



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
National Headquarters
Poblacion, Matalam, Cotabato



(Station Letterhead)

MEMORANDUM

FOR : *(Respective head of office)*

SUBJECT : **Final Investigation Report**

DATE : *(Date FIR was completed)*

FINAL INVESTIGATION REPORT (F.I.R.)	<i>(Complete address of the respective Investigation and Intelligence Office)</i>
01. PLACE OF FIRE: <i>(Complete address where the fire incident occurred)</i>	02. TIME AND DATE OF ALARM: <i>(Date and time of the fire incident - 0000H Date / Month / Year)</i>
03. ESTABLISHMENT BURNED: <i>(Name of establishment gutted by fire and the type of occupancy)</i> 05. DAMAGE TO PROPERTY: <i>(Amount of damage in Peso based on the affidavit of loss and sworn statement of loss submitted)</i>	04. FIRE VICTIM/S: <i>(State the complete name of the fire victim/s)</i>
06. ORIGIN OF FIRE: <i>(Clearly state where the fire originated)</i>	
07. CAUSE OF FIRE: <i>(Clearly state how the fire occurred)</i>	

08. SUBSTANTIATING DOCUMENTS: *(Ideal documents to be gathered by the fire and arson investigator in relation to Chapter IV, Section 5 of BFP SOP NR .IID 2008-01)*

- A. Spot Investigation Report
- B. Progress Investigation Report
- C. Affidavit of loss (itemized and duly notarized)
- D. Sworn statement of loss submitted to insurance adjusters / companies
- E. Latest complete inventory of stocks prior to the fire incident
- F. Complete inventory of salvaged items after the fire incident
- G. Complete copies of insurance policies to include co-insurances
- H. Sworn statements of witnesses
- I. Income Tax Return (ITR) for the last three (3) years
- J. Financial statements for the last three (3) years
- K. Balance sheets for the last three (3) years
- L. Mayor's permit and Business license
- M. Occupancy permit
- N. Department of Trade and Industry (DTI) registration
- O. Securities and Exchange Commission (SEC) registration

- P. Latest Fire Safety Inspection Certificate (FSIC)
- Q. Complete list of employees
- R. Approved Floor, Building and Electrical Plans
- S. Copy of lease contract agreement
- T. Land title / tax declaration
- U. ALS BFP National Headquarters Laboratory Report
- V. Photographs of the fire scene

FACTS OF THE CASE:

This section should contain:

- Details of the fire incident.
- Physical details of the burned premises
- All matters concerning to the SUBSTANTIATING DOCUMENTS as attached in the FIR.
- Narration of the witnesses.
- Interpretation of the documents submitted.
- Other affected structures / establishments.
- Other important / relevant matters concerning to the exhaustive investigation conducted and the scene of the fire and on the documents submitted.

DISCUSSION:

This section should contain:

- The conversation and the line of reasoning of the Fire Arson Investigator on how he arrived in the result of the investigation conducted.
- Argumentation on the matters concerning the FINDINGS of the FIR.
- Details and explanation on the photographs taken at the fire scene.

FINDINGS:

This section should contain:

- The complete details on how the fire occurred, the CAUSE OF FIRE, to include the IGNITION SOURCE and the FIRE SPREAD / PATTERN.
- The result whether the fire was ACCIDENTAL or INTENTIONAL in nature.
- Any other pertinent data of the FINDINGS.

RECOMMENDATION:

This section should contain:

- The recommendation of the fire and arson investigator pertaining to the case investigated.

SIGNED this *(Date of FIR completed)* at the *(Complete name of office to include the address)*, Philippines.

**(Name and Signature of the
Fire and Arson Investigator)**

Noted By:

**(Name and Signature of the respective
Chief of the Investigation and Intelligence Office)**