



Document Title: procedure Manual

Document number: PM020

Title: Procedure for fire safety inspection

Introduction: this procedure gives the details information about fire safety inspection process

Purpose: to complete the inspection process on time

Scope : applicable to AQMCS for completion inspection on time

Responsibility:-technical & deputy technical manager

Procedure:

1. Review of application
 - a. After receiving the application, AQMCS team review the application and update the status to client within 7 days on receipt of application. If there is any deficiency in information review team coordinate with applicant to share the details information further to complete the review process
 - b. Once application complete in all respect are accepted & issue the unique identification number by reviewer and acknowledge the applicant
 - c. If applicant provides the false information their application shall be reject after a notice of 15 days and ask to apply a fresh
 - d. AQMCS also close/reject the application if
 - inspection is not carried out within 3 months of registration of application
 - Misuse of any Fire Safety Inspection Report/ Certificate
 - Evidence of any malpractice in relation to fire safety
 - Voluntary withdrawal of application by applicant
2. Inspection process
 - a. Stage -1 inspection – review the document offsite to accomplish the following:
 - Identification of fire and life safety arrangements in the HU, its documentation, with respect to statutory obligations;
 - 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;
 - Review the HU status and understanding regarding fire safety requirements/arrangements and its continued compliance
 - Review the allocation of resources for stage 2 inspection and agree with the client on the details of the stage 2 inspections
 - Provide a focus for planning the stage 2 inspection by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects; and
 - Evaluate if the internal arrangements and management on fire safety in HU as planned and performed



The document review has carried out off site with an objective to judge the adequacy of the system to meet requirements concerning Fire and Life Safety Criterion to prepare a formal document review report

- b. Stage -2 Inspection – onsite inspection carried with an objective to verify the availability and operability of Fire and Life Safety measures adopted by HU by competent inspection team as per inspection plan
 during the Opening Meeting, the team Leader has Shared the inspection plan with the Authorized Person (AP) of the HU and AP give a presentation on installed Fire Safety measures, Risks identified and their control measures.
 During the inspection, inspection team use the PPE like helmet, fire fighter’s boot, goggles. Coverall, hand gloves and ear protectors.
 During inspection the inspection team has used the Check List as prepared in accordance with the Criteria document taking into account local applicable regulations.
 The Team Leader has filled in the entire Check Lists along with remarks giving objective evidence of compliance/ non-compliance in the Hospital Unit itself.
 The check list has contained all requirements relating to Fire and Life Safety/Fire including prevention criteria if any, in accordance with the applicable regulations.
 The applicant or a person authorized by him in this behalf may check the credentials of the Inspection Team members and the Team Leader & cooperate in matter.
- c. Report Findings and Non-conformities -all finding and non-conformity to be prepared by team leader & reporting to client in closing meeting. Team leader ensured NC must be Countersigned by the Team leader and the HU’s representative and send AQMCS

3. Timeline for closure of the NC

S. No.	Description of non-conformity	Time for closure and Action by FSIA
1.	Non- compliance with a regulatory requirement which indicates failure of the HU’s capability to fulfil fire safety and preventive measures requirement.	(a) 15 days or as deemed reasonable to FSIA. (b) HU is requested to comply with the NC. (c) Report with the findings to be issued based on the actions taken by HU on NCs. (d) Onsite verification of compliance of NC. (e) Application will be closed if no CAs are taken or CAs are not satisfactory after two iterations.
2.	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) certificate will 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.
3.	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 will be provided to the AQMCS. (c) Verification can be done offsite. (d) Certificate to be issued only after all NCs are resolved and verified.

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

4. Issuance of Inspection report & certificate to client : after successfully closer of NC AQMCS has issued the inspection report and certificate that contain the following information:
 - (a) identification of the AQMCS
 - (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
 - (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 AQMCS
5. AQMCS will be issuing the inspection certificate that does not include the inspection results. only AQMCS inspection report containing the inspection results and both the inspection certificate and inspection report are traceable to each other.
6. Change of Location/ Name/ Structure- if any change in the structure and or electrical/ mechanical/ medical equipment fittings including change in key personnel of Fire Safety will be require afresh Fire Safety Inspection and the earlier Inspection report / Certificate will be deemed invalid with immediate effect.
Any change in ownership/ status of the HU will be informed to AQMCS immediately if it requires any change in inspection report/certificate.
The HU will be 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 will be required.