



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
(FIRE STATION LETTER HEAD)



FIRE SAFETY INSPECTION CHECKLIST

I. REFERENCE:

Inspection Order No. (IO) : _____

Date Issued : _____

Date Inspected : _____

II. NATURE OF INSPECTION CONDUCTED (Check appropriate box)

- 1. ☐ Inspection during construction
- 2. ☐ FSIC for Certificate of Annual Inspection (PEZA)
- 3. ☐ FSIC for Certificate for Occupancy
- 4. ☐ FSIC for Business Permit (New/Renewal)
- 5. ☐ Verification Inspection for Compliance:
 ☐ NTC / ☐ NTCV / ☐ Abatement ☐ Closure
- 6. Others (Specify) : _____

III. REQUIREMENTS

- 1. ☐ FSIC for Occupancy:
 - Fire Safety Compliance and Commissioning Report (FSCCR) (if applicable) Yes ☐ / No ☐
- 2. ☐ FSIC for New / Renewal / Annual Inspection / Others:
 - Fire Safety Maintenance Report (FSMR) (if applicable) Yes ☐ / No ☐

IV. GENERAL INFORMATION

Name of Building : _____

Address : _____

Business Name : _____

Nature of Business : _____

Name of owner/Representative : _____

Contact No. : _____

☐ FSIC for Occupancy:

• FSEC No. : _____ / Date Issued : _____

• Building Permit : _____ / Date Issued : _____

☐ FSIC for New / Renewal / Annual Inspection / Others:

• FSIC No. (Latest) : _____ / Date Issued : _____

• Certificate of Fire Drill : _____ / Date Issued : _____

• Business Permit No. : _____ / Date Issued : _____

• Fire Insurance Policy No. : _____ / Date Issued : _____
(If any)



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CONSTRUCTION TYPE

- ☐ Type I : Concrete & Steel (Fire Resistive)
- ☐ Type II : Concrete & Exposed Steel (Noncombustible)
- ☐ Type III : Concrete & Wood (Ordinary)
- ☐ Type IV : Heavy Timber (Large mass wood)
- ☐ Type V : Wood frame (Lightweight wood)

WALLS / CEILING INTERIOR FINISH

- ☐ Class A : Flame spread index, 0–25; smoke developed index, 0–450
- ☐ Class B : Flame spread index, 26–75; smoke developed index, 0–450
- ☐ Class C : Flame spread index, 76–200; smoke developed index, 0–450

(Note: Flame Spread Index can be seen in the technical specification of the product)

FLOOR INTERIOR FINISH

- ☐ Class I : Critical radiant flux, not less than 0.45 W/cm2.
- ☐ Class II : Critical radiant flux, not more than 0.22 W/cm2, but less than 0.45W/cm2

(Note: Flame Spread Index can be seen in the technical specification of the product)

SECTIONAL OCCUPANCY (INDICATE SPECIFIC USAGE OF EACH FLOOR, PART OR PORTION OF THE BUILDING)

Basement : _____

Ground floor: _____

Second floor: _____

Third floor : _____

Fourth Floor: _____

Nth Floor : _____

Use separate sheet if necessary

GENERAL OCCUPANCY CLASSIFICATION

- ☐ Assembly / ☐ Educational / ☐ Day Care / ☐ Health Care
- ☐ Detention and Correctional / ☐ Residential / ☐ Residential Board and Care
- ☐ Mercantile / ☐ Business / ☐ Industrial / ☐ Storage / ☐ Special Structure.

OTHER INFORMATION

Maximum Occupant Load: _____ P/Floor Number of Stories: _____ Storey

Building Height : _____ m Highrise: ☐ Yes / ☐ No



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V. MEANS OF EGRESS

A. EXIT ACCESS

☐ Doors / ☐ Corridors / ☐ Hallways / ☐ Passageways / ☐ Anterooms / ☐ Ramps

Horizontal components	Actual Dimensions	Passed	Failed	Remarks / Corrective Action
Doors	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____
Corridors / Hallways	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____
Passageways	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____
Lobby / Anteroom	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____
Ramps	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____
Common path of travel	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____
Dead end	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____
Travel distance	: _____m	<input type="checkbox"/>	<input type="checkbox"/>	: _____

	Actual Dim.	Passed	Failed
Any door leaf in a means of egress shall leave not less than one-half of the required width of an aisle, a corridor, a passageway, or a landing unobstructed.	_____	<input type="checkbox"/>	<input type="checkbox"/>
Any door leaf in a means of egress shall not project more than 180 mm into the required width of an aisle, a corridor, a passageway, or a landing, unless the door leaf is equipped with an approved self-closing device.	_____	<input type="checkbox"/>	<input type="checkbox"/>
At least two (2) means of egress for each room with occupant load ≥ 50 or with hazard content.	_____	<input type="checkbox"/>	<input type="checkbox"/>
Each guest door used as means of egress shall at least 20 minutes fire resistant.	_____	<input type="checkbox"/>	<input type="checkbox"/>
Doors that open directly onto exit access corridors shall be self-closing and self-latching.		<input type="checkbox"/>	<input type="checkbox"/>
There shall no openings in corridor partitions other than door openings.		<input type="checkbox"/>	<input type="checkbox"/>
Free from any obstruction.		<input type="checkbox"/>	<input type="checkbox"/>
No flammable material stored.		<input type="checkbox"/>	<input type="checkbox"/>

B. EXITS

- ☐ Normal Stairs / ☐ Curved Stairs / ☐ Spiral Stairs / ☐ Winding Stairs
- ☐ Horizontal Exits / ☐ Outside Stairs / Exit Passageways / Fire Escape Stairs
- ☐ Fire Escape Ladder (for 1 & 2 family dwelling only)
- ☐ Slide Escape (for Industrial Occupancy Only)



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Components	Clear Width	Passed	Failed	Remarks / Corrective Action
Exits Doors	: _____m	[]	[]	: _____
Normal Stairs	: _____m	[]	[]	: _____
Curve stairs	: _____m	[]	[]	: _____
Winding Stairs	: _____m	[]	[]	: _____
Horizontal Exits	: _____m	[]	[]	: _____
Outside Stairs	: _____m	[]	[]	: _____
Exit Passageways	: _____m	[]	[]	: _____
Fire Escape Stairs	: _____m	[]	[]	: _____
Fire Escape Ladders	: _____m	[]	[]	: _____
Slide Escape	: _____m	[]	[]	: _____

	Actual Dim.	Passed	Failed
At least two (2) means of egress for each floor.	_____	[]	[]
Doors assembly: 60 minutes fire resistant for three (3) communicating level and below.	_____	[]	[]
Doors assembly: 90 minutes fire resistant for four (4) communicating level and above.	_____	[]	[]
Exits Doors provided with Re-entry mechanism at every four (4) storey.	_____	[]	[]
Stair thread: Minimum depth = 280 mm.	_____	[]	[]
Stair riser: Minimum / Maximum height = 100 mm / 180 mm.	_____	[]	[]
Minimum stair head room: 2000mm	_____	[]	[]
Stair provided with Guard and Handrails.	_____	[]	[]
Maximum handrails projections: 114 mm.	_____	[]	[]
Stair landing shall not be less than the required width of exit door.	_____	[]	[]
Exits doors open and close properly		[]	[]
Doors swing in direction of egress.		[]	[]
Exit Doors provided with panic hardware, vision panel, and self-closing mechanism.		[]	[]
There shall be no enclosed usable space under the stairs in an exit enclosure nor shall the open space under such stairs be used for any purpose.		[]	[]
Interior finish: Class B		[]	[]



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C. EXITS DISCHARGE

	Actual Dim.	Passed	Failed
Remoteness of exit discharge not less than ½ of length of the overall dimension of the building or area to be served.	_____	[]	[]
Remoteness of exit discharge not less than 1/3 of length of the overall dimension of the building or area to be served is the bldg. is protected throughout by ASASS.	_____	[]	[]
Exterior grounds are kept clear of objects that might impede evacuation or firefighting equipment		[]	[]
Terminate directly at a public way or at an exterior exit discharge.		[]	[]

VI. SIGNS, LIGHTING, AND EXITS SIGNAGE

A. MARKING OF MEANS OF EGRESS (EXIT)

	Actual Dim.	Passed	Failed
Minimum letter height, 150 mm	_____	[]	[]
EXIT signs are posted along Exit access, Exits and Exit discharge		[]	[]
EXIT signs are properly illuminated		[]	[]

B. MARKING OF MEANS OF EGRESS (EMERGENCY EVACUATION PLAN)

	Passed	Failed
Posted on strategic and conspicuous location inside the building	[]	[]
Drawn with a photo-luminescent background to be readable in case of power failure. Containing the following basic information below 1. "You Are Here/ room number/ building" Marking 2. Fire Exits 3. Primary Route to Exit (Nearest to the viewer) 4. Secondary Route to Exit (Second nearest to the viewer) 5. Fire alarm pull stations and annunciators 6. Fire extinguishers/ hose cabinets 7. Emergency Light 8. First Aid Kits locations (if applicable) 9. Emergency Call stations (if applicable) 10. Areas of safe refuge (for high-rise building) 11. Assembly areas instructions 12. "In Case of Emergency" instructions	[]	[]



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	Actual Dim.	Passed	Failed
Emergency Evacuation Plan:			
[] Size 330.2 mm wide * 215.9 mm height (Floor area < 50 m²) • Room or spaces	_____	[]	[]
[] Size 609.6 mm wide * 457.2 mm height (Floor area = 50 – 150 m²) • Room or spaces • Building lobbies upon entry. • Elevator lobbies at every floor. • Hallways and corridors. • On every bend/corner Or every 15m interval in the case of long hallway.	_____	[]	[]
[] Size 609.6 mm height * 914.4 mm wide (Floor area ≥ 151m²) • Room or spaces • Upon entry of the building • Area of assembly or every 25m interval in the case auditorium & gymnasium.	_____	[]	[]
Symbols/icons/logos to be used for the marking shall be in accordance with NFPA 170, Standard for Signs and Symbols.			

C. ILLUMINATION OF MEANS OF EGRESS
(All Data Below Shall be Referred from Manufacturers Specifications)

	Actual Lux/Time	Passed	Failed
Floors and other walking surfaces: shall be at least 1 ft-candle (10.8 lux), measured at the floor.	_____	[]	[]
In assembly occupancies: walking surfaces of exit access shall be at least 0.2 ft-candle (2.2 lux)	_____	[]	[]
Stairs: shall be at least 10 ft-candle (108 lux), measured at the walking surfaces.	_____	[]	[]
Emergency Lighting			
[] Illumination not less than an average of 1 ft-candle (10.8 lux) and, at any point, not less than 0.1 ft-candle (1.1 lux), measured along the path of egress at floor level.	_____	[]	[]
[] Emergency lighting system shall be arranged to provide the required illumination automatically in the event of any interruption of normal lighting (e.g. Failure of a public utility, ect..) for a period at least 1.5-hour.	_____	[]	[]
[] Periodic Testing of Emergency Lighting Equipment (Written record)			

VII. HAZARD



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Hazard Contents	:	_____	Quantity (Vol. / Weight)	:	_____
Hazard Identification : _____	Within MAQ	:	[] Yes / [] No		
Placard					
Hazard	:	_____	Hazard Classification:		
Identification No.			[] Low / [] Ordinary / [] High		
Class	:	_____	Flash Point	:	_____

Low hazard contents shall be classified as those of such low combustibility that no self-propagating fire therein can occur.

Ordinary hazard contents shall be classified as those that are likely to burn with moderate rapidity or to give off a considerable volume of smoke.

High hazard contents shall be classified as those that are likely to burn with extreme rapidity or from which explosions are likely.

A. OTHER FLAMMABLE LIQUIDS (I.E. ALCOHOL, ETHER, ETC...)

	Passed	Failed
Stored in sealed metal containers	[]	[]
Properly dispensed as per SOP	[]	[]
Provided with "NO SMOKING" sign.	[]	[]

B. MISCELLANEOUS HAZARDS (MECHANICAL EQUIPMENT ROOM, STORAGE, SUPPLY ROOM)

	Passed	Failed
All no smoking areas has adequate signs.	[]	[]
Gasoline/ Diesel is stored in the proper place and in a metal safety can.	[]	[]

C. HOUSEKEEPING, MAINTENANCE, STORAGE & WASTE DISPOSAL

	Passed	Failed
Brooms, mops, rags and other cleaning supplies stored in metal cabinets or approved cans	[]	[]
Paints, solvents and other flammables stored in metal cabinet: oily rags in metal containers	[]	[]
Dry leaves, shrubbery trimmings and other combustibles kept away from buildings	[]	[]



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VIII. FIRE PROTECTION

A.	Automatic Fire Suppression System (Sprinkler)			
	Item to Inspect	Procedure How to Inspect	Passed	Failed
	Sprinkler Pumps	Check automatic start and pressure.	[]	[]
	Sprinkler Valves	Valves are locked in the open position, no leaks, corrosion, or other defects noted.	[]	[]
	Sprinkler water flow alarm	Open test valve and ensure manual alarm bell functions and sprinkler pumps start.	[]	[]
B.	Wet Standpipe/Fire Hose Cabinet			
	Cabinet Door Operative	Check that door is unobstructed and opens properly.	[]	[]
	Hose Condition	Check that hose is not rotted, wet, moldy, etc.	[]	[]
	Nozzle	Check that nozzle is in place and operates correctly.	[]	[]
	Hose hung properly	Check that hose is hung properly so that it can easily be un-rolled if needed.	[]	[]
	Valves and valve handles	Check that valve handles are in place and that valves operate properly and are in the open position.	[]	[]
C.	Fire Pump			
	Pump System	Inspect accuracy of pressure gauges and sensors	[]	[]
	Pipings	Check pipings if there is leak	[]	[]
	Motor	Check unusual noise or vibrations	[]	[]
	Electrical System	Check if there is corrosion in PCBs, cracked cable/wire insulation, leak in plumbing parts, sign of water in electrical part	[]	[]
D.	Fire Detection System			
	Fire Detection System	Random Test of call points and smoke detectors.	[]	[]
E.	Fire Alarm Facilities			
	Location Signs	Check all signs are in place and legible.	[]	[]
	Alarm Panels	Check that all alarm panels are functioning correctly and are unobstructed.	[]	[]
F.	Lifts (Elevator)			
	Lifts	All lifts "home" to ground floor during fire test, doors open and lift stops.	[]	[]
	Fans	All lift fans operate correctly.	[]	[]
	Fireman's lift	Fireman's lift can be keyed to operate during fire alarm test.	[]	[]
G.	First Aid Fire Protection (Fire Extinguishers)			



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Fire Extinguisher Size	Minimal sizes of fire extinguishers for the listed grades of hazards shall be provided on the basis of table 7 & 8 of RIRR of RA 9514.	[]	[]
Minimum number of Extinguisher.	The minimum number of extinguishers shall be sufficient to meet the requirements of table 7 & 8 of RIRR of RA 9514.	[]	[]
Location	All extinguishers are in their proper location.	[]	[]
Seals & Tags	Extinguisher seals and tags are intact and extinguisher was serviced in the last 12 months.	[]	[]
Markings	Proper marking on extinguisher to indicate the type of fire the extinguisher can be used on.	[]	[]
Condition	No leaks, corrosion or other defects noticed.	[]	[]
Pressure	Pressure gauge reads in the "green" area.	[]	[]
H.	Emergency Lighting Systems		
Battery Lights	All battery powered emergency lighting turns on when mains power is removed	[]	[]
I.	Kitchen		
Hoods & Vents	Hoods, vents, fans and ducts in good condition and free from grease	[]	[]
Hood Filters	Date of Last Cleaning	[]	[]
J.	BUILDING SERVICE EQUIPMENT		
		Passed	Failed
1.	Utilities: Cooking equipment protected by AKHFSS (Restaurant and similar establishment with Occupant Load > 50p)	[]	[]
2.	Heating, Ventilating and Air-conditioning: Design & Installation in accordance with PMEC	[]	[]
3.	Smoke Control Systems/Smoke Management shall be provided in the following: [] All high-rise buildings (stairwells, at least 1 elevator shaft, zoned smoke control, and vestibule). [] Pressurization of smoke refuge area. [] Every Atrium of covered mall of over 2- levels / Other type of Occupancy over 3 – levels. [] Underground structure and windowless facilities. [] All movie houses. [] All other buildings or structures with at least 1,115m ² single floor area.	[]	[]
4.	Rubbish Chutes, Laundry Chutes, and Flue-Fed Incinerators: (not apply to detached single- or two-family dwelling) [] Chutes & Incinerators shall be enclosed. [] Design and Maintained in accordance with the latest edition of PMEC.	[]	[]



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K.	FIRE WALL (FW) (if required)	
	Provided with Fire Wall (minimum 2 hours fire resistance)	[] Yes / [] No
	FW extension above the roof surface shall not be less than 760mm <i>(See MC No. 2021-064 dated 28 June 2021 for Alternative)</i>	[] Yes / [] No
	Wall type: [] 125mm Solid Concrete / [] 150mm Solid Masonry / [] 200mm Hollow Unit Masonry	

DEFECTS/DEFICIENCIES (Attached pictures, sketch and others)

ITEM IV:	
ITEM V:	
ITEM VI:	
ITEM VII:	
ITEM VIII:	

IX. RECOMMENDATIONS

[] Comply the following DEFFECTS/DEFICIENCIES stated above and pay the corresponding Fire Code Fees including the Storage Clearance Fee , Conveyance Clearance Fee before the issuance of Fire Safety Inspection Certificate (FSIC)	
[] For issuance of	[] Notice to Comply
	[] Notice to Correct Violation
	[] Closure Order
	[] Abatement Order with Administrative Fine
	[] Closure Order for the non-payment of Administrative Fine
	[] Notice of Disapproval (NOD)

ACKNOWLEDGED BY:

Signature Over Printed Name of Owner/ Representative	Fire Safety Inspector/s	Team Leader
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Date & Time: _____

RECOMMEND APPROVAL:

CHIEF, FIRE SAFETY ENFORCEMENT SECTION/UNIT

APPROVAL:

CITY/ MUNICIPAL FIRE MARSHAL