

Standard Operating Procedure and Checklist

Name of Department	Department of Fire and Emergency Services
--------------------	---

Application Type: NoC

Standard Operating Procedure for Applicant

Application for	NOC from Fire Department (prior to commencement of construction activities)
Application Type	No Objection Certificate (NoC)
Mandatory supporting documents required(enclosures)	<ol style="list-style-type: none"> 1. Document proving bonafide citizens (EPIC, Driving License or Aadhar or Local Head Certification) 2. Blueprint of Building i.e. Building Plan as per NBC 3. Fire Lay out Plan
Process description	<ul style="list-style-type: none"> ➤ Step 1: Applicant fills the online form addressing to SP (F&ES) ➤ Step 2: SP (F&ES) assigns the application either to DFSO-Eastern Range or Sr. Station Officer-Eastern Range ➤ Step 3: Assigned officer reviews the application and enclosures ➤ Step 4: Instruction is given to concerned Station Officer to undertake site inspection ➤ Step 4: Concerned Station Officer informs the applicant about date and time of visit ➤ Step 5: Inspection visit takes place and Station Officer uploads the inspection report and forwards to Sr. Station Officer-Eastern Range ➤ Step 6: Sr. Station Officer-Eastern Range uploads the inspection report, which can be downloaded by applicant ➤ Step 7: Application is placed to DFSO-Eastern Range, who reviews and forwards to SP (F&ES) ➤ Step 8: SP (F&ES) issues NoC and uploads ➤ Step 11: Applicant downloads the NoC
Procedure for Fees payment	No fees.
List of Reference Documents	The Meghalaya Fire and Emergency Services Act 2012
Timeline for completing the process	<p>1 month</p> <p>In case if clarification is required from applicant, then 1 months from the date of receipt of clarifications from applicant.</p>
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	<p>Applicant >Online Application >SP (F&ES) > DFSO (Eastern Range)> Sr. Station Officer (Eastern Range) ></p> <p>In case of Eastern Range Station Officer > Sr. Station Officer (Eastern Range) > DFSO (Eastern Range) > SP (F&ES) >Applicant</p> <p>In case of Western Range</p>

A. Inspection Procedure:

A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished by Sr.SO.
2. Verification of compliance of submitted documents done by Sr.SO as per following check list:

Sl. No.	Fire Safety Measures	
1.	Provision for Entry/ Exit at each floor (BXH):	
2.	Size of Passages/ Corridors inside (LXBXH) as per NBC Pt-IV.	
3.	Provision of open space around the Building	East
		West
		North
		South
4.	Provision for number of Staircase:	Internal Staircase
		External Staircase
5.	Provision of Water management for firefighting purposes:	Under ground Water Tank with Pump
		Over Head Water Tank with Booster Pump
6.	Provision of Pump House	Main Electrical Pump
		Jockey Pump
		Diesel Pump
7.	Provision of escape route from each floor:	
8.	Provision of Staircase 1 (one) No. in every 22.5 meters	
9.	Provision of Fire Detection & Suppression system.	
10.	Provision of Fire Alarm System with Manual Call Point:	
11.	Provision of Fire Extinguishers	
12.	Provision of auto glow Fire Signage	
13.	Provision of Wet Riser, Landing valve with Delivery Hose & Branch Pipe and Hose Reel.	
14.	Provision of proper ventilation.	
15.	Provision of Refuge Area	
16.	Provision of Lightning Arrester	
17.	Provision of Fire Lift	
18.	Provision of Fire Service Inlet available	2 (two) Ways
		4 (four) ways
19.	Provision of Yard Hydrant	
20.	Provision of Separate Electrical circuit for staircase/ passages.	
21.	Provision of Parking Area	
22.	Provision of Fire Safety Measures adopted in Parking area.	
23.	Provision of isolation of Gas Bank from the main Building	
24.	Provision of Ramp.	

B. Inspection

1. Inspection shall be made during regular working hours except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the inspector shall locate the applicant and inform about the purpose of the proposed inspection.
3. The Inspector should collect photographic evidence if any non-compliance has been observed.
4. The Inspector may seek information / clarifications or documentary evidence from the representative to ascertain the correctness of the application.
5. If applicant wilfully delays or obstructs the inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
6. At the end of the inspection, the Inspector may inform the applicant about apparent non-compliance observed during inspection so that the applicant may initiate necessary corrective action wherever required.

C. Post Inspection

1. Inspection report should be submitted within 48 working hours of completion of the inspection and a copy of the same should be issued to the applicant.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Non-compliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

D. Checklist of Documents for Inspection

1. Name of the Applicant
2. Location and address of the plot/building
3. Contact Details
4. Plot Area/Type:
5. Type of Construction
6. Type of Occupancy
7. Availability of Approach Road
8. Accessibility of Fire Appliances
9. Proposed Drive way.
10. Availability of Fire Layout Plan
11. Surrounding properties along with probable distances from the proposed building

East: _____ Distance from proposed building: _____

West: _____ Distance from proposed building: _____

North: _____ Distance from proposed building: _____

South: _____ Distance from proposed building: _____

12. Distance from nearest Fire Station:

13. Addl. Points as Remarks: