



**Standard Operating Procedure
For
Services and Clearance relating to Fire
Extinction**



D.2 Services and Clearance relating to Fire Extinction:

The new industrial revolution has been begun throughout the country by implementing the Bangladesh Economic Zones Act-2010. As a consequence of industrialization there will be potential fire risks arisen from the process of different flammable and chemical materials, as well as the huge consumption electric power and pressurized gases. Economic Zone Unit Investor has to take necessary approval from BEZA OSS Centre to protect human safety as well as their investment protection and which will be issued by Fire Service and Civil Defence (FSCD).

The first step is the Approval of Fire Fighting Floor Plan (NOC). It indicates that the building fire safety is designed as per the norms and regulations. The Unit Investor should apply for Approval of Fire Fighting Floor Plan (NOC) before starting the building construction.

The second step is Effectiveness Certificate in favor of Fire safety arrangement. After completion of fire safety arrangement works as per approved plan, the unit investor should apply BEZA OSS Centre for Effectiveness Certificate in favor of Fire Safety arrangement as per condition of NOC.

The third step is the Fire License. Fire License is an obligatory permit for all factory and warehouse. After getting Effectiveness Certificate in favor of Fire safety arrangement, the investor should apply to BEZA OSS Centre for Fire Licenses and it should be renewed every fiscal year.

The application for Fire Safety related clearance needs to be applied online through the FSCD website until the online integration between FSCD and BEZA OSSC but all required documents have to be submitted at BEZA OSS Centre. After the online integration, the applicant may apply through their user account at the BEZA OSS website.

D 2-1. Approval of Fire Fighting Floor Plan (NOC):

After receiving Land use plan permit by BEZA through BEZA-OSS Center, an EZ Unit Investor may apply for **Approval of Fire Fighting Floor Plan (NOC)**. Key elements related to the Approval of Fire Fighting Floor Plan in Economic Zone are as shown in the following table.

Required Documents	<p>[One (1) Original (FSCD) and three (3) Copies (BEZA, EZ Developer, EZ Unit Investor) and all documents copies in PDF version by CD should be submitted to BEZA OSS Centre]</p> <ol style="list-style-type: none"> 1) Application Form (electronic) through online; (FORM-FL-01) 2) Copy of Letter of Allotment (LOA) issued by BEZA/Zone Developers. 3) Copy of Investment Clearance from BEZA 4) Copy of Approved Land use Plan. 5) Floor Layout Plan with Elevation and Section 6) Google Map (To be highlights proposed plot in Google Map by mentioning the company name) 7) Fire Fighting Floor Plan; Four (04) sets in book format (The Plan must be prepared by enlisted engineering firms in FSCD and the details procedure has been mentioned in the Annexure-1). 8) Description of what kind of combustible material will be stored/used/processed/sold at the proposed factory. (According to prescribed Form; Form-FL-02). 9) Copy of Membership certificate of architect/ Engineers who is prepared Fire Fighting Floor Plan. 10) The undertaking in Treasury Stamp of BDT 300/- stating that the building shall be constructed by following Bangladesh National Building Codes (BNBC) and Fire Prevention & Extinction Act, 2003. 11) Other document and drawing required by BEZA OSS Centre.
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Legal Basis	<ol style="list-style-type: none"> 1) Fire Prevention and Extinction Act, 2003 2) Fire Prevention and Extinction Rules, 2014 3) BNBC 2006.
Actual Procedures	<ol style="list-style-type: none"> 1) The Applicant will visit BEZA-OSS website and fill out online application form and submit above mentioned required documents. 2) BEZA-OSS Centre will check the application with required documents and forward to Bangladesh Fire Service & Civil Defence (FSCD). 3) After receiving the document, Fire Service & Civil Defence (FSCD) will assign an inspection team who will fix the date of inspection and inform to applicant as well as BEZA OSS Centre. 4) The inspection team will conduct the inspection on the schedule date in presence of applicant or his assignee & prepare Inspection report and forward to the Approval Committee of FSCD. 5) After getting inspection report, approval committees will check the required documents and design as per regulation. 6) If everything is found satisfactory, the Fire Service & Civil Defense will issue “Approval of Fire Fighting Floor Plan (NOC)” and forward it to BEZA OSS Centre. 7) If any remedial & correction is required, FSCD will issue a letter to the Applicant for “Notification of mistakes of application for clearance and corrections thereof” 8) After corrective measures done, the Approval Committee will review all the documents again and issue “Approval of Fire Fighting Floor Plan (NOC)” & forward to BEZA OSS Center. 9) BEZA OSS Center will hand over the “Approval of Fire Fighting Floor Plan (NOC)” to the applicant after receiving it from FSCD.
Required Processing Time	30 working days if no objection.
Application Fee	Free of Charge
Remarks	<ul style="list-style-type: none"> - Fire Fighting Floor Plan must be prepared from enlisted engineering Firms by FSCD. The updated list of enlisted engineering firms available at FSCD website www.fireservice.gov.bd (Circular Section) - If the EZ developer has own “Internal Regulations for fire safety”, the applicant shall obtain an evidence of confirmation of the Fire Safety Plan from the EZ developer and attach to the application documents.

D-2.2 Effectiveness Certificate in favor of Fire Safety Arrangement:

Key elements related to the Effectiveness Certificate in Economic Zone are shown in the following table

Required Documents	<p>[One (1) Original (FSCD) and three (3) Copies (BEZA, EZ Developer, EZ Unit Investor) and all documents copies in PDF version by CD should be submitted to BEZA OSS Centre]</p> <ol style="list-style-type: none"> 1) Application through forwarding letter in company letter head. (FORM-FL-05) 2) Copy of Approved Fire Fighting Floor Plan (NOC) 3) Inspection and Testing report on each and every installed fire safety equipment's; From Factory/ Contractor's Engineer with seal and sign. 4) Certificate from related architect and engineer stating that the building has been constructed according to plan approved by the Fire Service and Civil Defence and its fire-fighting arrangement, warning arrangement, emergency exit stairs, fire lift, fire command station and other arrangements have been completed as per fire-fighting floor plan. 5) Other document and drawing required by BEZA OSS Centre.
Legal Basis	BNBC 2006
Actual Procedure	<ol style="list-style-type: none"> 1) Applicant is required to apply to BEZA OSS Centre with a letter head Pad. 2) BEZA-OSS Centre will check the application with submitted documents and forward to Bangladesh Fire Service and Civil Defence. 3) After receiving the documents, Fire Service & Civil Defence will assign an inspection team who will fix the date of inspection and inform to applicant as well as BEZA OSS Centre. 4) The inspection team will conduct the inspection on the scheduled date in order to check the fire safety arrangement done in line with approved Fire Fighting Floor Plan. 5) Then the inspector will prepare the inspection report in favor of Fire Safety arrangement and forward it to the FSCD Head Quarter. 6) If everything found satisfactory, FSCD will issue "<i>Effectiveness Certificate in favor of Fire Safety Arrangement</i>" and will forward it to BEZA OSS Centre. 7) If any remedial or corrective measures is required, FSCD will issue a letter to applicant with a list of incomplete work in favor of fire safety arrangement. 8) After remedial or corrective measures done, the inspector will further inspect and prepare the inspection report and send it to the FSCD Head Quarter for issuing of "<i>Effectiveness Certificate in favor of Fire Safety Arrangement</i>". 9) BEZA OSS Center will hand over the "<i>Effectiveness Certificate in favor of Fire Safety Arrangement</i>" to the applicant after receiving it from FSCD.
Required Processing Time	15 working days if no objection is raised during inspection.
Application Fees	Free of Charge
Remarks	- If the EZ developer has own "Internal Regulations for fire safety", the applicant shall obtain an evidence of confirmation of the Fire Safety Plan from the EZ developer and attach to the application documents.

D 2-3. Fire License:

Key elements related to the Approval of Fire License in Economic Zone are as shown in the following table

Required Documents	<p>[One (1) Original (FSCD) and three (3) Copies (BEZA, EZ Developer, EZ Unit Investor) and all documents copies in PDF version by CD should be submitted to BEZA OSS Centre]</p> <ol style="list-style-type: none"> 1) Application Form (electronic) through online; (FORM-FL-07) 2) Copy of Land Lease Agreement 3) Copy of Trade License issued by BEZA. 4) Copy of Certification of Incorporation with Memorandum and Articles of Association from RJSC 5) Copy of approved Fire Fighting Floor Plan by FSCD. 6) Effectiveness Certificate in favor of fire safety arrangement; From Fire Service and Civil Defence (FSCD). 7) Other documents and drawings required by BEZA-OSS Centre.
Legal Basis	<ol style="list-style-type: none"> 1) Fire Prevention and Extinction Act, 2003 2) Fire Prevention and Extinction Rules, 2014
Actual Procedures	<ol style="list-style-type: none"> 1) The Applicant will visit BEZA-OSS website and fill out online application form and submit above mentioned required documents. 2) BEZA-OSS Centre will check the application with required documents and forward to Bangladesh Fire Service and Civil Defence. 3) After receiving the documents, Fire Service and Civil Defence will forward it to respective licensing authority for issuing Fire License. 4) Afterwards, respective licensing authority will assign an inspector who will fix the date of inspection and inform to applicant as wells as BEZA OSS Centre. 5) The Inspector will conduct the inspection on scheduled date in presence of applicant or his assignee and forward the inspection report with assessment to licensing authority. 6) If everything is found satisfactory, the licensing authority will issue the demand note and the applicant is required to pay the amount according to prescribed demand note to the bank and submit the invoice/ treasury challan to respective licensing authority. 7) If any remedial & correction is required, FSCD will issue a notification letter to the applicant. 8) After remedial or corrective measure done, the inspector will further inspect the site and forward the inspection report with assessment to licensing authority. 9) Afterwards, the licensing authority will issue the demand note and the applicant is required to pay the amount according to prescribed demand note to the bank and submit the invoice/ treasury challan to respective licensing authority. 10) After getting treasury challan respective licensing authority will issue the “Fire License” and forward it to BEZA OSS Centre through FSCD Head Quarter. 11) BEZA OSS Centre will hand over it to the applicant after receiving the “Fire License” from FSCD.
Required Processing Time	Within 15 days after submitting full set of application for Fire License.
License Fee	Maximum BDT 8000/- depends on nature/volume of combustible material.
Remarks	

D 2-4. Renewal of Fire License:

Key elements related to the Approval of Fire License in Economic Zone are as shown in the following table

Required Documents	<ol style="list-style-type: none"> 1) Application Form (electronic) through online; (FORM-FL-09) 2) Original copy of Fire License. 3) Treasury challan of license renewal Fee. 4) Other documents and drawings required by BEZA-OSS.
Legal Basis	<ol style="list-style-type: none"> 1) Fire Prevention and Extinction Act, 2003 2) Fire Prevention and Extinction Rules, 2014
Actual Procedures	<ol style="list-style-type: none"> 1) The Applicant will visit BEZA-OSS website and fill out online application form and submit above mentioned required documents. 2) BEZA-OSS Centre will check the application and forward to Bangladesh Fire Service and Civil Defence. 3) After receiving the documents, Fire Service and Civil Defence will forward it to respective licensing authority for issuing Renewal of Fire License. 4) The respective licensing authority will assign an inspector who will fix the date of inspection and inform to applicant as wells as BEZA OSS Centre. 5) The Inspector will conduct the inspection on scheduled date in presence of applicant or his assignee. 6) If everything is found satisfactory, assign inspector will renew the Fire License and inform to licensing authority as well as BEZA OSS center through the FSCD Head quarter. 7) If any remedial & correction is required, Inspector will issue a notification letter to the applicant. 8) After remedial or corrective measure done, the inspector will further inspect the site and renew the Fire License.
Required Processing Time	Within 15 days after submitting full set of application for Renewal of Fire License.
License Fee	Same amount of Fire license Fees.
Remarks	

LIST OF FORMS:

FORM-FL-01	Application for Approval of Fire Fighting Floor Plan (NOC).
FORM-FL-02	Description of what kind of combustible material will be stored /used/processed/sold at the proposed factory.
FORM-FL-03	Notification of mistakes of application for clearance and Corrections thereof.
FORM-FL-04	Approval of Fire Fighting Floor plan (NOC).
FORM-FL-05	Application for Effectiveness Certificate in Favor of Fire Safety Arrangement.
FORM-FL-06	Approval of Effectiveness Certificate in Favor of Fire Safety Arrangement.
FORM-FL-07	Application of Fire License.
FORM-FL-08	Fire License Form.
FORM-FL-09	Application of Renewal of Fire License
Annexure-01	The Item to be included in the Fire Fighting Floor Plan.

FORM-FL-01

Application for Approval of Fire Fighting Floor Plan (NOC)			
Name of the owner of Building	:	<input type="text"/>	
Mobile Number of Building owner	:	<input type="text"/>	
Email ID of Building owner	:	<input type="text"/>	
Owner's Address:		Division	District
	:	Drop Down Menu	Drop Down Menu
		Thana/Upazila	Drop Down Menu
	:	<input type="text" value="Owner's Address"/>	
Location and size of proposed land or plot	:		
Nearest Fire Station	:	Division	District
	:	Drop Down Menu	Drop Down Menu
		Thana/ Upazila	Drop Down Menu
Name of Economic Zones	:	<input type="text"/>	
Municipality/Union Parishad	:	<input type="text"/>	
Block/ Section/ Zone No	:	<input type="text"/>	
Plot No	:	<input type="text"/>	
Holding No	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Area of Land	:	<input type="text"/>	
Type of Land	:	Dropdown Menu	
District and police station / Upazila of the proposed building	:	Division	District
	:	Drop Down Menu	Drop Down Menu
		Thana/Upazila	Drop Down Menu
Details of existing structures on land or plots	:	<input type="text"/>	
Name of main road adjacent to plot	:	<input type="text"/>	
Width of main road to plot (meter)	:	<input type="text"/>	
Length of plot connecting road	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Width of plot connecting road	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Length of Proposed internal road	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Width of Proposed internal road (including turning circle)	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Description of the surroundings of plot/land:		At North	At South
	:	At East	At West
Detailed description of proposed building	:		
Building Classification for use	:	Drop Down Menu	Drop Down Menu
Height of building	:	<input type="text"/>	
Number of Floors	:	<input type="text"/>	<input type="text"/>
Number of Basement Floor	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)

Number of Mezzanine Floors	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Number of Basement Floors	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Area of each Mezzanine Floors (Sq. Meter)	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Area of each Basement Floors	:	<input type="text"/>	
Area of each Semi Basement Floors	:	<input type="text"/>	
Total area of all floors	:	<input type="text"/>	
For Residential Building, total residences/apartments and flats:	:	<input type="text"/>	
For mixed category use the description of floors that will be used for each category	:	<input type="text"/>	<input type="checkbox"/> (Not Applicable)
Is there any high voltage electric line above the plot and both vertical and horizontal distance from the proposed plot?	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and address and registration number of the architect and engineer concerned with the construction work	:	<input type="text" value="Name of the Engineer & Address"/>	<input type="text" value="Registration No"/>
	:	<input type="text" value="Name of the Architect & Address"/>	<input type="text" value="Registration No"/>

Attachment:

- a. Copy of Letter of Allotment (LOA) issued by BEZA/Zone Developers.
- b. Copy of Investment Clearance from BEZA
- c. Copy of Approved Land use Plan from BEZA.
- d. Floor Layout Plan with Elevation and Section.
- e. Google Map (To be highlights proposed plot in Google Map by mentioning the company name)
- f. Fire Fighting Floor Plan (The Plan must be prepared by enlisted engineering firms in FSCD and the details procedure has been mentioned in the Annex-1).
- g. Description of what kind of combustible material will be stored/used/processed/sold at the proposed factory. (According to prescribed Form; Form-FL-02).
- h. Copy of Membership certificate of architect/ Engineers who is prepared Fire Fighting Floor Plan.
- i. The undertaking in Treasury Stamp of BDT 300/- stating that the building shall be constructed by following Bangladesh National Building Codes (BNBC) and Fire Prevention & Extinction Act,2003.
- j. Other document and drawing required by BEZA OSS Centre.

I/we hereby certify that the above information have been given in accordance with the Fire Prevention and Fighting Rules, 2014 and to the best of my/our knowledge the information are correct. If any false information or irregularity is found after approval of the license or if any government requirement arises, the Director general can cancel the clearance permission if he so desires. Aside from this I/we shall be bound to provide any information or document under this Rules.

FORM-FL-02

Description of what kind of Combustible Material will be stored /used/processed/sold at the proposed factory

Sl. No	Name of the combustible raw material, which is related to be stored, its pattern of use /processing/purchase/sale, etc. (combustible material list describes 1 st schedule of under the Fire Prevention and Extinction Rules-2014)	Volume of the inflammable raw material (Unit)	Possible location name of combustible material (Location name should be same as per Fire Fighting Floor Plan mentioned location name)	*Material Safety Data Sheet (MSDS) for combustible material
(1)	(02)	(03)	(04)	(05)
				Attached along with the Form
				Attached along with the Form
				Attached along with the Form
				Attached along with the Form
				Attached along with the Form
				Attached along with the Form
				Attached along with the Form
				Attached along with the Form
				Attached along with the Form

*The Material Safety data sheet should be attached along with the Form-02

FORM-FL-03

Memorandum No: - FS and CD/Fire/ Dated:

To:
.....
.....

Subject: Notification of mistakes of application for clearance and Corrections thereof.

Reference:

In the light of above subject and reference it is to inform you that, after detailed examination of information/ firefighting floor plan attached in your application, following mistakes have been detected for which we are unable to accord approval of clearance.

You are requested to correct the following mistakes/omissions and re-submit the same in the form mentioned in Standard Operating Procedure (SOP) by next days. In case of failure to re-submit the application within the time frame, the application for clearance will be considered as not approved.

Schedule of Proposed Land or Plot:

- (a) Name of the Economic Zones:
- (b) Zone /Sector No: (c) Road Name & No:
- (d) Plot No: (e) Fire Station:
- (f) Police Station: (g) Upazila:
- (h) District: (i) Total Land:

Mistakes: -

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

Memo No/FSOCD/Fire/.....

Director (Operation and Maintenance)

Dated:

Copies to:

- 1**
- 2**
- 3**
- 4**

FORM-FL-04

The Government of the Peoples' Republic of Bangladesh
Department of Fire Service and Civil Defence
Quazi Alauddin Road, Dhaka.
www.fireservice.gov.bd

Memo No.

Dated

To: Managing Director

Plot No.....

.....Economic Zone,

Address of the Industry.

Subject: Approval of Fire Fighting Floor Plan and No Objection Certificate for construction of Industrial Building.

In the light of above-mentioned subject, it is to inform that the Fire Fighting Floor Plan submitted along with the application for construction of storey industrial buildings in the Plots ofEconomic Zone,were examined by the committee. As the fire fighting floor plan been prepared in accordance with the checklist and suggestions provided by this Department and as the committee found it correct in all respect, the fire fighting floor plan is hereby approved. The No Objection Certificate for construction is hereby accorded subject to strict adherence to following terms and conditions. This No Objection Certificate is applicable only for the fire fighting arrangement of the building.

Terms and Conditions:

1. The start of construction of the proposed building must be intimated to this department without delay and Fire Service and Civil Defence authority will have the right to inspect the under-construction building at any time they want.
2. This department must be intimated in writing soon after completion of construction works of the building, and also, an application to be submitted to this department for Effectiveness Certificate in favour of the fire-fighting arrangement of the building. While applying for certificate of effectiveness for fire-fighting arrangement, certificate from architect and engineer will have to be obtained that the building has been constructed according to plan approved by the Department office and its fire-fighting arrangement, warning arrangement, emergency exit stairs, fire lift, fire command station and other arrangements have been done as per fire-fighting floor plan. The certificate should also mention that all arrangements are in order and in operable condition. (BNBC, Part-4)
3. Soon after obtaining Effectiveness Certificate for fire prevention arrangement, a Fire-fighting and Rescue Management Committee will have to be formed within the inhabitants of the building. Under supervision of the committee at least 20% inhabitants of the building will have to take part in fundamental training on "Fire-fighting and Rescue" and "First Aid" or primary medication (BNBC-Part 4).
4. For initial two years, fire-fighting exercise will have to be conducted with participation of building inhabitants on quarterly basis. Thereafter, the exercise may be arranged on half-yearly basis. (BNBC, Part-4).
5. All electrical appliances, fittings and wirings of the building must be examined for suitability by Chief Power Inspector according to Electric Act 1937, modified 1947.

6. Clearance certificate permitting living or using the building will be given only after the Authority is satisfied that the fire-fighting arrangements and other arrangements of the building has been done in accordance with the approved floor plan.
7. Living in or using the building after construction without obtaining clearance certificate from this department, or in case of violation of any mentioned terms and conditions, legal actions against the building owner or construction authority can be taken as per Section 20 of Fire Prevention and Extinguishing Act 2003. Aside from this, under section 8(4) of the same act, the building may be declared unsuitable for living or using for not meeting fire-fighting requirements.
8. All interior materials used in the building/organization shall have to be fire proof.
9. To prevent fire spreading, GPG Mortar has to be used in all duct lines and electrical cable holes and Electrical Line Fire Retardant Conduit must be ensured.
10. Fire exits must be fire, smoke and heat free/resistant.
11. The approved Fire Fighting Floor Plan will be treated as cancelled in case of violation of any of the above-mentioned terms and conditions or violation of the approved floor plan or any other intentional mistakes/omissions or wrong information in the documents and information provided by the applicant.

Attachment: Approved design 01 (one) Copy.

Director (Operation & Maintenance)

Telephone:

Dated:

Memo No

Copies sent for kind information:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

FORM-FL-05

(TO BE APPLIED/TYPED IN THE COMPANY'S LETTER HEAD PAD)

To: Director General,
Fire Service and Civil Defence Department
Quazi Alauddin Road, Dhaka.

Subject: Application for Effectiveness Certificate in favor of Fire Safety Arrangement.

1. Name of the Applicant..... Address.....
.....Telephone/Mobile.....
Fax No.Email No.....
2. Name of the owner of Newly Constructed Building
.....
Address.....
3. **Schedule of Newly Constructed Land or Plot:**
 - (a) Name of the Economic Zones:
 - (b) Zone /Sector No: (c) Road Name & No:
 - (d) Plot No: (e) Fire Station:
 - (f) Police Station: (g) Upazila:
 - (h) District: (i) Total Land:
4. **Detailed description of Newly Constructed plot and building:**

No Objection Certificate (NOC) Number for newly constructed Factory building
:.....

Building Classification for use: Height of building..... Meter, Number of
Floors....., Number of Basement Floor.....Number of Mezzanine Floors:, Size of
each floor.....Sq. Meter, Size of each Mezzanine floor.....Sq Meter,
Size of Basement Floor.....sq. Meter, Total area of all floors..... Sq Meter.
5. Name, Address and Enlistment Number of Engineer and Architect of construction company:

Architect:
IAB Number.....

Structural Engineer
IEB Number.....

6. Description of design and related document Submitted with the application:

- a. Copy of Approved Fire Fighting Floor Plan (NOC)
- b. Inspection and Testing report on each and every installed fire safety equipment (by mentioning technical specification and location); From Factory/ Contractor's Engineer with seal and sign.
- c. Certificate from related architect and engineer stating that the building has been constructed according to plan approved by the Fire Service and Civil Defence and its fire-fighting arrangement, warning arrangement, emergency exit stairs, fire lift, fire command station and other arrangements have been done as per fire-fighting floor plan.
- d. Other document and drawing required by BEZA OSS Center.

I/We hereby certify that, the newly constructed building is constructed according to approved Fire Fighting Floor. Now we are waiting for your inspection. If any false information or irregularity is found after Effectiveness Certificate in favor of the Fire Safety arrangement or if any government requirement arises, the Director general can cancel the certificate if he so desires. Aside from this I/we shall be bound to provide any information or document under this Rules.

Dated:

Applicant's Signature

Name ()

Designation

Contact No:

E-mail ID:

Address.....

FORM-FL-06

Memorandum No: - FS and CD/Fire/

Dated:

To:

.....

.....

Subject: About issuance of Effectiveness Certificate in favour of fire safety arrangement

Reference:

In the light of the above reference your application datedwas examined with due consideration and as the building mentioned in the schedule below was constructed in accordance with approved firefighting floor plan and all other conditions applicable for Clearance Certificate, and as other arrangements were examined to be satisfactory, you are hereby accorded the Effectiveness Certificate in favour of fire safety arrangements with following conditions:

Schedule of Newly Constructed Land or Plot:

(a) Name of the Economic Zones:

(b) Zone /Sector No: (c) Road Name & No:

(d) Plot No: (e) Fire Station:

(f) Police Station: (g) Upazila:

(h) District: (i) Total Land:

Conditions:

1. After one month of receipt of Certificate a fire fighting and management committee comprising of the occupants of the Factory building will have to be formed. Training on Firefighting, rescue, first and emergency extrication to at least of 20% of able-bodied occupants of the building have to be imparted from FSCD, and this will have been ensured by the authority
2. In the first two years of living in and using the building, a fire fighting exercise every three months will have to be arranged in collaboration with Fire Service and Civil Defence Department. The exercise should include emergency exit, rescue, and fire extinction. Participation of all employee of the factory building has to be ensured.
3. The list and location of all firefighting equipment's and accessories placed in the building must be preserved by fire command station.
4. Every three months the serviceability of firefighting arrangement including fire extinguisher, smoke and heat detector and other detectors, alarm bell, manual call point, strobe, riser, sprinkler, hose reel, hydrant, panel board, PA system, blower machine that creates positive pressure, fire and smoke vent, fire lift, auto enclose, emergency light, exit sign, and all other related accessories must be checked very sincerely. In case any equipment is found defective, their repair/replacement has to be arranged during inspection. And the inspection report must be written in a register.

5. Inspection by at least one diploma engineer of each and every electric installation, wirings, and fittings once in every year have to be ensured, the inspection results must be recorded in a register.
6. At least one FSCD trained leader/sub-officer/station officer or equivalent retired officer must be employed to ensure appropriate use, effectiveness, and maintenance of the firefighting equipment of the building or installation.

Memo No./FSOCD/Fire.....

Director (Operation & Maintenance)
Telephone
Dated:

Copies to:


1.
2.
3.
4.

FORM-FL-07

Organization Information

As per section 4 of Fire Prevention and Extinction Act-2004

All fields marked with an asterisk (*) must be filled in.

1	Name of the Organization*		Business Types of the Organization*					
	<input type="text"/>		<input type="text" value="Drop Down Menu"/>					
	Name of Managing Director *							
	<input type="text"/>							
	National Identification No	Passport (for Foreign Citizen)		Mobile Number*				
	<input type="text"/>	<input type="text"/>		<input type="text"/>				
Owner's Address								
Division		District		Thana/Upazila				
<input type="text"/>		<input type="text"/>		<input type="text"/>				
Address								
<input type="text"/>								
2	The duration of the license application *							
<input type="text" value="Drop Down Menu"/>								
3	Location of the Organization/Address:							
	Division*		District*		Thana/Upazila*			
	<input type="text" value="Drop Down Menu"/>		<input type="text" value="Drop Down Menu"/>		<input type="text" value="Drop Down Menu"/>			
	Nearest Fire Station*		Post Office*		Indicate the location of your factory on Google Maps			
	<input type="text"/>		<input type="text"/>		<input type="text" value="Enter a address for search in Map"/> <input type="checkbox"/>			
	Economic Zone Name		Zone No					
	<input type="text"/>		<input type="text"/>					
	Road Name & No		Plot No					
	<input type="text"/>		<input type="text"/>		Latitude			
	<input type="text"/>		<input type="text"/>		<input type="text"/>			
<input type="text"/>		<input type="text"/>		Longitude				
<input type="text"/>		<input type="text"/>		<input type="text"/>				
4	Description of what kind of combustible material will be stored/used/ processed / sorted / purchased/ sold at the factory/warehouse:							
<input type="text"/>		<input type="text"/>		<input type="text"/>				
5	Building Information							
	Building Types*	Area of the Building (Sq.Feet)*	Number of Floor/ Storied	Useable Floors	Is there any Founda tion?	Access to Roof	Is there any Mezzanine Floor?*	Own Building/Rented Building?*
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+New Add"/>								

6	Annual Price of Warehouse/ Factory (BDT)	
7	Details of fire Prevention and security management of warehouse/factory (The building design and Fire Fighting plan must be displayed to inspector officer and one copy should be given to inspector officer)	
8	If the applicant is a firm, the type of firm, name, status address of its board of director/partner/managing committee	
9	The width of the access road of Factory/Warehouse (Writedown details how many feet)	
	Description of Boundary of Building	
10	Whether there is No objection Certificate (Fire Fighting Related) for construction of multistoried /commercial building from Fire Service and Civil Defence? *	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> On Process

Applicant Information
This information will help to identify the key/related person associated with this application

Name of the Applicant /Owner *

Email of the Applicant/Owner Mobile Number of the Applicant/Owner

Information about creating account
An Account will be created for applicant with the following information; Using this account applicant can apply one/more applications and monitor their progress. Enter an email for applicant account and create a pass

Any Mail Write down any password Confirm the password

FORM-FL-08

Serial No:



ONIBEPRO 003
First Edition 2012

Fire License

License No:																			
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As per the Section 4 of Fire Prevention and Extinguish Act of 2003, and according to the terms and conditions mentioned, Fire License is hereby issued.

1. Name, status and address of owner/user/authority of the warehouse/factory:

.....
.....
.....

Phone: Fax: e-mail:

2. Location of warehouse/factory

(a) Name of the Economic Zones:
 (b) Zone/ Sector No: (c) Road Name & No
 (d) Plot No: (e) Fire Station (f) Post Office.....
 (g) Police Station..... (g) Upazila (h) District:

3. Classification of the building utility:

4. Construction Category of the building and its size:

Cat-2	Cat-2	Cat-3	Length	Width	Height	Floor Area (in square Meter)

5.Name and stock details of inflammable material:

6. Type of Business:

7.Scale of Fire Risk: (a) Light -1 (b) Light -2 (c) Normal -1 (d) Normal-2 (e) Normal-3 (f) Extreme

8.Classificaton of Fire Risk (Based on total floor area ratio): A.....% B.....% C..... %
D.....% K.....% ,

Deputy Director /Assistant Director / Assistant -Deputy Director
Fire Service & Civil Defense,


Terms and Conditions of License

- (1) The fees for license renewal have to be deposited as advance license fee before 30 June of each year.
- (2) The license given is not transferable and it will be applicable only for serial 2,
- (3) The authorized officer of the Department can, at any week day inspect the warehouse or factory to see whether license terms and conditions are being observed properly. During inspection the concerned authority is bound to show license as asked for.
- (4) It is to be ensured that the overall fire prevention arrangement is done in keeping with the appropriate rules of Bangladesh National Building Code and Fire Prevention and Extinguish Act 2003.
- (5) According to the Fire Prevention and Extinguish Act 2003 violation of any of the terms and conditions given in the license will be considered as punishable offence.

Organization Information

As per section 4 of Fire Prevention and Extinction Act-2004

All fields marked with an asterisk (*) must be filled in.

1	Name of the Organization*		Business Types of the Organization*		
	<input type="text"/>		<input type="text" value="Drop Down Menu"/>		
	Name of Managing Director *				
	<input type="text"/>				
	Nantional Identification No	Passport (for Foreign Citizen)	Mobile Number*		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Owner's Address					
Division		District	Thana/Upazila		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
Address					
<input type="text"/>					
2	License Number *		The Year License is Issued *		
	<input type="text"/>		<input type="text"/>		
	Periord of the renewal of License*				
<input type="text" value="Drop Down Menu"/>					
3	Location of the Organization/Address:				
	Division*	District*	Thana/Upazila*		
	<input type="text" value="Drop Down Menu"/>	<input type="text" value="Drop Down Menu"/>	<input type="text" value="Drop Down Menu"/>		
	Nearest Fire Station*	Post Office*	Indiacate the location of your factory on Google Maps		
	<input type="text"/>	<input type="text"/>	<input type="text" value="Enter a address for search in Map"/> <input type="checkbox"/>		
	Ecnomic Zone Name	Zone No			
	<input type="text"/>	<input type="text"/>			
	Road Name & No	Plot No			
	<input type="text"/>	<input type="text"/>	Latitude	Langitude	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	Description of what kind of combustibile material will be stored/used/ processed / sorted / purchased/ sold at the factory/warehouse:				
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<input type="button" value="+New Add"/>				

5	Building Information							
	Building Types*	Area of the Building (Sq.Feet)*	Number of Floor/Storied	Useable Floors	Is there any Foundation?	Access to Roof	Is there any Mezzanine Floor?*	Own Building/Rented Building?*
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
								<input type="button" value="+New Add"/>
6	Annual Price of Warehouse/ Factory (BDT)							
	<input type="text"/>							
7	Details of fire Prevention and security management of warehouse/factory (The building design and Fire Fighting plan must be displayed to inspector officer and one copy should be given to inspector officer)							
	<input type="text"/>							
8	If the applicant is a firm, the type of firm, name, status address of its board of director/partner/managing committee							
	<input type="text"/>							
9	The width of the access road of Factory/Warehouse (Writedown details how many feet)							
	<input type="text"/>							
	Description of Boundary of Building							
	<input type="text"/>							
10	Whether there is No objection Certificate (Fire Fighting Related) for construction of multistoried /commercial building from Fire Service and Civil Defence? *							
	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> On Process							
11	Invoice Information							
	Invoice Date *		Invoice No*		Amount of Money *			
	<input type="text"/>		<input type="text"/>		<input type="text"/>			
	Name of the Bank *		Name of the Branch *					
	<input type="text"/>		<input type="text"/>					

Applicant Information

This information will help to identify the key/related person associated with this application

Name of the Applicant /Owner *

Email of the Applicant/Owner

Mobile Number of the Applicant/Owner

Annexure -1

General Arrangement of Fire Fighting Floor Plan

1. Factory Forwarding Letter in the company's letter head pad with the seal and representative sign.
2. Each and every letter & dimension as well as drawing should be visible.
3. The drawing cover page shall include Factory Name, Address, FSCD Enlisted Engineering Firms name & Address
4. The Undertaking given by the Owner of the enlisted Consulting Firm on the prepared Fire Safety Plan for approval of Fire Safety Plan
5. Each and every page of Fire Fighting Floor Plan to be sealed and signed by the following designated person
 - I. Factory owner
 - II. Owner of the enlisted engineering Firm.
 - III. Engineer / Architect.
 - IV. Fire Professional.

N: B- The Fire Professional shall be considered who has completed minimum three-year service in Fire Service and Civil Defiance and he must be the first-class officer.

The Items to be included in the Fire Fighting Floor Plan

1. Basement Floor Plan:

- Basement floor shall not be used as a store/warehouse except car parking
- Ventilation must be included in Basement Floor Plan
- Generator, Switchgear, Substation, Boiler Room shall not be kept in the basement except Pump Room
- Ramp Slope of the basement must be 1:8
- Basement stair must have 20 meters consecutively
- Separation system must have in case of exceeding basement floor area 750 sqm
- Adequate lighting in the basement and automated sprinkler must have for each 100 square feet

2. Ground Floor Plan:

- Generator, Switchgear, Substation and Fire Control Room must be in the ground floor
- Generator, Switchgear, Substation and Fire Control Room must be separated with 4 hours fire rated wall and 2 hours fire rated door and the size of the room along with KVA must be stated in the Plan
- Generator, Switchgear, Substation Room must be protected with F.M-200 Suppression System
- Fire Brigade connection at the ground floor having diameter (63 millimeter)
- All stairs shall be started from the ground floor and opened at the top floor

3. Other Floor Plans:

- One portable Fire Extinguisher for the floor size of 1000 sq. feet and exceeding 1000 sq. feet one additional portable Fire Extinguisher must be kept in each floor
- Portable Fire Extinguisher shall be kept on the place of emergency way and the easily accessible location
- The ration of DCP and CO2 shall be 70:30 inside the portable Fire Extinguisher
- Smoke/heat/multidetector must be installed in each floor
- Sprinkler Head must be installed 1 in each 100 sq. feet floor area and additional 1 for exceeding 100 sq. feet floor area
- Sufficient no. of emergency light, strobe light, alarm bell, manual call point and exit signage arrangement must be installed in each floor
- One 38 mm hose reel connection for each 10000 sq. feet floor area and additional one 38 mm hose reel connection must be installed for exceeding 10000 sq. feet
- Internal hydrant connection of having 63 mm dia along with Landing Bulb in the lobby of stair in each floor

4. Roof Plan:

- Drainage slop of rooftop rain water shall be 1:200
- Lightning Arrestor management must be on the roof (20 meters consecutively)
- Aviation Light must have in case of exceeding 150 feet
- Lift Machine Room and the marking way of entry alongside overhead water reservoir on roof

5. Safety Lobby:

- 4 hours fire rated wall with all fire stairs and fire lift and protected safety lobby with 2 hours fire rated door must have. All safety lobby must have Positive Air Pressurized

6. Pump Room:

- 1 main, 1 standby and jockey pump must be in the Pump Room
- Pump GPM must be stated in plan
- The Pump Suction and Positive Suction must have in the Pump Room

7. Fire Stair:

- All fire stairs are protected with 4 hours fire rated wall and 2 hours fire rated door and Positive Air Pressure
- The wide of the fire stair shall not be less than minimum 1.5m

8. Raiser Diagram:

- Standpipe Raiser Diameter must be included in the plan
- The area and capacity of the reservoir of the underground and overhead water
- Pump layout, fire brigade connection with ground floor, hose reel 38 mm at every floor and internal hydrant point of 63mm must be included

9. Boiler Room:

- Boiler Room must be outside of the building and must be protected with 4 hours fire rated RCC wall and 2 hours fire rated door

10. Road:

- The wide of front road of the building must be minimum 9 meter and minimum 4.5-meter-wide road must be surrounding the building.

11. Assembly Area:

- Assembly area must be identified in the Fire Fighting Plan

N.B. Plan Scale shall be 1:100, A-2 size paper. Each building shall be named individually in case of more than one building (like: Building no.-1, Building no.-2, Building no.-3 etc.) and the showing of the plan of the first building from basement to roof top then the plan of the 2nd building and subsequently.