

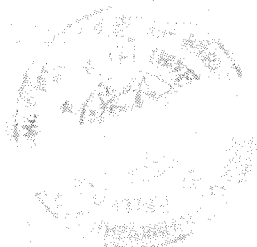
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|  <p>बँक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का बैंक एक परिवार एक बैंक</p> | <p align="center"><u>सुरक्षा विभाग</u> Security Department</p> <p align="center">प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</p> <p align="center">टेलीफोन/TELE: 25539434 फॅक्स/FAX : 25512351 ई-मेल/e-mail : security@mahabank.co.in</p> |  <p align="center">एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रयत्न हैं</p> |
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Fire Audit Report

Date:-

1. Name & address of the branch/CC/Zonal office
2. Type of Occupancy
3. Details of previous Fire NOC
4. Date of Inspection
5. Names of Inspected Officer
6. Year of Construction of the Building/Office/CC/Branch

| Sr. No. | Minimum Standards for Fire Prevention and Life Safety | Provided at Site | Remark/Observations |
|---------|---|------------------|---------------------|
| 01 | Access a to building | | |
| | a)Road width | | |
| | b) Gate width | | |
| | c) width of internal road | | |
| | d) Is the location having adequate road for movement of heavy vehicles to and out of the site | | |
| | e) Is there any transmission line passing through the area | | |
| 02 | Means of egress Ingress | | |
| | a. Number of staircases | | |
| | Upper floors | | |
| | Basements | | |
| | b. width of staircases | | |
| | Upper floors | | |
| | Basements | | |
| | c. protection of exits | | |
| | Fire check door | | |
| | Pressurization | | |
| | d. No. of continuous staircase to terrace | | |



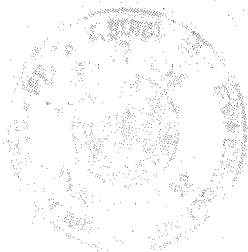
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| | e. Staircase lobby | | |
| | f. Width of corridor | | |
| | g. Door size | | |
| 03 | Smoke management system (For building height above 15 mtr.) | | |
| | Basement | | |
| | Upper floor | | |
| 04 | First Aid hose reels | | |
| | Total no. on each floor | | |
| | Length of hose reel | | |
| 05 | Public address system | | |
| 06 | Automatic Sprinkler system | | |
| | Basement | | |
| | Upper floor | | |
| | Sprinkler above fall ceiling | | |
| 07 | Internal Hydrants | | |
| | Size of riser/down comer | | |
| | No. of Hydrant per floor | | |
| | Hose Box | | |
| 08 | Pumping arrangement | | |
| | • Ground Level | | |
| | Discharge of main pump | | |
| | Head of main pump | | |
| | Number of Main pump | | |
| | Jockey pump | | |
| | Stand by pump head | | |
| | Auto starting/Manual | | |
| | Pump house access | | |
| | • Terrace level | | |
| | Discharge of pump | | |
| | Head of the pump | | |
| | Power supply | | |
| | Auto starting of pump | | |



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|  <p>बैंक ऑफ महाराष्ट्र Bank of Maharashtra आपका विकास, हमारा धर्म एक परिवार एक बैंक</p> | <p align="center">सुरक्षा विभाग Security Department</p> <p align="center">प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 टेलीफोन/TELE: 25539434 फैक्स/FAX : 25512351 ई-मेल/e-mail : security@mahabank.co.in</p> |  <p align="center">एक कदम स्वच्छता की ओर "स्वच्छता अभियान" की सफलता हेतु हम प्रयत्नरत हैं</p> |
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|---------|--|------------------|--------|
| 09 | Captive water storage for fire fighting (Min. Cap. 135,000 Ltr.) Underground water tank capacity Fire service inlet Access to Tank Overhead Tank capacity | | |
| 10 | Is there display of emergency telephone numbers of nearest fire station, hospital & Key persons.in the building/branch. | | |
| 11 | Is there first aid boxes available with required medicines. Are the medicine within the expiry date. | | |
| 12 | Last Electrical Audit date & Name of agency | | |
| 13 | Last Electrical Audit report compliance undertaken, if not the details | | |
| 14 | Last Fire Audit date & name of agency | | |
| 15 | Last Fire Audit Compliance done if not the details. | | |
| | BASIC ELECTRICAL SAFETY | | |
| 1 | Are the Main Supply Switch /MCB to cut-off the electrical supply to entire branch has been marked and known to security guards/branch staff. | | |
| 2. | Are equipment like Air Conditioning units, Distribution/Junction boxes, Server, Computer unit etc given supply through an MCB(Miniature Circuit Breaker) of proper capacity. | | |
| 3. | Are there any temporary wiring or cable connection in use in the office/site. | | |
| 4. | Wether electrical panels have been marked distinctly to denote the unit/Area supplied. | | |



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|  <p>बँक ऑफ महाराष्ट्र Bank of Maharashtra महाराष्ट्र शासन द्वारा स्थापित एक परिवार एक बँक</p> | <p align="center"><u>सुरक्षा विभाग</u> Security Department</p> <p align="center">प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</p> <p align="center">टेलीफोन/TELE: 25539434 फेक्स/FAX : 25512351 ई-मेल/e-mail : security@mahabank.co.in</p> |  <p align="center">एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की शकावला हेतु हम प्रविष्ट हैं</p> |
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|---------|--|------------------|--------|
| 5 | At least two CO2 gas type extinguisher of 3 kg capacity are kept near Electrical Main panel, System/server room, Banking Hall, and near Main entrance. | | |
| 6 | Have been Megger (Insulation test of old cables/panels) test carried out. | | |
| 7 | Are Safety hand gloves of Grade I, (1100 Volt capacity) available near main electrical panel | | |
| 8 | If high rise building (ht.>15 mtrs), does it have emergency electrical supply to corridor & staircases. | | |
| 9 | Are electrical wires properly covered/insulated to prevent exposure of wire. | | |
| 10 | Are wires properly attached to fixtures, plugs, circuit breaker, and other equipment. | | |
| 11 | Are electrical covers in place for junction boxes, Outlets, and panel boards. | | |
| 12 | Mechnism to switch off electric supply from without entering in the stationery/record room is in place. | | |
| 13 | Weather pump room is maintain dry in good condition. | | |
| 14 | Weather branch /Offices follow the practice of switching off of PC's printers & other Equipment while leaving office daily. | | |
| 15 | Stickers related to Fire Safety, are pasted in the branch. | | |
| 16 | Last date of earthing check undertaken | | |



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|---------|--|------------------|--------|
| | FIRE PROTECTION/FIRE CONTROL EXTINGUISHER AND FIRE ALARM SYSTEM | | |
| 1. | Portable fire extinguisher available in the work area. | | |
| 2. | Is Fire extinguishers are filled and fully charged and inspected monthly If yes, mention type and Nos. | | |
| 3. | Are fire extinguisher clearly marked and accessible | | |
| 4. | Are personnel trained in operation of fire extinguishers | | |
| 5. | During refilling, by service provider has he demonstrated to the staff of the branch/CC/Office. | | |
| 6. | Due date of maintenance / Refilling | | |
| 7. | Two 9 ltr. Water CO2 type extinguisher placed near each Stationery & record room and at least two 3 Kg trolley mounted CO2 Gas type extinguisher are placed near System /UPS room. | | |
| 8. | Does the site have Automatic fire detection and fire alarm system, If yes is it in working condition. | | |
| 9. | Type of fire detector | | |
| 10. | Location of main panel | | |
| 11. | Location of repeater panel | | |
| 12. | Alternate source of power | | |
| 13. | Hooters location | | |
| 14. | Are smoke detectors located properly according to fire hazard | | |
| 15. | Is any Fire alarm panel covered /hidden or behind any cupboard /furniture items & if yes, has it been rectified on the date of visit by Security Persons | | |



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| 16 | Whether Heat detector is provided in the pantry (in guest house etc.) | | |
| 17 | In case of actuation of Fire Alarm system, there is a provision for auto cut-off for Air Conditioning system/Air Handling Units. | | |
| 18 | Does the site have trained personnel to operate fire hydrant system & fire extinguishers | | |
| | DG SET/PORTABLE GENERATOR | | |
| 1 | Is any Portable (small) Generator placed inside the premises, if yes suggest the correct location outside the premises. | | |
| 2 | Is Fuel for the main Diesel Generator Set is stored in closed container and placed at a safe location on a sand soak pit | | |
| 3 | Is have at least two 5 Kg DCP or CO ₂ 3 kg capacity fire extinguisher is placed near the Diesel Generator | | |
| | GENERAL FIRE PREVENTION | | |
| 1 | What is the approximate distance from the nearest local fire brigade to the site | | |
| 2 | Where lift is available is there a cautionary notice " IN CASE OF FIRE,DO NOT USE LIFT,USE STAIRECASE ONLY" displayed | | |
| 3 | Does Bank Guard knows the operation of fire alarm system. | | |
| 4 | Does Bank Guards carrying out testing of fire alarm by giving smoke to all the smoke detectors installed in the premises & such test are being recorded in Security Information Register provided by the Security Officer. | | |
| 5 | Are fire extinguisher kept inside the system room, record room or Stationery room. | | |



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| 6 | Are the fire extinguisher are refilled and serviced by authorized agency as per schedule. | | |
| 7 | Is all fire extinguisher placed at a prominently visible and easily accessible locations. | | |
| 8 | Is the Storage racks in Stationery/Record room kept at a safe distance of 3 ft from electrical points/switch/junction boxes. | | |
| 9 | Wether the Power supply to Record/Stationery room is only by plug & Socket arrangement. | | |
| 10 | When the Emergency exits are locked during the visit. | | |
| 11 | Is Suitable safety signage in florescent material (glow in dark) have been provided to indicate emergency exits/escape routes. | | |
| 12 | Is the Bank Guard or the branch Staff (where Guard is not available) are conversant with the location of fire extinguisher & their operation. No water accumulation/seepage. | | |
| | FIRE SAFETY MEASURES GENERAL FIRE PREVENTION | | |
| 1. | In the pantry/canteen, wether at Pantry commercial LPG cylinder of 19 kg is used and not domestic cylinder. | | |
| 2. | Is there a practice of Gas cylinder is switched off on the Regulator at the end of the day. | | |
| 3. | LPG hot plate/stove rubber tube is ISI mark and changed periodically. | | |
| 4. | Is heat producing equipment such as portable heaters, motors, ovens etc. kept clear of combustible materials | | |
| 5 | Weather No electricals Hot plate/Heater with open coil is used. | | |
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| 6 | As per instruction, no cookings/ having is permitted in Branches/CC is it enclosed. | | |
| 7 | Any other about on fire safety & fire prevention. | | |
| | EMERGENCY PREPAREDNESS | | |
| | WRITTEN EMERGENCY PLAN | | |
| | CONTROLS IN PLACE/PRACTICED | Comments | |
| 1 | Does the site have a written emergency preparedness plan. | | |
| 2 | An alarm to alert people of fire and evacuation is functioning | | |
| 3 | Listing of emergency telephone numbers to include fire department and medical services. | | |
| 4 | A responsible for the managers and employee is communicated. | | |
| 5 | Location of assembly area for personnel identified | | |
| 6 | Procedure to ensure total evacuation for personnel after evacuation | | |
| 7 | Responsibilities for rescue and medical duties | | |
| 8 | All clear and re-entry procedures | | |
| | EXITS & EVACUATION | | |
| | CONTROLS IN PLACE/PRACTICED | Comments | |
| 1 | Does the site have an emergency alarm system for notifying personnel to evacuate the site | | |
| 2 | Are aisles kept clear for employee emergency evacuation | | |
| 3 | Is emergency exit doors clearly marked and illuminated | | |
| 4 | Are evacuation routes posted in the work area with clear directions on how to exit | | |
| 5 | Is emergency powered lighting installed | | |



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| 6 | Does each employee have access to not less than two remotely emergency exits in case the primary emergency exit is blocked | | |
| 7 | Is the travel distance appropriate for the employees to the exits(shall not exceed 200 feet without supervised sprinkler system) | | |
| 8 | Are emergency exit doors accessible and kept clear with no obstructions at or near the door. | | |
| 9 | Do emergency exits doors open freely(unlocked) without any special knowledge to open. | | |
| 10 | Do emergency exit doors opens in the direction of travel(Occupancy of room exceed 50 people or more) | | |
| 11 | Does the site conduct annual emergency evacuation drills | | |
| 12 | Exit Signage whether displayed in building. | | |
| | SERVER/UPS ROOM | | |
| 1 | Are Server Room and UPS Room are located in Basement/Mezzanine level | | |
| 2 | Are Server and UPS Rooms are located near/adjacent to high fire risk such as Kitchen or Pantry. | | |
| 3 | The Server room and UPS room walls have brickwork & plaster finishing. | | |
| 4 | Server/UPS Room wall/partitions are extended. | | |
| 5 | Are Server Room and UPS Room provided with 1 Hr. fire resistance door with automatic closing device. | | |
| 6 | Are false ceiling/flooring is made of noncombustible material. | | |
| 7 | Are Walls/Column/Beams are covered with wood paneling. | | |



19/01/19

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| 8 | System/UPS room have dual AC units having timer circuit device. | | |
| 9 | Smoke detectors are provided at system room, UPS room, Stationery & Record room. | | |
| 10 | Two numbers of 3 Kg CO2 Gas type extinguishers are placed near/outside the System/UPS room. | | |
| 11 | Are Stationery/Records are stored/kept in the System/UPS room. | | |
| 12 | Is proper Ventilation & cooling provided in UPS room. | | |
| 13 | What is Standby Power supply alternatives. | | |

Observations/Shortcomings:

Recommendations:

Signature of Inspecting Office



Signature of BM/CC Incharge/DZM