



परिसर & संपदा विभाग PREMISES & ESTATE DEPT
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FIRE SAFETY AUDIT FORMAT (Please do not leave any blanks)

Branch Code Name of the Branch / Office

Circle Network AO RBO

Name of Fire Officer PF.No

Empanelment ID of External Fire Consultant/Auditor

(STAMP/SEAL IN CASE EXTERNAL AUDITORS)

Date of Audit by Bank Fire Officer or External Fire consultant/Auditor

Last Fire Audit

Date	<input type="text"/>
Status	<input type="text"/>

BRANCH MANAGER

Name PF.No

E-Mail ID Mobile No

Controller 1- PF No **OPTIONAL** Mail ID **OPTIONAL**

Controller 2 -PF No **OPTIONAL** Mail ID **OPTIONAL**

Branch Address

PIN CODE

Telephone Number with STD Code

No. of floors Total Carpet Area (sqft) sqft
(To be verified from Branch Leased Document)

CLASSIFICATION OF BUILDING

HIGH_RISE HIGH RISE MIXED OCCUPANCY LOW RISE LOW RISE MIXED OCCUPANCY

BUILDING TYPE OWNED RENTED Date of the last Electrical Audit

ANY FIRE INCIDENT IN THE PAST ? YES NO Electrical Load Kw

Remarks(if any) by Bank Fire Officer or External Fire Consultant/Auditor

A	FIRE PREVENTION MEASURES	YES	NO
1	All old disposable records, broken furniture etc. accumulated at the premises have been cleared.		
2	Combustible leaf litter/waste paper etc. around the branch is removed / cleaned periodically.		
3	Stationery/Records are stored / kept in the System/UPS room.		
4	Storage racks in Stationery / Record room kept at a safe distance of 3 ft from electrical points (Lights/Fans) & junction's boxes.		
5	In the pantry / canteen LPG is used.		

Remarks:

B	SERVER / UPS ROOM	YES	NO	N/A
1	(a) Server room walls have brick work and plaster finishing/other fire-resistant material extended up to ceiling with fire resistant door.			
	(b) Does Server room have dual AC units engaged with switch over timer with independent circuit?			
2	(a) The UPS room walls have brick work and plaster finishing/other fire-resistant material extended up to ceiling with fire resistant door.			
	(b) Whether Exhaust fan installed in UPS room?			

Remarks:

C	ELECTRICAL SAFETY	YES	NO
1	Main Supply Switch (MCB) to cut-off the electric supply to entire branch has been marked and known to security guard/branch staff.		
2	(a) Are electrical wires properly covered/ insulated to prevent exposure of wires?		
	(b) Are wires properly attached to fixture, plugs, circuit breakers and other equipment?		
	(c) Are electrical covers in place for junction boxes, outlets and panel boards?		
3	Power supply to record / stationery room is made through plug and socket arrangements?		
4	Water accumulation/seepage in the premises and dripping on electrical gadgets.		

Remarks:

D	FIRE PROTECTION / FIRE CONTROL, EXTINGUISHERS AND FIRE ALARM SYSTEM	YES	NO
1	Are fire extinguishers available in the following work area and clearly marked and accessible?		
	a) System/UPS Room : CO ₂ (3 Kg/4.5 Kg)/other CO ₂		
	b) Banking Hall : Water CO ₂ type/ ABC / DCP type		
	c) Stationery Room : Water CO ₂ type		
2	Are fire extinguishers mentioned in Col D1 refilled and inspected regularly?		
	If yes, mention date of last refilling		
3	During re-filling was it operated by the occupants of the site?		
	a) If yes service/demonstration certificate available?		
	b) If yes mention date of demonstration certificate		
4	Does the site have automatic fire detection and alarm system with auto dialer with working condition		

Remarks:

E	DG SET AREA/GENERATOR	YES	NO	N/A
1	Generator is placed inside the premises.			
2	Fuel for the Main Diesel Generator Set stored in closed container and placed at a safe location.			
3	At least two 6 Kg ABC or CO2 3 / 4.5 Kg capacity fire extinguishers is placed near the Diesel Generator.			

Remarks:

F	TRAINING AND AWARENESS	YES	NO
1	Does the branch guard/other staff knows the operation of the fire alarm system?		
2	Does the branch guard/other staffs/AMC vendor are carrying out testing of fire alarm by giving smoke to all the smoke detectors installed in the premises?		
3	Such are being recorded in Security Information Register provided by the Bank.		
4	All branch staffs are conversant with the location and operation of fire extinguishers.		

Remarks:

G	FIRE EXITS AND EVACUATION	YES	NO
1	Are emergency exit doors clearly marked and evacuation routes clearly marked with auto glow signages?		

Remarks:

H	CONTROLS IN PLACE/PRACTICED (FOR HIGH RISE BUILDINGS)	YES	NO	N/A
1	Does the site have a written emergency preparedness plan?			
2	Where lift is available a cautionary notice "IN CASE OF FIRE, DO NOT USE LIFT, USE STAIRCASE ONLY" has been displayed.			
3	Are the Floor Marshals nominated and aware of their duties and responsibilities?			
4	Does the site have a Fire Hydrant System installed and is in working condition?			
5	Does the site have automatic sprinklers and is in working condition?			
6	Does the site have trained fire personnel?			
7	Does the site have a Public Address (PA) system for notifying personnel to evacuate SITE?			

Remarks:

FIRE EXTINGUISHERS INVENTORY AT THE BRANCH						
	Type	Weight	Material type	Nos	Servicing Date	REMARKS
1	ABC	2 kg	POWDER			
2	ABC	4 kg	POWDER			
3	ABC	6 kg	POWDER			
4	DCP	5 kg	POWDER			
5	CO ₂	2 kg	GAS			
6	CO ₂	3 kg	GAS			
7	CO ₂	4.5 kg	GAS			
8	CO ₂	6.5 kg	GAS			
9	Water	9 liters	WATER			

Remarks: Please write the name of the staff trained by you on **FIRE PREVENTION MEASURES**, working in the branch including Bank Guard/Canteen Boy/Generator Operator and others-

- 1.
- 2.
- 3.
- 4.
- 5.

ON SITE ATM FIRE SAFETY ARRANGEMENTS:

Is 5 Kg ABC MODULAR Fire Extinguishers have been installed at ATM BACK ROOM : Yes / No

Is Smoke Detectors have been provided in Back Room & Front Room of ATM Chamber : Yes/No

Is dual AC units with Timer Circuits' Device have been provided. : Yes/No

Any other Important Observation:

SIGN OF FIRE OFFICER / EXTERNAL FIRE SAFETY AUDITOR seal Dated: //

Note For Branch Manager:

- a) Once the observations were made in the audit report, must be complied by BM through ONLINE portal and to be closed within **Ninety days (90)** days from the date of audit by the Controller . Follow the given path to access **ONLINE PORTAL** for Compliance & Closure : **SBI TIMES > DEPARTMENT 2 > SECURITY DEPARTMENT > FIRE AUDIT > LOGIN WITH ADS PSWRD WITH DOMAIN : AND**
- b) I , have recived a duplicate copy of the dully filled Fire Safety Audit report conducted by Shri.....(Name of Auditor) and major deviation/s have been acknowledged by the auditor. I also certify that branch has the area-----square feet.

Signature of Branch Manager

Branch Seal

Dated: //

FIRE PREVENTION TIPS

1. **Waste paper, inflammable material (Disinfectant, Diesel, Petrol, Paint, Aerosole etc.) should not be kept in the Branch.**
2. **Ensure Fire Fighting Equipments are serviceable at all times and easily accessible.**
3. **Exposed Electrical Wiring is potential Fire Risk and as such should be checked, and discontinue to install plastic body two pin wall mounted fan and replace with Metal Body Three Pin Fan. Ensure Record Room and stationaery room is stacked properly and remains neat and tidy.**
4. **Ensure that staff is conversant with handling of Fire extinguishers. Lecture cum demonstaration to be held during refilling of fire extinguishers every year by authorized Firm Representative.**
5. **No-Smoking Notice Boards to be displayed at DG set area.**
6. **Plug and Socket arrangments must be provided in Strong Room/Locker Room / Record / Stationary room for getting power inside the room. Adequate exterior lighting arrangments is available during night.**
7. **Any irregularity pointed out during previous audit report be regularized. Basment (if) is not used for keeping old records, furniture or any inflammeble materials without approval of concerned civic authority.**
8. **Control Panel of Smoke Detector System should be checked regularly to ensure, it is functioning properly.**
9. **Very old Air-conditioners, whose compressor is likely to get heated, should be checked regularly, as this is also a critical area. All electrical MCB are functioning properly so that in case of any short Circit is trip and power gets cut off.**
10. **All Electrical Appliance must be switched off before leaving the Branch premises and ensure all the Fire Safety/Security Gadgets are in working conditions. Master Switch to be installed at the entrance of the Branch to cut off power supply except equipments require 24x7.**