Society fire safety self-check

A walk-round sheet for the committee. Take it round the building with the secretary and a guard, tick what you see, and use the last page to list what to fix first. About 25 minutes.

Society details

Society name: _____

Address, city and state: _____

Date of check: _____ Checked by (names): _____

Fire NOC number: _____ Renewal date: _____

About the building

Height: ☐ Below 15 m ☐ 15 m to 24 m ☐ Above 24 m

Floors: _____ Age in years: _____ Flats: _____ State: _____

Basement parking	☐ Yes	☐ No	Piped gas (PNG)	☐ Yes	☐ No	
Podium or stilt parking	☐ Yes	☐ No	Central LPG bank	☐ Yes	☐ No	
Lifts	☐ Yes	☐ No	Flats have balconies	☐ Yes	☐ No	☐ Not sure
Generator	☐ Yes	☐ No	Hydrant or riser system	☐ Yes	☐ No	☐ Not sure
EV charging	☐ Yes	☐ No	Sprinklers	☐ Yes	☐ No	☐ Not sure
LPG cylinders in flats	☐ Yes	☐ No	Fire alarm panel	☐ Yes	☐ No	☐ Not sure

How to use this sheet

1. Walk round with a guard. Tick **Yes** only for what you have seen or have on paper in your hand.
2. Tick **Not sure** if you cannot confirm it. It counts as a gap until you find out.
3. Skip a check marked "Only if" when it does not apply to your building.
4. Put your answers in the free tool at howtosurvive.in under Safety Tools for a score out of 100 and the first five fixes, or list the gaps yourself on the last page.
5. Repeat every six months, and after any change to the building. Keep each sheet in the fire safety file.

Who to call, before you need them

Nearest fire station: _____ Phone: _____

Fire safety agency: _____ Phone: _____

Electrician: _____ Phone: _____

Lift contractor: _____ Phone: _____

Gas company: _____ Phone: _____

Fire safety in-charge: _____ Phone: _____

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CALL 101 OR 112

101 = fire service | 112 = any emergency
In a real fire: get out first, then call from outside.

Walk-round checklist

Papers and approvals

No.	Check	Yes	No	Not sure	Note or date
1	Our building has the fire NOC or fire safety certificate that our state's law asks for, and it is valid today.	☐	☐	☐	
2	The committee has written down the NOC renewal date, and a named person will apply well before it.	☐	☐	☐	
3	**Maharashtra only.** The half-yearly maintenance certificate (Form B) from a licensed fire agency was issued in January and in July, and copies are in the file.	☐	☐	☐	
4	**Gujarat, 15 m and above only.** A Fire Safety Officer is appointed, and has done the six-monthly building inspection and mock fire drill.	☐	☐	☐	

Extinguishers and fire systems

No.	Check	Yes	No	Not sure	Note or date
5	Every floor lobby and common area has a fire extinguisher of the right type, fixed on a bracket where anyone can reach it, with the way to it clear.	☐	☐	☐	
6	Every extinguisher has a service or refill tag with a date, none is overdue, the seal is intact and the gauge (where fitted) is in the green.	☐	☐	☐	
7	The extinguishers carry the BIS mark and were bought from a supplier who gave a bill and a service record.	☐	☐	☐	
8	**15 m and above, or if the building has a hydrant system.** The wet riser or down comer, hydrant valves and hose reels (whichever the building has) work, hoses and branch pipes are in place, and the fire engine inlet at ground level is not blocked or locked.	☐	☐	☐	
9	**15 m and above, or if the building has a hydrant system.** The fire pumps (main, jockey and standby) are run on a regular schedule and each test is written in a log. The pump room is clean and its key is with the guard.	☐	☐	☐	
10	**Only if the building has sprinklers.** Sprinkler heads and valves are not painted or covered, the valves are open, and the last test of the system is on record.	☐	☐	☐	
11	**15 m and above, or if the building has an alarm panel.** Manual call points and the fire alarm panel work, the panel shows no fault, and a test is done on a schedule and written down.	☐	☐	☐	
12	At night a guard can warn every floor at once, with a working public address system, siren or bell that reaches all floors.	☐	☐	☐	

Exits and escape routes

No.	Check	Yes	No	Not sure	Note or date
13	Staircases, landings, corridors and lift lobbies are free of cycles, shoe racks, pots, cartons and other stored goods.	☐	☐	☐	
14	No exit, staircase or terrace door is locked or bolted, fire doors are not wedged open or removed, and every exit door opens from inside without a key.	☐	☐	☐	

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Walk-round checklist

Exits and escape routes (continued)

No.	Check	Yes	No	Not sure	Note or date
15	The terrace door can be opened from inside in an emergency, and the terrace is free of stored goods and locked gates.	☐	☐	☐	
16	Green exit signs are fixed along the escape route so that no point is more than 30 m from one, and the signs are lit.	☐	☐	☐	
17	Staircase and corridor emergency lights come on within 5 seconds when mains power fails and last at least 90 minutes. They are tested and the test is written down.	☐	☐	☐	
18	**Above 24 m, and flats without balconies, only.** The refuge areas shown in the approved plan are open and clear, marked REFUGE AREA, and nothing is stored in them.	☐	☐	☐	
19	**15 m and above only.** The firefighting shaft (fire lift, its lobby and the staircase next to it) is kept clear and unlocked, and the guards know how to bring the fire lift down.	☐	☐	☐	

Electrical and power

No.	Check	Yes	No	Not sure	Note or date
20	A licensed electrician or the electrical inspector has checked the common wiring, main panels and earthing in the last 12 months. The report is in the file and the defects are fixed.	☐	☐	☐	
21	Main and floor-wise panels have working MCBs or breakers, an RCCB where fitted, no taped or loose wires, and no broken or open panel doors.	☐	☐	☐	
22	Meter rooms, electrical panel rooms and shafts are locked, dry and clear, with nothing stored in them and a fire extinguisher outside.	☐	☐	☐	
23	**Only if you have a generator.** The generator room is ventilated and clear, fuel is stored only as permitted, an extinguisher is at the door, and the set is test-run on a schedule.	☐	☐	☐	

Lifts

No.	Check	Yes	No	Not sure	Note or date
24	**Only if you have lifts.** Each lift has a valid inspection certificate or licence as per state law and a service contract, and the latest service record is in the file.	☐	☐	☐	
25	**Only if you have lifts.** A notice at every lift landing tells people to use the stairs, not the lift, in a fire.	☐	☐	☐	
26	**Only if you have lifts.** The lift alarm and intercom reach a point that is staffed all day and night, and the guards know the steps for a lift stuck in a power cut.	☐	☐	☐	

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Walk-round checklist

Parking, basement and EV charging

No.	Check	Yes	No	Not sure	Note or date
27	**Only if you have a basement or podium parking.** Parking areas and the basement have no stored scrap, old furniture, cylinders, paint or chemicals, and no cooking or LPG use in the basement.	☐	☐	☐	
28	**Only if you have a basement or podium parking.** Fire exit doors from the parking to the stairs are clear and closed, painted green and marked with exit signs.	☐	☐	☐	
29	**Only if you have a basement.** Basement smoke exhaust or ventilation fans work and are test-run, and the test is written down.	☐	☐	☐	
30	**Only if you have EV charging.** EV charging points are on separate protected circuits with proper earthing, fitted by a licensed electrician. No extension boards or flat sockets are used, and an extinguisher is close by.	☐	☐	☐	
31	**Only if you have EV charging.** Residents have been told not to charge e-bike or e-scooter batteries on staircases, in lobbies or in parking at night, and to use only the maker's charger.	☐	☐	☐	

LPG and piped gas

No.	Check	Yes	No	Not sure	Note or date
32	**Only if flats use LPG cylinders.** No LPG cylinder, full or empty, is kept on staircases, landings or corridors or in the basement. Every cylinder stays in the flat where the gas company allows it.	☐	☐	☐	
33	**Only if you have piped gas.** Piped gas risers run in a closed shaft on an outside wall, away from the stairs. The guards know where the main valve is, and the gas company's emergency number is on the notice board.	☐	☐	☐	
34	**Only if you have a central LPG bank.** The central LPG bank or manifold is in a ventilated enclosure away from other occupancy, away from air intakes and windows, with an extinguisher and a locked door.	☐	☐	☐	
35	**Only if any gas is used.** Every household and guard knows the steps for a gas smell: no switch and no flame, regulator off, windows open, everyone out, and call from outside.	☐	☐	☐	

People, drills and records

No.	Check	Yes	No	Not sure	Note or date
36	A floor-wise evacuation plan and fire notice are displayed on every floor and near the gate.	☐	☐	☐	
37	A fire drill with residents was held in the last six months, and the date and what was learnt are on record.	☐	☐	☐	
38	Fire wardens are named for every floor or wing, with deputies, and their list is displayed. They know how to check the floor and count people.	☐	☐	☐	
39	A safe assembly point is chosen away from the building and the fire engine's path, and residents know where it is.	☐	☐	☐	

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Walk-round checklist

People, drills and records (continued)

No.	Check	Yes	No	Not sure	Note or date
40	Security guards know how to raise the alarm, call 101 or 112, open the gate for the fire engine and guide it to the building, and know the switch and valve locations.	☐	☐	☐	
41	The committee keeps a private list of residents who may need help (elderly, disabled, bedridden, young children), with a named helper for each.	☐	☐	☐	
42	The guards and wardens have tried an extinguisher hands-on in the last year, with a demonstration from the supplier or the fire service.	☐	☐	☐	
43	A fire safety file is kept with the NOC, certificates, the approved fire plan, extinguisher, pump, alarm and lift records, and drill records kept for at least three years.	☐	☐	☐	
44	The notice board and the gate show 101, 112, 108 and the nearest fire station's number, and one committee member is named as fire safety in-charge.	☐	☐	☐	

Fire engine access and water

No.	Check	Yes	No	Not sure	Note or date
45	The gate, internal road and open space stay clear for a fire engine. No parked vehicles, low barriers, cables or branches block the way, and the gate opens quickly.	☐	☐	☐	
46	**15 m and above, or if the building has a hydrant system.** The fire water tanks (underground and terrace) hold the reserve shown in the approved plan, the valves are open, and the water is not used for daily supply.	☐	☐	☐	

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What to fix, and the file

First five things to fix

No.	What to fix	Who will do it	By when
1			
2			
3			
4			
5			

Fire safety file: tick what is in the file

- ☐ Fire NOC or fire safety certificate, with the renewal date
- ☐ Latest periodic certificate, where the state asks for one (for example Form B in Maharashtra)
- ☐ Approved fire plan and floor-wise evacuation plan
- ☐ Extinguisher service tags and the supplier's service record
- ☐ Fire pump and hydrant test log
- ☐ Fire alarm test log
- ☐ Emergency lighting test log
- ☐ Electrical inspection report and the list of defects fixed
- ☐ Lift certificate and service record
- ☐ Fire drill records, kept for at least three years
- ☐ List of fire wardens and the private list of residents who need help
- ☐ Emergency numbers and the fire safety in-charge's name

Score and next check

Score from the free online tool, if you used it:

Score out of 100: _____

Band: _____

Date of the next check (we suggest six months from today):

Next check due: _____

Chairman | Secretary | Treasurer

This is a self-check made by your society's own committee. It is not a statutory fire audit, not a fire safety certificate or fire NOC, and it does not replace an inspection by the fire department or a licensed fire safety agency. A high score does not mean the building meets the law, and a low score does not mean it breaks the law. Your state's fire law and your approved fire plan decide what is required. In an emergency call 101 or 112.

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