

ANNUAL FIRE SAFETY REPORT

Note:

1. Fire Safety Managers (FSMs) and Building Owner are advised to periodically update and review the Annual Fire Safety Report. This report should include up-to-date information of fire safety within the premises and rectification measures taken to ensure a fire-safe environment.

1. BUILDING INFORMATION

| | | | |
|--------------------|--|------------------------|--|
| Name of Building | | | |
| Address | | | |
| No. of storeys | | Gross Floor Area (GFA) | |
| Occupant Load (OL) | | | |

2. BUILDING OWNER

| | | | |
|------------------------|--|---------------|--|
| Name of Building Owner | | | |
| Contact No | | Email address | |

3. PROVISION OF EMERGENCY PREPAREDNESS (EP) MEASURES

| | | | | |
|---|---------------------------------------|--|----------------------|--|
| 1 | Updated Emergency Response Plan (ERP) | Yes/No* *delete appropriately | Date of updated ERP: | |
| 2 | Validity of Fire Certificate (FC) | DD/MM/YY to DD/MM/YY Eg 15/06/20 to 14/06/21 | | |
| 3 | Name of appointed FSM | | | |
| | Contact No | | Email address | |
| 4 | Details of trained CERT members | <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. | | |

4. DETAILS OF ANNUAL FIRE SAFETY REPORT

4.1 RECORD OF TRAINING CONDUCTED

| Category | Date of Training | | Brief Description of Training | No. of Participants |
|--|------------------|----|-------------------------------|---------------------|
| | From | To | | |
| Occupants/Tenants | | | | |
| | | | | |
| | | | | |
| | | | | |
| Company Emergency Response Team (CERT) | | | | |
| | | | | |
| | | | | |
| | | | | |
| Fire Wardens | | | | |
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| Others (please specify) | | | | |
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4.2 RECORDS OF FIRE SAFETY WORKS, IMPROVEMENT OF BUILDING STRUCTURE, LAYOUT, FIRE PROTECTION SYSTEMS AND OTHER FIRE SAFETY MEASURES

| Type of works/improvement | Description of works/improvement | Date of implementation |
|---------------------------|----------------------------------|------------------------|
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4.3 FIRE EVACUATION DRILLS CONDUCTED

| S/N | Date | No. of occupants | No. of participants | Time taken for evacuation | Issues faced |
|-----|------|------------------|---------------------|---------------------------|--------------|
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
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4.3.1 REVIEW OF FIRE EVACUATION DRILLS

| S/N | Issues faced | Recommendations |
|-----|--------------|-----------------|
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4.4 FINDINGS OF FIRE SAFETY CHECKS & RECTIFICATION WORKS

| S/N | Date of fire safety check | Fire safety issue(s) identified | Rectification work(s) taken by Building Owner |
|-----|---------------------------|---------------------------------|---|
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4.5 SCHEDULE OF FIRE SAFETY ACTIVITIES FOR THE NEXT 12 MONTHS

| S/N | Date | | Brief Description of Activity |
|-----|------|----|-------------------------------|
| | From | To | |
| | | | |
| | | | |
| | | | |
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4.6 MATTERS ARISING FROM PREVIOUS REPORT (Eg. Outstanding fire safety issues, rectification works)

| S/N | Issue(s) | Action(s) taken |
|-----|----------|-----------------|
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| | | |
| | | |
| | | |
| | | |

4.7 ARSON PREVENTION PLAN (APP)

| ARSON RISK ASSESSMENT | |
|--|---|
| A) | Identifying critical locations of fire safety systems |
| | |
| B) | Identifying fire hazards |
| | |
| C) | Checks on adequacy of existing security measures |
| | |
| D) | Scenario Planning |
| | |
| FIRE SAFETY MANAGEMENT PROCEDURES | |
| A) | Inspection procedures of fire safety systems |
| | |
| B) | Fire safety housekeeping |
| | |
| C) | Education and training to occupants |

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|---|
| |
| <p>RISK REDUCTION MEASURES</p> <p><i>Outline risk reduction measures for each risk factor identified during risk assessment process. E.g. Measures to reduce losses and disruption resulting from a fire</i></p> |
| |

4.8 ANY OTHER ACTIONS TAKEN TO IMPROVE FIRE SAFETY

5. DECLARATION BY FSM

| Declaration | Signature |
|---|-----------|
| <p><i>I, _____ (Name of FSM) hereby declare that I have prepared the Annual Fire Safety Report accurately to the best of my knowledge. I have also submitted this report to the building owner on _____ (date of submission).</i></p> | |

6. DECLARATION BY BUILDING OWNER

| Declaration | Signature |
|---|-----------|
| <p><i>I, _____ (Name of Building Owner/Occupier) hereby declare that I have reviewed the Annual Fire Safety Report with my Fire Safety Manager on _____ (insert date) and this includes rectifying the fire safety issues identified. I also declare that the required Emergency Preparedness measures stated in Para 3 above are in place in my premises. this report to the building owner on _____ (date of submission).</i></p> | |