

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				
Others (please specify)				

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

4.3 FIRE EVACUATION DRILLS CONDUCTED

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

4.3.1 REVIEW OF FIRE EVACUATION DRILLS

S/N	Issues faced	Recommendations

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

4.5 SCHEDULE OF FIRE SAFETY ACTIVITIES FOR THE NEXT 12 MONTHS

S/N	Date		Brief Description of Activity
	From	To	

4.6 MATTERS ARISING FROM PREVIOUS REPORT (Eg. Outstanding fire safety issues, rectification works)

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

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

RISK REDUCTION MEASURES

*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*

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4.8 ANY OTHER ACTIONS TAKEN TO IMPROVE FIRE SAFETY

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5. DECLARATION BY FSM

Declaration	Signature
<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>	

6. DECLARATION BY BUILDING OWNER

Declaration	Signature
<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.</i>	