. The cleaning, lubrication, inspection, test check, overhaul, repairing, replacement and training are popularly used tools for maintenance of fire & life safety systems in buildings.

Although not all but few parameters of the maintenance of the system are given below.

It shall not be restricted to the points given below and each license agency shall carry out maintenance as per the system installed in each occupancy.

Details are as below.

A. Maintenance of Fire Extinguisher as per IS 15683 & 2190

Sr. No.	Type of Extinguisher	Activities
01.	FIRE EXTINGUISHER, WATER TYPE GAS CARTRIDGE	a) Open the extinguisher, see the water level and throw away the water charge. b) Examine the extinguisher body internally and externally the corrosion and damage conditions with illuminating probe. Damaged and corroded extinguishers should be removed from services. Corroded Cartridge should also be replaced. c) Examine the gas cartridge for mass. If there is loss of more than 10 % of original mass, the cartridge

		should be sent for recharging after being replaced by a charged one. d) Examine nozzle, strainer, vent holes, internal discharge tube and sealing washers replace them if not in good conditions. Otherwise clean them thoroughly. e) Check the operating mechanism for free and piercing mechanism if working properly. f) Refill the fire extinguisher with the clean water.
02.	<i>FIRE EXTINGUISHER, WATER STORED PRESSURE TYPE</i>	a) Examine and verify that the pressure gauge or any other pressure indicating devices fitted is indicating the internal pressure correctly. If the extinguisher shows a loss of pressure of more than 10 %, refer to the manufacturer's instructions for appropriate actions. b) Examine the extinguisher body externally for corrosion or damage. c) Weigh the extinguisher (with or without the operating mechanism according to the manufacturer's instructions) or use suitable alternate means to check that it contains the correct mass of liquid. Check the mass against the mass recorded when it was first put in to service. d) Examine the nozzle and hose and clean, if necessary. e) Examine the hose for wear and replace, if not in good condition.

		f) Where the extinguishers are designed to have the operation mechanism removed, check the operating mechanism and discharge control (where fitted) for free movement, clean, rectify or replace, if necessary. g) Replace safety clips/wire seal or equivalent device as originally fitted. h) Refill the fire extinguisher with clean water. NOTE: As this type of extinguisher is pressurized, it can be opened for inspection only after discharge of the extinguisher. It should be subjected to discharge performance test every two years.
03.	<i>FIRE EXTINGUISHER, FOAM TYPE MECHANICAL</i>	a) Open the extinguisher check the liquid level. Pour liquid in separate clean receptacle to see if there is any sediment at the bottom of the cylinder. Reject the charge if there is sufficient sludge formation. b) Examine the extinguisher externally and internally for any corrosion or damage. Damage and corroded extinguisher should be removed from service. Corroded gas cartridge should also be replaced. c) Examine the gas cartridge of mass. If there is loss of more than 10 % of original mass, replace it with fully charged one. d) Examine the foam generating nozzle, strainer, vent holes, internal discharge tube, ceiling washer, etc.

		Replace them, if not in good condition. Otherwise clean them thoroughly. e) Check the operating mechanism for free movement and piercing mechanism for proper working.
04.	<i>FIRE EXTINGUISHER, FOAM TYPE MECHANICAL STORED PRESSURE</i>	Examine and verify the pressure gauge or any other pressure indicating device fitted in is indicating the internal pressure correctly, if the extinguisher shows a loss of pressure of more than 10 % refer to the manufacturer's instructions for the appropriate actions. Open the extinguisher, check the liquid level. Pour liquid in separate clean receptacle to see if there is any sediment at the bottom of the cylinder. Reject the charge, if there is sufficient sludge formation. a) Examine the extinguisher body externally for corrosion and damage. b) Examine the foam generating nozzle, strainer, vent holes, internal discharge tube ceiling washer etc. Replace them, if not in good condition. Otherwise clean them thoroughly. c) Weigh the extinguisher (with or without the operating mechanism according to the manufacturer's instructions) or use suitable alternate means to check that it contains the correct mass of liquid. Check the mass against the mass recorded when it was first put in to service.

		d) Examine the nozzle and hose and clean, if necessary e) Examine the hose for wear and replace, if not in good condition. f) Where the extinguisher are designed to have the operation mechanism removed, check the operating mechanism and discharge control (where fitted) for free movement, clean, rectify or replace, if necessary. g) Replace safety clip/ wire seal or equivalent device as originally fitted. h) Refill the fire extinguisher with compound.
05.	<i>FIRE EXTINGUISHER, DRY POWDER TYPE GAS CARTRIDGE</i>	All dry powder extinguishers should be inspected and maintained in accordance with the following. The dry powder extinguisher should be opened in a dry room and for a minimum possible time to avoid effect to atmospheric moisture on powder. a) Dry powder extinguisher, where discharge control is fitted on the nozzle, should be operated before opening the extinguisher to ensure that there is no pressure in the extinguisher. b) Weigh the extinguisher to check the correct mass of powder filled in it which should be marked on the body of extinguisher and record book when it was first put in to service. c) Open the extinguisher and remove gas cartridge and see that the sealing disc is intact. Weigh and

		compare its mass with full mass of cartridge marked on it. In case, loss of mass more than 10 % it should be replaced by new cartridge. d) Check the operating mechanism, discharge control for the fire movement and closing, Examine nozzle, hose, vent holes, piercing mechanism of cap cartridge holder, grease and wiper clean. e) Remove the inner shell (if any) and clean port holes. f) Empty the dry powder in a dry container and examine for caking, lumps and foreign matter, in which case replace it with new dry powder charge. g) Examine the extinguisher body internally for any damage or corrosion and replace corroded or damaged extinguisher. h) Clean the extinguisher using dry air. i) Return the original charge to the extinguisher and fit the cartridge and other fittings. j) In case of higher capacity dry powder fire extinguisher as per IS 10658 remove the carbon dioxide cylinder and check the weight marked on the cylinder to ensure that the size conforms to that stipulated in the specification. On weighing, if the loss of mass is more than 10 % it should be send for recharging, also examine the wheel carriage and discharge hose assembly with control nozzle for free flow and test it with dry air.
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		k) In case of dry powder extinguisher for metal fire as per IS 11833 in addition to (j) clogging and clean it with dry air. Sample of the dry powder for metal fire may be tested on a small fire of magnesium turning or chips to ensure that the powder is suitable for metallic free risks. l) The safety valves and pressure gauges fitted on the higher capacity extinguishers should be calibrated once in 3 years and recorded in the register.
06.	<i>FIRE EXTINGUISHER, CARBON DIOXIDE TYPE</i>	a) Examine extinguisher body externally. Damaged or corroded extinguisher should be replaced. b) Weigh the extinguisher compare mass against the mass marked on it for fully charged extinguisher. It should be sent for refilling if the loss is more than 10 % of mass. Clean and polish externally. c) Examine hose, horn and assembly and clean. In case of trolley mounted extinguisher examine the wheel carriage for free movement.
07.	<i>FIRE EXTINGUISHER, CLEAN AGENT GAS TYPE</i>	a) Examine extinguisher body externally. Damaged or corroded extinguisher should be replaced. b) Check the pressure gauge to see that extinguisher is pressured correctly. Extinguisher showing loss in pressure should be sent to manufacturer for pressurization.

		c) Weigh the extinguisher to check its contents of the extinguisher media and compare it with mass recorded on the cylinder. In case of loss of mass more than 10 %, the extinguisher should be sent for recharging.
08.	<i>FIRE EXTINGUISHER</i> <i>DRY POWDER TYPE</i> <i>STORED PRESSURE</i>	All dry powder extinguishers should be inspected and maintained in accordance with the following. The dry powder extinguisher should be opened in a dry room and for a minimum possible time to avoid effect to atmospheric moisture on powder. a) Examine and verify that the pressure gauge or any other pressure indicating device fitted in is indicating the internal pressure correctly, if the extinguisher shows a loss of pressure of more than 10 % refer to the manufacturer's instructions for appropriate action. b) Examine extinguisher body externally. Damaged and corroded extinguisher should be replaced.

Note: Beside mentioned above, good practice indicated in Clause 8 – Inspection and maintenance and Annex E & F of IS 2190 shall be followed scrupulously whenever amended from time to time.

B. Maintenance of Hose Reels as per IS 3844

Sr. No.	Frequency of Inspection / Check / Maintenance	Activities
01.	<i>Routine</i>	1. Check, clean and lubricate to ensure smooth and leakage free operation of the following : a. Inlet valve; b. Auto on/off valve, if any; c. Glands; d. Tubing; and e. Shut off nozzle valve and joint. 2. Check, clean and lubricate the swivel joint for smooth operation. 3. Check, clean and lubricate the hose reel drum for smooth rotation.
02.	<i>Yearly</i>	The hose reel should be completely run out and subjected to operational water pressure to ensure: a. That the hose is in good condition and that the coupling joints are water tight. b. Carry out flow test to ensure that the discharge is not less than 30 litres per minute at the highest hose reel on the riser/down corner. c. Measure the jet length, it should not be less than 6 m.

C. Maintenance of Hydrants as per IS 3844

Sr. No.	Frequency of Inspection / Check / Maintenance	Activities
01.	Weekly	1. All hydrants in the building are inspected for any sign of excessive wear/damage/pilferage of parts/leakage. 2. Isolating valves for systems are kept locked in an 'open' position.
02.	Monthly	1. Remove the blank cap, 2. Open the hydrant valve slowly to see if water is clean and flowing freely. 3. Close the valve. 4. Check the washers in the outlet if they are in good conditions else change with new washer immediately. 5. Brass parts should be cleaned and polished. 6. Ensure each hydrant is accessible. 7. All isolating valves should be operated, cleaned and oiled. 8. Replace the blank cap on hydrant outlet.
03.	Quarterly Output Test	1. Keep all hydrants closed. 2. Operate the main pump 3. Check the hydrants and pipes for leakage. 4. Open slowly but fully at least three adjacent hydrants to see that the hydrant yield the minimum output of

		1125 litres per minutes at a minimum pressure of 5.25kgf/cm ³ or higher, as per design.
04.	Six Monthly	Check, clean and lubricate as necessary, the following; a. Landing valves and drain valves, b. Sectional isolation valves, c. Door hinges and locking arrangements to the hose/hydrants and d. Fire Service Inlet. Special attention should be given to ensure that they are in satisfactory condition so that all equipment is ready for immediate use,

Note: Beside mentioned above, good practice indicated in Clause 9 of IS 3844 shall be followed scrupulously whenever amended from time to time.

D. Maintenance of Automatic Sprinklers Installation as per IS 15105

Sr. No.	Frequency of Inspection / Check / Maintenance	Activities
01.	Daily	Installation Valve and Alarm Gong Assembly and pressure gauge readings above and below the valves shall be monitored every day.
02.	Weekly	a. The system shall be checked visually for obvious defects such as broken or missing parts, external loading or other evidence of impaired protection.

		b. The pressure gauges shall be visually checked and the reading of various pressure gauges of each installation shall be recorded. c. Check, if the water tanks are always full and free from any foreign material and water level.
03.	Quarterly	a. The alarm gong assembly shall be checked thoroughly. b. All sprinklers shall be inspected for proper positioning or test, external loading and corrosion.
04.	Six Monthly	a. Discharge test of sprinklers to be carried out. b. After each operation, sprinklers shall be removed and cleaned, unless observations under flow conditions indicate this is not necessary.
05.	Annually	a. All piping shall be examined to determine its conditions depending upon the local conditions and shall be examined at least once a year. b. The entire system shall be flushed. c. All the installation valves and sprinkler installation and associates equipment shall be serviced and tested annually by qualified personal.
06.	Once is two year	Depending upon quality of water, the water tanks shall be cleaned once in a year or two years to prevent formation of sludge.

07.	Following Sprinkler Operation	a. Following the operations of sprinklers, the operated heads shall be removed and replaced with appropriate sprinklers heads and water supply shall be restored. b. B. The sprinklers in the vicinity of the operated sprinklers shall be checked for damage by heat or any other cause and replace if necessary. c. The sprinkler pump shall not be shut off until the extinguishment of the fire. d. The starting of the pump shall be automatic and the stopping of the pump after an extinguishment shall be manual.
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Note: Beside mentioned above, good practice indicated in Clause 15.6 of IS 15105 shall be followed scrupulously whenever amended from time to time.

E. Maintenance of Fire Fighting Pump: IS 13039

Sr. No.	Frequency of Inspection / Check / Maintenance	Activities
01.	On Commissioning	Display the following information in the Pumps House a) Flow obtained at 7kgf/cm². b) Flow obtained at 4.5kgf/cm² (65% of 7kg), and c) Pressure Gauge recording at 120 % of kgf/cm².
		A. Jockey Pump.

02.	Daily	a) Test the jockey pump daily by opening the delivery valve/hose reel very slightly to allow the pressure to drop up to the pre-set level. b) Note the timing taken by the jockey pump to restore the pressure automatically by cut off switch. B. Main Pump. a) Run the main pump for at least for 5 minutes. b) Release the system pressure by opening the hydrants valve partially. c) The jockey pump will come in operation. d) Open the valve fully when further drop in pressure which will allow the main pump to start automatically. e) Close the delivery outlet and allow the pump to run for 5 min every morning. f) Check the pump glands packing etc, for any leakage. g) Replace the gland for packing whenever found damage or worn out.
03.	Weekly	a) Check bearings grease cup and top up as needed. b) Clean the starter contacts. c) Check the insulation resistance of pump motor circuit.
		a) Check the engine oil and ensure that this is of appropriate grade and quality. b) Check the quantity of fuel oil in the tank. This should be sufficient for 4 hours running without replenishment.

04.	For DG Pump	c) Check the sludge and sediment trap as provided in the auxiliary equipment list. d) Check the inspection and cleaning hole. e) Check the battery/batteries required for starting of the engine and ensure that these are in satisfactory condition. f) Check the battery charging arrangement by trickle charger. g) For every cold area space heating is necessary to keep the engine in reasonably warm condition for immediate starting. If so ensure that the room heating arrangement is working satisfactory. h) Start diesel engine once every week and run it for 10 min. The starting should be tested by switching of the current and allowing system pressure to drop up to the pre-set level for diesel engine. i) Interlock arrangement with power supply should be restored. j) Check alignment of pump motors, nuts, bolts, couplings, coupling guards, etc, once every week after the pump has run for continuous 15 min.
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Note: Beside mentioned above, good practice indicated in Clause 12 of IS 13039 shall be followed scrupulously whenever amended from time to time.

F. Maintenance of Automatic Detection and Alarm System as per IS 2189

Sr. No.	Frequency of Inspection / Check / Maintenance	Activities
01.	Daily	01. Check if panel indicates normal operation. In case it doesn't then fault indicated is recorded in the log book and service personnel informed. 02. Check log book for follow up actions taken to rectify the fault recorded on previous day.
02.	Weekly	01. One device (detector or MCP) or end of line switch in one zone / loop circuit to be triggered to ascertain that the systems and sub systems are working satisfactory. 02. Systems having more than one zone / loop then each such zone shall be tested weekly. 03. The sounding of the alarm to be restricted on each occasion to that particular zone. 04. Systems having up to 13 zones / loops then each zones / loops to be tested in turn. 05. System having more than 13 zones then more than one zone to be tested in any week to ensure that the test interval between test on one zone / loop does not exceed 13 weeks. 06. Select different trigger devices in each test.

		07. Check battery and battery connecting and make sure they are in good condition. 08. Any defect noticed to be recorded in log book and corrective action taken.
03.	Quarterly	01. Check log book for observation recorded since the previous inspection and take action as may be necessary. 02. All batteries including secondary batteries to be examined to ensure that they are in good working conditions and if not then corrective action is taken. 03. Check & test alarm function of the by operating a trigger devices in each zone. 04. Check and test the operation of alarms sounders. 05. Check and test all ancillary functions of the control panel including fault indicators and their circuits preferably by indicating equipment and take action as may be necessary. 06. Inspect the protected area for any structural changes including change in occupancy requiring additional trigger or alarming devices. 07. Ensure that a clear space of not less than 750 mm radius in all directions below every detector is not encroached upon. 08. Ensure that all MCP are accessible and clearly marked,

		09. Record defect if noticed and corrective action taken.
04.	Annual	01. Repeat quarterly check and test routine. 02. Test at least 20% of the triggering and alarming devices annually, 03. All triggering and alarming devices a=be checked and tested once every 5 years. 04. Visually inspected all cable fitting and equipment to ensure they are secure and undamaged, 05. The electrical installation should be tested once every 3 years. Any defect noticed is recorded in the log book and action taken as may be necessary for remedy. 06. The observation on the annual check test including defects is recorded in the log book. The rectification of defects should also be recorded.
05.	Cleaning of Detectors	Every triggering device must be cleaned every 3 months as per manufacturers recommendations.
06.	Check after a fire	01. All detectors fire area be tested as done in the annual check and test, 02. Check the battery for its serviceability, 03. Check the cables and other components for any damage during fire and fire fighting.

		04. Check and test the operation of the whole systems.
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The testing of the system shall be audited as per the checklist given in Clause 7

9. Site Inspection Report:

SYSTEM CHECK LIST

Name & Address of Building: _____

Date: _____

Report No: _____

Sr. No. Particulars

Description

01. Type of Occupancy :

(Tick whichever

applicable)

Residential

Assembly

Industrial

Educational

Business

Storage

Institutional

Mercantile

Hazardous

Mixed

02. Contact details of

Building In—charge:

Name:

Tel No:

Email ID:

03. Details of Final Fire NOC/OC:

Issuing Authority:

Letter No:

Date:

A: Fire Extinguishers:

- | | | |
|--|-----|------|
| a) ABC Type | - | nos. |
| b) CO2 Type | - | nos. |
| c) Foam Type | - | nos. |
| d) Water CO2 Type | - | nos. |
| e) Others | - | nos. |
| f) Are they easily accessible ? | Yes | No |
| g) Are there enough fire
extinguishers installed? | Yes | No |
| h) Are all extinguishers
properly maintained? | Yes | No |

B: Fire Tanks & Pumps:

a). Fire Water Tanks:

Capacity of underground Tank - Litres

Capacity of Overhead Tank: - Litres

b). Main Hydrant Pump;

Mode of Operation	Auto	Manual	Make:	
			Flow:	m ¹ /h
			Head:	m
Run Test Done?	Yes	No	Power:	HP

c). Hydrant Jockey Pump:

Mode of Operation	Auto	Manual	Make:	
			Flow:	m ¹ /h
			Head:	m
Run Test Done?	Yes	No	Power:	HP

d). Main Sprinkler Pump:

Mode of Operation	Auto	Manual	Make:	
			Flow:	m ¹ /h
			Head:	m
Run Test Done?	Yes	No	Power:	HP

e). Sprinkler Jockey Pump:

Mode of Operation	Auto	Manual	Make:	
			Flow:	m ¹ /h
			Head:	m
Run Test Done?	Yes	No	Power:	HP

f) Diesel Engine Pump

Mode of Operation	Auto	Manual	Make:	
			Flow:	m ¹ /h

			Head:	m
Run Test Done?	Yes	No	Power:	HP

g). Booster Pump:

			Make:	
			Flow:	m ³ /h
			Head:	m
Run Test Done?	Yes	No	Power:	HP

Remarks/Recommendation:

C. Hydrant & Sprinkler System:

a) Is there hydrant / riser System installed ?	Yes	No
b) No. of courtyard hydrant installed?		nos.
c) No. of Internet Hydrant installed?		nos.
d) No. of Hose Reels installed?		nos.
e) Is Pressure at remotest point more than 3.2 bar?	Yes	No.
f) Is the sprinkler system Installed?	Yes	No.

g) No. of sprinklers installed?		nos.
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h) No. of Alarm Valves Installed?		nos.
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i) Flow switches Installed?	Yes	No
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j) Are all the above in Operating condition?	Yes	No
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D. Passive Protection System:

a) Is Fire Evacuation Plan installed?	Yes	No
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b) Is Fire Emergency Instruction Board Installed?	Yes	No
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c) Are adequate Signages provided?		
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Fire Exit	Yes	No
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Fire

Extinguisher	Yes	No
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MCP	Yes	No
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Refuge Area	Yes	No
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Hose Reel	Yes	No
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d) Does Emergency Lighting & Fire		
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Pump System have Emergency		
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Backup?	Yes	No
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e) Location of Assembly point Identified?	Yes	No
f) Is Assembly point marked clearly?	Yes	No
g) Is a "Fire Lift" provided?	Yes	No
h) Do all lifts have a valid licence to operate?	Yes	No

Checked and Verified:

Signature of Inspecting Officer:

Name: _____

Date: _____

E. Fire Detection / Alarm System:

a) Is Fire Detection included In this Audit?	Yes	No
b) Type of Fire Alarm system:	Addressable	
	Conventional	
c) Location of Fire Alarm panel & repeater panel:		
d) No of Detectors?		nos.
e) No of Hooters?		nos.
f) No of MCP?		nos.
g) Is PA system installed?	Yes	No
h) Smoke test done?	Yes	No
i) MCP Pull test done?	Yes	No
j) Is the FAS System in working condition?	Yes	No

Remarks / Recommendation:

FORM B:

To be Issued

Compliance Needed

A. Hydrant & Sprinkler System

B. Fire Detection System

C. Passive System

Remarks:

Checked and Verified:

Signature of Inspecting Officer:

Name: _____