

24 November 2009

Date

MEMORANDUM CIRCULAR
NUMBER 2009-018

SUBJECT: **GUIDELINES IN THE PRODUCTION, CONTROL AND DISTRIBUTION OF
STANDARD FIRE PREVENTION FORMS**

I. GENERAL

The approval of the Implementing Rules and Regulations of Republic Act (RA) 9514 otherwise known as the Fire Code of the Philippines of 2008 and in pursuance to the provisions of RA 9485 (Anti-Red Tape Act of 2007), the Bureau of Fire Protection (BFP) formulated and implemented the Citizen Charter Service Standards on Fire Safety Clearance/Certificate. Hence, the establishment of a system or procedure in the production, control, distribution and utilization of Fire Prevention Standard Forms to eliminate alleged fixing activity and reduce red-tape is deemed necessary. Also, the use of these forms by the BFP Local Offices/Fire Stations will result to efficient and effective review/evaluation of building plans and conduct of fire safety inspection as well as its monitoring by the BFP authorities.

II. PURPOSE

1. To prescribe the procedure for the production, control, distribution and utilization of fire prevention forms in all BFP Local Offices/Fire Station.
2. To ensure uniformity in the utilization and continuous availability of fire prevention forms in all BFP Local Offices /Fire Stations.

III. DEFINITION OF TERMS

1. **Fire Safety Evaluation Clearance (FSEC)** - a clearance with Fire Safety Checklist enumerating the life and fire safety requirements pursuant to the provision of R.A. 9514 and its IRR issued by the BFP Local Offices/Fire Station as a pre -requisite to the issuance of Building Permit by Building Official.
2. **Fire Safety Inspection Certificate (FSIC)** - a certificate issued by the BFP Local Offices/Fire Stations as a pre -requisite for the issuance of Business or Mayor's Permit, Permit to Operate, Occupancy Permit, PHILHEALTH Accreditation for Hospitals, DOH License to Operate and other permits or licenses being issued by other government agencies upon compliance of the fire safety requirements pursuant to Rule 10 of the IRR of R.A. 9514.

3. **Application Form** – a standard form issued by BFP Local Offices/Fire Stations to be filled-up by the FSEC/FSIC applicant which indicates the basic information of building, facilities or structures and/or establishment.
4. **Inspection Order (IO)** – written order issued by the BFP City/Municipal Fire Marshal (C/MFM) to Fire Safety Inspector to be presented to the owner/administrator of buildings/establishments prior conduct of inspection.
5. **Fire Safety Checklist**– a standard form used by the BFP Local Offices/Fire Station enumerating the life and fire safety requirements of the buildings, facilities or structures to be erected/constructed.
6. **After Fire Safety Inspection Reports** – standard forms used by the BFP inspector in the conduct of fire safety inspection which include all vital informations about the building/establishment, defects and deficiencies as well as the recommendation of the Fire Safety Inspector.
7. **Notice to Comply** – a letter issued by BFP Local Offices/Fire Stations to the owner/administrator of buildings, facilities or structure and/or establishment indicating the defects/deficiencies/violations of the buildings/establishments and the period to comply pursuant to the provisions of the Fire Code of the Philippines of 2008 (R.A. 9514).
8. **Notice to Correct Violation** – a letter issued by the BFP authorities to owner/administrator of buildings, facilities or structures and/or establishments indicating the defects/deficiencies/violations of the buildings/establishments which were not complied based on issued Notice to Comply and the administrative fines pursuant to the provisions of the Fire Code of the Philippines of 2008 (R.A. 9514).

IV. PROCEDURES

The following standard fire prevention forms shall be procured by the BFP Regional Offices for distribution to the BFP Local Offices/Fire Stations thru their respective Provincial/District BFP Office.

1. FIRE SAFETY EVALUATION CLEARANCE (FSEC) (ANNEX-1)

- a. The acronym **FSEC** shall be reflected in all Fire Safety Evaluation Clearance followed by the three (3) digit code assigned to each BFP regional office.

NCR ----- FSEC No. R16	Region 7 ----- FSEC No. R07
Region 1 ----- FSEC No. R01	Region 8 ----- FSEC No. R08
Region 2 ----- FSEC No. R02	Region 9 ----- FSEC No. R09
Region 3 ----- FSEC No. R03	Region 10 ----- FSEC No. R10
Region 4A ----- FSEC No. R04A	Region 11 ----- FSEC No. R11
Region 4B ----- FSEC No. R04B	Region 12 ----- FSEC No. R12
Region 5 ----- FSEC No. R05	CARAGA ----- FSEC No. R13
Region 6 ----- FSEC No. R06	CAR ----- FSEC No. R14
ARMM ----- FSEC No. R15	

- b. The next digit shall indicate the number of fire safety evaluation clearance issuances.

Example



- c. Regional Offices shall be responsible in the procurement/printing, control and distribution of FSEC form to Provincial/District BFP Office. Likewise, distribution of the FSEC forms to the BFP City/Municipal BFP Offices/Fire Stations shall be the responsibility of the Provincial/District BFP Office.

Example

- FSEC No. R01-01 to R01-2000 – issued to Ilocos Norte
- FSEC No. R01-01 to R01-500 – issued to Laoag City
- FSEC No. R01-501 to R01-1000 - issued to Batac

- d. Pre-numbering of FSEC forms shall always be based on the number of the last forms printed. If the last number issued by the BFP regional office is 5000, the next form to be printed shall start from 5001.
- e. Printing of FSEC Forms shall be consistent with the following specifications, to wit:
- a. Legal Size Bond Paper (8.5" X 14")
 - b. Font Color – Black except for the control number which shall be printed in Red
 - c. Font Style - Arial
- f. FSEC Forms must be printed in triplicate copies with different colors, applicant/owner copy- white, building official/business permit licensing office- pink and local BFP office copy – yellow.

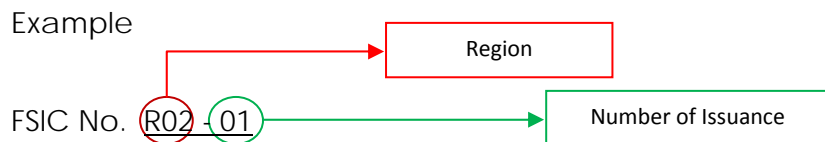
2. FIRE SAFETY INSPECTION CERTIFICATE (FSIC) (ANNEX-2)

- a. The acronym **FSIC** shall be reflected in all Fire Safety Inspection Certificate followed by the three (3) digit code assigned to each BFP regional office.

NCR -----	FSIC No. R16	Region 7 -----	FSIC No. R07
Region 1 -----	FSIC No. R01	Region 8 -----	FSIC No. R08
Region 2 -----	FSIC No. R02	Region 9 -----	FSIC No. R09

Region 3 ----- FSIC No. R03	Region 10 ----- FSIC No. R10
Region 4A ----- FSIC No. R04A	Region 11 ----- FSIC No. R11
Region 4B ----- FSIC No. R04B	Region 12 ----- FSIC No. R12
Region 5 ----- FSIC No. R05	CARAGA ----- FSIC No. R13
Region 6 ----- FSIC No. R06	CAR ----- FSIC No. R14
ARMM ----- FSIC No. R15	

- b. The next digits shall indicate the number of fire safety inspection certificate issuances.



- c. Regional Office shall be responsible in the procurement/printing, control and distribution of the FSIC form to Provincial/District BFP office. Likewise, the distribution of FSIC form to the BFP City/Municipal Offices/Fire Stations shall be the responsibility of the Provincial/District BFP office.

Example

FSIC No. R02-01 to R02-2000 - issued to Cagayan

FSIC No. R02-01 to R02-500 - issued to Tuguegarao

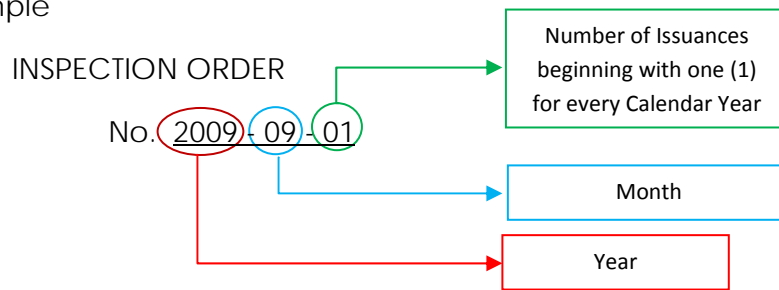
FSIC No. R02-501 to R02-1000 - issued to Peñablanca

- d. Pre-numbering of FSIC forms shall always be based on the number of the last forms printed. If the last number issued by the region is 5000, the next form to be printed shall start from 5001.
- e. Printing of FSIC Forms shall be consistent with the following specifications, to wit:
- Legal Size Bond Paper (8.5" X 14")
 - Font Color – Black except for the control number which shall be printed in Red.
 - Font Style - Arial
- f. FSIC Forms must be printed in triplicate copies with different color, applicant/owner copy- white, building official/business permit licensing office – pink and BFP copy – blue.

3. INSPECTION ORDER (IO) (ANNEX-3)

- a. The word **INSPECTION ORDER NO.** shall be reflected in all Inspection Order form followed by the three group of codes representing the year (4 -digits), month (2-digits) and no. of issuances beginning with one (1) for each calendar year for every City/Municipal Office/Fire Station.

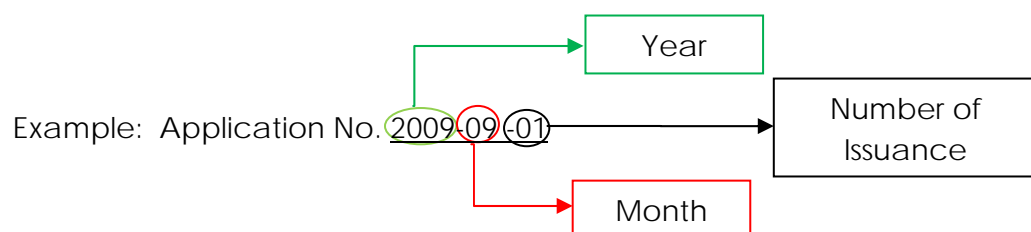
Example



- b. Regional Offices shall be responsible in the procurement/printing and distribution of Inspection forms to Provincial/District BFP office which shall also be distributed to their BFP City/Municipal Offices/Fire Stations.
- c. Numbering of Inspection Order forms shall always be based from the number of the last issuance. If the last number issued to Fire Safety Inspector is 50, the next inspection order issuance shall be 51.
- d. Preparation/Issuance of Inspection Order shall be in duplicate copies, original – fire safety inspector; duplicate – local BFP office.
- e. Printing of Inspection Order Forms shall be consistent with the following specifications, to wit:
 - a. Legal Size Bond Paper (8.5" X 14")
 - b. Font Color – Black
 - c. Font Style – Arial

4. APPLICATION FORMS (ANNEX-4)

- a. The word **APPLICATION NO.** shall be reflected in every issued Application Form to the applicant followed by the three group of codes representing the year (4-digits), month (2-digits) and no. of application beginning with one (1) for each calendar year for every City/Municipal Offices/Fire Stations.



- b. Numbering of Application Forms shall always be based from the number of the last issuance, if the last number issued by the BFP City/Municipal offices/Fire Stations to an applicant is 100; the next number to be written shall 101.
- c. The Application Form number must be written in the upper left corner of the form, and on the upper left portion of the claim stab of the applicant. Application Number in the application form and claim stab must be the same.

- d. Printing of the Application Form shall be consistent with the following specifications, to wit:
 - a. Legal Size Bond Paper (8.5" x 14")
 - b. Font Color - Black
 - c. Font Style - Arial

5. FIRE SAFETY CHECKLISTS FOR ALL TYPES OF OCCUPANCIES (ANNEX-5)

- a. Printing of Fire Safety Checklist shall be consistent with the following specifications, to wit:
 - a. Legal Size Bond Paper (8.5" X 14")
 - b. Font Color – Black
 - c. Font Style - Arial
- b. Fire Safety Checklists shall be printed in Triplicate Copies with different colors, Owner/Applicant Copy –white, Building Officials – pink, BFP Copy-green.
- c. Regional Offices shall be responsible in the procurement/printing and distribution of Fire Safety Checklists to the Provincial/District BFP office. Likewise, the Provincial/District BFP Office shall be responsible in the distribution of the said forms to their respective BFP City/Municipal offices/Fire Stations.

6. AFTER INSPECTION REPORT (ANNEX-6A to 6N)

- a. Printing of After Inspection Report shall be consistent with the following specifications, to wit:
 - a. Legal Size Bond Paper (8.5" X 14")
 - b. Font Color – Black
 - c. Font Style – Arial
- b. After Inspection Report shall be printed in Triplicate Copies distributed as follows Owner/Applicant, Building Official/Business Permit Licensing Office (as the case maybe), and BFP Copy.
- c. Regional Offices shall be responsible in the distribution of After Inspection form to the Provincial/District BFP office. Likewise, the Provincial/District BFP office shall be responsible in the distribution of the said forms to their respective BFP City/Municipal office/Fire Station.

7. NOTICE TO COMPLY / NOTICE TO CORRECT VIOLATION (ANNEX-7 and 8)

- a. Notice to Comply / Notice to Correct Violation shall be prepared in triplicate copies with the following distribution. Owner/Applicant, Building Officials/Business Permit Licensing Office (as the case maybe) and BFP copy.
- b. Notice to Comply / Notice to Correct Violation shall be prepared in subject to letter indicating the defect/deficiencies the specific provisions violated and grace period to comply and the amount of administrative fines in case of Notice to Correct Violation using the following specification.
 - a. Legal Size Bond Paper (8.5" X 14")
 - b. Font Color – Black
 - c. Font Style – Arial

All BFP Regional Offices shall ensure the availability of all Fire Prevention Forms for the review/evaluation of Building Plans and the conduct of fire safety inspection, hence, inclusion in the BFP Regional Office Operations Plans and Budget of this program is necessary considering that they are BFPs legal mandate.

V. EFFECTIVITY

This Circular shall take effect immediately.

S/Rolando M Bandilla, Jr.
ROLANDO M BANDILLA JR, CESO IV
CSUPT (DSC) BFP
Acting Chief, BFP