The enactment of RA 9514 or the Fire Code of the Philippines of 2008 is a milestone in the history of the Bureau of Fire Protection. It has been a long dream of the BFP and it finally came into being. It serves as an effective tool of the BFP in achieving its mission and the realizing its vision.

The enforcement of the new Fire Code requires a comprehensive and thorough knowledge on the code in order to effectively and efficiently execute it. With the various memoranda, and guidelines crafted, our fire safety enforcers and other BFP personnel who are in the frontline services will be properly guided so as to observe the standard procedures in the implementation and enforcement of RA 9514. In the same manner, with the reports and data submitted by the field offices, it would be easy to monitor the implementation of the new Fire Code.

This new fire safety enforcement manual is anchored on the Fire Code of the Philippines of 2008 and its Implementing Rules and Regulations. It basically composes of the various issuances and circulars issued by the Chief, BFP and the SILG as far as the implementation and enforcement of the new Fire Code are concern. This manual will serve as the basic tool for our fire safety enforcers in the performance of their duties and responsibilities. The compilations attached are the significant documents that would address certain issues and concerns regarding the implementation of the code.
PREFACE TO THE 2013 EDITION

This is the third edition of this book which was first released in 2011. Despite of the busy schedule brought by various activities such as the series of inspection and investigation in Serendra, the distribution of relief goods for the victims of Super Typhoon Yolanda and the preparation of programs for the Oplan Iwas Paputok, Iwas Sunog and other fire safety activities we still managed to come up with another book for our fire safety enforcers.

We would like to extend our gratitude to the following colleagues and friends who in one way or another caused the publication of this manual:

**SR SUPT IGMECIO U BONDOC**, for continuously motivating us to do more.

**ENGR ARIEL T MIRANDA and SINSP JAN GARRY LUNAS** for lending to us their illustrations and graphics presentations;

**INSPI RYAN REEVEN BOLITO**, for including the printing of this manual in the Annual Procurement Plan of DFSP;

**SFO3 Marilou H Serito, FO3 Arlene DN Mecinas and FO2 Dexter M Cerilla and FO2 Lordjim Luza**, for drafting the guidelines, circulars, memorandums and letter replies,

**FO3 Engelbert MB Paculanang, FO2 Gideon Gandolpos, FO1 Neygee Angilog and FO1 Marcial Albarido**, for conducting research and compilation;

**FO2 Maricel Pinca and FO1 Jayson Elveña** for encoding, and

There might be errors, misspellings and lapses in the manual, but as they say, we are only human bound to commit mistakes. If these errors offend anyone, the authors want to ask for indulgence. Further, the authors claim that their endeavors are only motivated by their desire to provide quality service, nothing more, nothing less!

- The editors

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facebook and twitter accounts shall also be hooked to the official website of the Bureau of Fire Protection.
flyers, leaflets and posters shall be posted in the official facebook and twitter accounts;
C. All inquiries posted by BFP-Stakeholders in the account shall be addressed/replied by the administrators using the same account, however, answers for inquiries which are considered sensitive shall first be obtained approval from the Chief, BFP;
D. Notice of Meeting, Schedule of Seminars and Activities on Fire Safety enforcement may also be posted in the account. Other activities which are not mentioned may be posted upon the approval of the Chief, BFP;
E. The account shall only be used for office transaction. Any transactions made other than office transaction shall be taken against the administrator, for that purpose, he has the right to delete any post by any user which he considered inappropriate and to blocked users who has violated any of the terms and conditions as hereto stipulated;
F. Users may post their queries, complaints and concerns in the wall of the account, however, the administrator will address all concerns through private message. Comments as well as queries, complaints and concerns which in the discretion of the administrator are found to be degrading on the part of the BFP shall be deleted instantly;
G. The account shall be monitored by the personnel of the Fire Safety Enforcement Division, updates will be done on regular basis. The administrator may only use links from reputable, recognize and valid accounts and websites with relevancy to fire safety enforcement and fire protection. The administrator and the co-administrators shall be held liable for all posted links in the account.
H. The Chief, BFP and the Director for Fire Safety and Prevention reserve the right to know the password of the account and may also replace the administrator of the account. He may also demand for the complete deletion of the account.
I. The administrator shall submit the IP address of computers to be utilized for uploading of post to the Chief, IT Section. The subject

MESSAGE

The long wait is over. The realization of our dream of becoming world-class and modern fire protection agency is just within our finger tips. We have now R.A. 9514, otherwise known as the Fire Code of Philippines 2008 that certainly guarantees bright future not only for us but also to the community, as it opens the gate of hope, the avenue of opportunity, and the boulevard of change.

However, no matter how we think that everything is perfect and everything is in its proper place, it is still difficult to attain the optimum. There will always be errors and shortcomings, but of course, a room to correct our mistakes and an option to strengthen our weaknesses.

It is for this reasons, that I would like to laud the people behind the conceptualization of this Fire Safety Enforcement Manual. This is again another unparalleled accomplishment. Through this, BFP personnel in the field will be guided accordingly and became a catalyst of a better Fire Bureau.

Congratulations for having a job well done!!.
Based on the research conducted by this office, most of the government offices use social networking sites such as Facebook and Twitter. These have become the major mediums which government agencies such as DOST, PAG-ASA, MMDA, PNP and others use in the dissemination of information concerning their mandates. The MMDA and PNP, for instance, use Facebook in receiving complaints and inquiries and in providing answers thereof.

Approximately, there are more than 50 million Filipinos who are active users of Facebook. The trend is that, Filipinos tend to shift from the traditional medium to social network. Hence, in order to cope with the trend, this office has created its own and official Facebook and Twitter accounts. The creation of the accounts was approved on November 11, 2013.

ACCOUNT NAME: FIRE SAFETY ENFORCEMENT DIVISION
ADMINISTRATOR: ENGR ARIEL T MIRANDA
CO-ADMINISTRATORS: Chief, Inspection Section
Chief, Prevention Section
Chief, Education Section

OBJECTIVES:

1. To be able to provide immediate response to the inquiries, clarifications, queries and issues presented by our stakeholders through Internet, hence maximizing the efficiency of our personnel; and

2. To establish official social media accounts of the BFP focusing on fire safety providing responsibility for personnel in-charge of the account, thus deterring the unscrupulous and bogus personnel in using the name of the BFP for malicious acts.

TERMS AND CONDITIONS

A. All approved guidelines and policies concerning fire safety enforcement shall be posted in the official accounts. Any other entries to be posted shall be approved by BFP–Higher Authority;
B. Approved fire safety education and information materials such as
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CONCURRENCE OF THE DOJ LEGAL OPINION WITH THE BFP’S POSITION ON AFSS REQUIREMENTS

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**UPDATED LIST OF HIGH RISE BUILDINGS**
for the period of

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<th>City/Municipality</th>
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**Verified By:** Regional Director
**Certified Correct by:** Chief, FSED

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   2. Permissible Exit Components
   3. Number of Means of Egress
   4. Arrangement of Means of Egress
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MEMORANDUM CIRCULAR
NUMBER: 2010-017
SUBJECT: GUIDELINES IN THE APPROVAL OF ALTERNATIVE AND/OR REMEDIAL FIRE SAFETY MEASURES

I. GENERAL

Pursuant to Section 10 (c) and 54 of Republic Act (RA) 6975 and Section 5 of Republic Act (RA) 9514 otherwise known as The Fire Code of the Philippine of 2008, and in compliance with Section 14.0.0.3 of its Implementing Rules and Regulations (IRR), these guidelines are hereby prescribed to promote public safety relative to application and approval/acceptance of Alternative and/or Remedial Fire Safety Measures for existing public or private buildings, facilities or structures and their premises or portion thereof.

II. SCOPE

These Implementing Guidelines shall apply to all existing private or public buildings, facilities or structures and their premises or portion thereof erected or constructed before the effectivity of RA 9514 and its IRR, where compliance with the fire safety requirements as specified in the IRR of RA 9514 will compromise the structural stability/integrity of the said buildings, facilities or structures which necessitates Alternative and/or Remedial Fire Safety Measures.

These also apply to existing public and private buildings, facilities, structures and their premises or portion thereof granted with Certificate of Exemption to install Automatic Fire Sprinkler System (AFSS) by the Chief, Bu-
III. OBJECTIVE
A. To prescribe guidelines in the application and approval of Alternative and/or Remedial Fire Safety Measures.
B. To rationalize the selection or identification of appropriate Alternative and/or Remedial Fire Safety Measures in lieu of the fire safety requirements for installation of AFSS to existing public or private buildings, structure or facilities and their premises or portion thereof.
C. To establish the procedure to be followed by the line units of the BFP prior to the final action of the Chief, BFP.

IV DEFINITION OF TERMS
2. Automatic Fire Suppression System - an integrated system of underground or overhead piping connected to a source of extinguishing agent or medium, designed in accordance with fire protection engineering standards to include, but not limited to Automatic Fire Sprinkler System which when activated by its automatic detecting device suppresses fire within the area protected even without human intervention.
3. Approved Supervised Sprinkler System (ASSS) - an integrated network of hydraulically designed piping system installed in a building, structure or facility with outlets arranged in a systematic pattern. It automatically discharges water when activated by heat or combustion products of fire.
4. Alternative and/or Remedial Fire Safety Measures - set of fire safety rules, regulations, and standards specifically applied to existing public or private buildings, structures or facilities and their premises or portion thereof constructed or erected prior to the implementation of RA 9514, which has no existing ASSS required under the said law.
5. Fire Safety Technical Committee - a group created to evaluate and recom
mend appropriate action relative to application for Alternative and/or Remedial Fire Safety Measures.

V. AUTHORITY TO GRANT APPROVAL/ACCEPTANCE

Pursuant to Section 4.0.0.4 of the IRR of RA 9514, only the Chief, BFP may approve the Alternative and/or Remedial Fire Safety Measures in lieu of the fire safety requirements in the installation of AFSS to existing public or private buildings, facilities or structures and their premises or portion thereof constructed or erected prior to the implementation of RA 9514, provided that any aggrieved party may appeal to the Secretary, DILG.

VI. PROCEDURES

A. Requirements of the Application

All applications for Alternative and/or Remedial Fire Safety Measures in lieu of the fire safety requirements pursuant to section 14.0.0.4 of the IRR of RA 9514 shall be supported by the following documents:

1. Letter request stating the reason/s for applying Alternative and/or Remedial Measures in lieu of the fire safety requirements in the installation of AFSS.

2. As-built plans certified by Architect or Civil Engineer showing among others, the fire exits, floor and/or location of the fire hose, standpipes, valves, fire alarm bells, call points, switch boxes, fire extinguishers, smoke and heat detectors, emergency lights and source of power and water, and other fire safety requirements.

3. Certified true copies of the building and/or renovation, and Occupancy Permits (OP) issued by the Building Official.


5. Certified true copy of the latest Fire Safety Inspection Report (FSIR) or No-
tice to Comply and/or Notice to Correct Violation (NTC/NTCV).

6. Certification from Structural Engineer, preferably a member of the Associations of Structural Engineers of the Philippines (ASEP), declaring that the said buildings, facilities or structures cannot support additional load for the installation of ASSS.

7. Proposed Alternative and/or Remedial Fire Safety Measures, including designs and specifications, to be installed and/or constructed in lieu of the fire safety requirements, duly certified by Qualified Technical Personnel/Fire Safety Engineer/FAAR Practitioners and approved by the owner/authorized representative.

8. Copy of Fire Safety and Prevention Program (Fire Brigade Organization) including evaluation plan certified by the Chief, Fire Brigade/Chief Safety Officer of the buildings, facilities or structures concerned and approved by the owner/authorized representative.

9. Current Certificate of Fire Drill issued by OC/MFM.

10. Affidavit of Undertaking absolving the BFP from any criminal/administrative liability in case of fire and fire related deaths and injuries.

Note: Photocopied documents shall be certified true copy by the authorized official of the issuing office.

B. Processing and Approval of Application

1. All applications for Alternative and/or Remedial Fire Safety Measures together with the required documents shall be submitted to the OC/MFM concerned for pre-evaluation and endorsement to the BFP Regional Director thru the District/Provincial Fire Marshals (D/PFM).

2. The Office of the Regional Director concerned shall evaluate the application and recommend appropriate action (re approval/disapproval) before endorsing the same to the Chief, BFP (ATTN: Chairperson, Fire Safety Technical Committee (FSTC)).

3. The Chairperson of the FSTC or his authorized representative shall conduct physical inspection of the existing public or private buildings, facilities or
### C. Issuance of Certificate of Exemption

1. Upon completion of the installation and/or construction of the Alternative and/or Remedial Fire Safety Measures, the owner/representative shall formally re-request the OC/MFM concerned for an inspection of the completed fire safety measures.

2. An inspection will be conducted by the OC/MFM concerned and endorse its findings to the Office of the Regional Director concerned, thru the D/PFM.

3. The Office of the Regional Director concerned shall evaluate findings and recommend appropriate action (re: approval/disapproval) to the C, BFP (ATTN: Chairperson, FSTC).

4. The Chairperson of the FSTC or his authorized representative shall conduct physical inspection of the existing public or private buildings, facilities or structures and their premises or portion thereof to evaluate compliance with the approved Alternative and/or Remedial Fire Safety Measures.

5. The inspection and evaluation reports shall be deliberated upon by the structure and their premises or portion thereof being applied for and evaluate the proposed Alternative and/or Remedial Fire Safety Measures presented.

### 4. Issuance of Approval/Disapproval

The inspection and evaluation reports, together with the application and supporting documents, shall be carefully evaluated and deliberated by the FSTC and thereafter recommend the approval/disapproval of the application by the Chief, BFP.

5. Approved proposed Alternative and/or Remedial Fire Safety Measure shall be properly issued with corresponding Bureau Order enumerating among others the name of the building, facility or structure, location/address, owner/administrator, the Alternative and/or Remedial Fire Safety Measures to be installed/constructed in lieu of the fire safety requirement and the condition of its approval (i.e. grace period to install/construct the alternative and/or remedial fire safety measure, observance of fire safety requirements, etc). Disapproved proposal shall be referred back to the Regional Director concerned for subsequent information to the owner/representative.

### C. Issuance of Certificate of Exemption

1. Upon completion of the installation and/or construction of the Alternative and/or Remedial Fire Safety Measures, the owner/representative shall formally request the OC/MFM concerned for an inspection of the completed fire safety measures.

2. An inspection will be conducted by the OC/MFM concerned and endorse its findings to the Office of the Regional Director concerned, thru the D/PFM.

3. The Office of the Regional Director concerned shall evaluate findings and recommend appropriate action (re: approval/disapproval) to the C, BFP (ATTN: Chairperson, FSTC).

4. The Chairperson of the FSTC or his authorized representative shall conduct physical inspection of the existing public or private buildings, facilities or structures and their premises or portion thereof to evaluate compliance with the approved Alternative and/or Remedial Fire Safety Measures.

5. The inspection and evaluation reports shall be deliberated upon by the
FSTC. The result of the deliberation will be the basis of the recommendation for the approval/disapproval of the Chief, BFP.

6. Upon approval, a corresponding certificate in the form of Bureau Order shall be issued by the Chief, BFP enumerating among others, the name of building, facility or structure; address/location; owner/administrator; the Alternative and/or Remedial Fire Safety Measures installed/constructed in lieu of fire safety requirement; and the condition of approval/acceptance. Disapproved application shall be referred back to the Office of the Regional Director concerned for subsequent information to the concerned owner/representative.

7. After compliance of the required Alternative and/or Remedial Fire Safety Measures and the corresponding certificate of approval by the Chief, BFP, FSIC may now be issued by the concerned OC/MFM.

VII. ALTERNATIVE AND/OR REMEDIAL FIRE SAFETY MEASURES

A. Fire Safety Construction

1. All interior partitions must be made of fire resistive materials including parts or components, extending from slab to slab.

2. Rooms, vertical and horizontal openings or parts thereof must be totally enclosed.

3. All pipes chase must be constructed with fire collar or fitted with sealant.

4. All exposed steel structure components must be covered/coated with fire resistive materials to protect its structural stability during conflagration.

5. All firewalls must be extended 20% more from the established standard requirement.

All other fire safety construction components must be constructed in accordance with established standard requirement for any type of occupancy.

B. Occupancy Load

1. Actual occupant load and egress capacity for all kinds of occupancies must not exceed the established occupant load standard for any type of occupancy.
C. Fire Protection

1. Installation of any or all the following pre-engineered suppression systems:
   a. Ceiling Type Fire Suppression System using other extinguishing agents with automatic heat and smoke detection.
   b. Liquefied Gaseous Fire Suppression System in high hazard areas within the building premises or structure.
2. Installation/Provision of portable fire protection (fire extinguisher) for the different types of hazard in any type of occupancy shall be increased by 20% from the standard requirements.
3. Provision/Installation of dry and wet standpipe. Wet standpipe must be operational with fire keys and not through gravity or overhead tanks.
4. Installation of automatic alarm and signaling system according to established standards.

D. Means of Egress (Exit Details)

1. Provision/Construction of a minimum of two (2) secondary fire exits, remote from each other, with travel distance of 20% less from the standard requirements.
2. Installation/Provision of all the following in the secondary exits, to wit:
   a. Fire resistive door with panic hardware.
   b. Self-closing fire door with minimum width of 20% more from standard requirement.
   c. Battery-operated emergency light in all of the stair landings.
   d. Termination of all exits to public egress, continuous and unobstructed at all times.
3. All fire exits must be mechanically pressurized.
4. Installation of illuminated exit signs in conspicuous place leading to emergency exits.
E. Fire Safety and Prevention Programs

1. Creation of fire brigade organization with Certificate of Competency (COC) of members issued by the BFP.
2. Compulsory attendance for all members of the fire brigade in all fire safety seminars conducted in the building, facility or structure.
3. Conduct of fire evacuation drill quarterly with corresponding certification issued by the OC/MFM concerned.
4. Compulsory attendance of all occupants to at least two (2) fire safety seminars in the building annually.
5. Compulsory briefing/orientation of all new tenants and/or occupants on fire safety program of the building within one (1) month upon regular employment in any office/business within the building, facility or structure.

VIII. GRACE PERIOD

The owner/administrator/occupant shall complete the construction/renovation of the building, facility or structure including the installation and final testing of fire protection and warning systems and other requirements in the approved application within six (6) months from the date of approval of the proposed Alternative and/or Remedial Fire Safety Measure, pro-vided, that a duly notarized Affidavit of Undertaking shall be executed by the owner or his authorized representative stating compliance with the conditions set, notwithstanding appropriate measures undertaken to ensure reasonable fire safety during compliance.

IX. REPEALING CLAUSE

All directives, issuances, memoranda inconsistent with this Memorandum Circular are hereby repealed or amended accordingly.

Certificates of Exemption on the installation of Automatic Fire Suppression System (sprinkler system) issued prior to this Memorandum Circular, except those eligible Certificates of Ex-emption with corresponding BFP Order or PC/INP Order, signed and issued by the Chief, BFP or Director General, PC/INP, respectively, are hereby nullified. However, all eligible Certificates of Ex-

TAKE A QUIZ

27. Which of the following statement about fire code fee is not correct?

A. Fire Safety Inspection Fee is a fee charged for the conduct of fire safety inspection equivalent to all fees charged by the local government, building official, or by other government agencies concerned in the granting of pertinent permits or licenses.
B. Storage Clearance Fee is a fee derived from transporting flammable and combustible materials
C. Conveyance Clearance Fee is a fee derived from transporting flammable and combustible materials
D. Fire Code Fines is fee derived from imposition of administrative fines and penalties.

28. When applying for a Fire Safety Inspection Certificate, the applicant shall do the following, except:

A. Secure application form with the list of requirements from the Customer Relation Officer (CRO)
B. Submit duly accomplished application form with complete requirements to the CRO
C. Present claim stub to the CRO
D. Pay the Fire Code Fee Collection to the City/Municipal Treasurer
TAKE A QUIZ

C. Both such fine and imprisonment
D. All of the above

24. The following are violations that must be corrected within twenty-four (24) hours, except:

A. Obstructing designated fire lanes or access to fire hydrants
B. Giving false or malicious alarms
C. Prevention or obstruction of the automatic closure of fire doors or smoke partitions or dampers
D. Failure to submit copy of fire insurance policy within the prescribe time limit.

25. The penalty shall be imposed by the Regional Director upon the recommendation of the City/Municipal Fire Marshal having jurisdiction thru channel. This can also be delegated to the Provincial/ District Fire Marshal having jurisdiction;

A. Declaration of public nuisance
B. Stoppage of operation/ closure order
C. Abatement
D. Posting of Warning Sign

26. The following are facts on the imposition of fines, except

A. Before a fine is imposed, the violator shall first be informed of his/her violation and ordered to correct the same immediately, if feasible, or within a reasonable period of time.
B. Administrative fine shall be imposed for every violation.

emption issued earlier are subject to review/ renewal within sixty (60) days upon effectivity of this Memorandum Circular.

X. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

BY AUTHORITY OF THE SECRETARY, DILG:

(ORIG SIGNED)

ATTY. MARIUS P. CORPUS
Undersecretary for Public Safety

ROLANDO M BANDILLA JR. CESO IV
DIRECTOR
Chief, BFP

FIRE SAFETY ENFORCEMENT MANUAL 2013

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FIRE SAFETY ENFORCEMENT MANUAL 2013

19
In view of the necessity of maximizing the resources of the Bureau of Fire Protection (hereinafter referred to as “BFP”, for brevity) in accordance with Republic Act No. 9514 and its Implementing Rules and Regulations, all government officials within the National Capital Region (hereinafter referred to as "NCR", for brevity) are hereby directed to recognize the authority of the BFP in the assessment and collection of the Fire Code Revenues, particularly the FIRE SAFETY INSPECTION FEE.

The authority of the BFP in the assessment and collection of the Fire Code Revenues is clearly granted in Section 13 and Section 13-A of Republic Act No 9514, otherwise known as the “Fire Code of the Philippines of 2008”, to wit:

" Section 13. Collection of Taxes, Fees and Fines—All taxes, fees and fines provided in this Code shall be collected by the BFP: Provided, that twenty percent (20%) of requirements that are related to means of egress shall be complied with.

D. A temporary Fire Safety Inspection Certificate can be issued to owner/administrator of building or establishment if partial compliance was effected to their building/establishment.

_______ 21. What is the maximum imposable administrative fine?

A. 50,000 pesos
B. 10,000 pesos
C. 25,000 pesos
D. 500,000 pesos

_______ 22. If a person without authority, maliciously removes the sign that a building or structure is a fire hazard/fire trap place by the authorized person shall be liable for imprisonment for thirty (30) days or a fine not exceeding:

A. 100,000 pesos
B. 10,000 pesos
C. 1,000 pesos
D. 100 pesos

_______ 23 In case of willful failure to correct the deficiency or abate the fire hazard as provided in the provision of the Fire Code, the violator, shall upon conviction, be punished by:

A. Imprisonment of not less that six (6) months nor more that six (6) years
B. By a fine of not more than one hundred thousand pesos (100,000 pesos)
TAKE A QUIZ

Marshal, such is still appealable to the District/Provincial Fire Marshal.

B. Payment of administrative fine would absolve the owner/administrator in correcting the noted violations on his/her buildings/establishments.

C. The building owner/administrator may elevate his/her appeal to the higher authority up to the Secretary of the Interior and Local Government and the latter’s decision is final and executor.

D. Fire Safety Inspection must be conducted at least twice a year on every building/establishment to ensure compliance and fire safety.

20. The following conditions are in accordance with the provisions of the Fire Code. However, not all of it was correct. One is certainly in violation of our established rules and regulations that whenever you choose it, there is a corresponding administrative penalty which you think is.

A. It is true that in a building, if automatic sprinkler is required, the responsible person is its owner. Hence, if the owner failed to comply with the requirement, the lessee/occupant thereof could not be issued with fire safety inspection certificate also.

B. Conveyance clearance fee is a fee derived from the transportation of flammable and combustible materials.

C. Requirements for interlocking or scissors typed stairs shall only be applied to newly constructed buildings/establishments. On the other hand, in case of existing building, interlocking or scissor typed stairs may be allowed provided that the other fire safety

all such collections shall be set aside and retained for use by the city of municipal government concerned, which shall appropriate the same exclusively for the use of the operation and maintenance of its local fire station, including the construction and repair of fire station: Provided, further, that the remaining eighty percent (80%) shall be remitted to the National Treasury under a trust fund assigned for the modernization of the BFP.

Section 13-A. Assessment of Fire Code Taxes, Fees and Fines—The assessment of fire code taxes, fees and fines is vested upon the BFP. The BFP shall subject, subject to the approval of the DILG, prescribe the procedural rules for such purpose."

The Fire Safety Inspection Fee is among the Fire Code Revenues, which the BFP is authorized to collect as prerequisite to the grants of permits and/or licenses by local government. Section 12.0.0.2 (A)(6) of the Implementing Rules and Regulations of Republic Act No. 9514 states, to wit:

“6. Fire Safety Inspection Fee. Fee charged for the conduct of Fire Safety Inspection equivalent to ten per centum (10%) of all fees charged by the building official, or by the Local Government or by other government agencies concerned in the granting of pertinent permits or licenses”

Based on the foregoing, all concerned government officials within their respective territorial jurisdictions in the NCR are hereby directed to abide by the pertinent provisions of Republic Act No. 9514 and its Implementing Rules and Regulations on the authority of the BFP to assess and collect the necessary Fire Safety Inspection Fees, required to be paid by the applicants prior to the issuance of their Business Permits. All collections made prior to the effectivity
of this circular are hereby ordered to be turned over to the possession and custody of the City Fire Marshall concerned for proper remittance to the National Treasury under the trust fund assigned to the BFP.

The City Fire Marshalls within the NCR are hereby directed to coordinate with the concerned local government officials of their respective jurisdictions as regards the efficient and expeditious procedure for the collection of the subject fees.

Please be guided accordingly.

_________ 18. The following general procedures in the conduct of inspection is correct, except:

A. During re-inspection, initial compliance was effected by the owner/administrator, the Notice to Correct Violations/abatement order may not be issued. In lieu thereof, the owner/administrator shall execute an affidavit of undertaking specifically thereof among others the period of completion of work.

B. An order to pay fine shall be issued immediately without the need of issuing a Notice to Comply/Correct Violations which shall be corrected immediately or twenty four (24) hours.

C. After inspection, the City/Municipal Fire Marshal or his duly designated fire safety inspector shall inform the owner/administrator of his violation by making him/her sign on the After Inspection Report.

D. A Notice to Correct Violation must be issued to building owners/administrators if violations were noted during first inspection.

_________ 19. The following situations are correct, except:

A. If the decision is made by the City/Municipal Fire
establishments the brand of fire extinguishers appropriate on their buildings/establishments

16. Hereunder are the classification of occupancy with its corresponding meaning. However, one of which is wrong. Can you tell which is which?

A. Assembly occupancies include, but not limited to, all buildings or portion of buildings used for gathering together of fifty (50) or more persons for such purposes as deliberation, worship, entertainment, eating etc.

B. Educational occupancies include all buildings or portions thereof used for gathering of group of six (6) or more persons for purposes on instructions.

C. Business buildings include stores, markets and other rooms, buildings, or structures for the display and sale of merchandise.

D. Residential occupancies are those occupancies in which sleeping accommodations are provided for normal residential purposes and include all buildings designed to provide sleeping accommodations.

17. In the event that the building owner/administrator failed to correct the noted violations during inspection on the given grace period, the City/Municipal Fire Marshal shall cause what kind of administrative action?

A. Issue Notice to Correct Violation with corresponding administrative fines

B. Recommend for the stoppage of operations and

MEMORANDUM CIRCULAR
NUMBER: 2011-05

TO: ALL REGIONAL DIRECTORS, PROVINCIAL/DISTRICT FIRE MARSHALS, CITY AND MUNICIPAL FIRE MARSHALS

SUBJECT: INTENSIFYING FIRE SAFETY ENFORCEMENT IN THE BUREAU OF FIRE PROTECTION AND INSTITUTIONALIZING STANDARD PROCESSES IN THE CONDUCT OF INSPECTION AND DEFINING ACCOUNTABILITIES OF CONCERNED BFP PERSONNEL IN THE INSPECTION AND ISSUANCE OF FIRE SAFETY INSPECTION CERTIFICATE

Ensuring public safety is a policy of the and a mandate of this Department to which we adhere to the highest degree. With report reaching this Department of violations relative to the issuance of Fire Safety Inspection Certificate (FSIC), you are hereby ordered to strictly enforce RA 9514 and its implementing rules on the matter of fire safety inspection and issuance of the FSIC and other clearances.

Henceforth, the following guidelines must be observed in the course of the fire safety inspection by the respective Fire Marshals of establishments, buildings, structures and facilities and occupancies (occupancies for brevity) within their territorial jurisdiction:
1. Fire safety inspection must be conducted promptly, ensuring that the fire safety requirements under Rule 10 of the Implementing Rules and Regulations (IRR) of RA 9514 are strictly complied with. No FSIC shall be issued without the full compliance to the provisions of Section 7 of RA 9514.

2. A routinary fire safety inspection of all occupancies within there areas of responsibility shall be conducted by the respective City/Municipal Fire Marshal or his authorized representative and shall ensure that all inspection shall have been completed before the end of the year. The City/Municipal Fire Marshall shall ensure that an inspection is actually conducted as he is the primary official responsible therefore in the event of any failure or lapses to conduct the same. Thereafter, an accomplishment report shall be made by the City/Municipal Fire Marshal to his immediate superior and indicating thereat those who are compliant and those who have violations. No FSIC shall be issued if no inspection has been made.

3. In addition to —Notice to Comply/Notice to Correct Violations to the erring occupancies, the City/Municipal Fire Marshal shall then issue written report notifying the Local Chief Executive wherein all the local names of non-compliant establishments are listed, and expressly stating therein a recommendation not to issue any of the following permits, or revoke existing ones, when applicable—Business or Mayor’s Permit, Permit to Operate, Occupancy Permit, PHILHEALTH Accreditation for Hospitals, DOH License to Operate, and other licenses being issued by the local government unit (LGU). The written notice to the LGU must be submitted within the seven (7) calendar days following the last month of the quarter when inspection is conducted.

4. For all occupancies, specially residential, storage, health care and public assembly occupancy, the Provincial/District Fire Marshal shall conduct a bi-annual audit by making actual verification and examination that the fire safety inspection reports submitted by the City/Municipal Fire Marshals are in accordance with the provisions of RA 9514 and its IRR. Any finding derived from the audit shall be indicated in the written bi-annual report submitted to the Regional Director. The same period of inspection and report mentioned in the preceding paragraphs applies in the conduct of audit and actual verification. The Provincial/District Fire Marshal shall be
TAKE A QUIZ

   A. After Mission Report
   B. After Inspection Report
   C. Mission Order
   D. Inspection Order

11. A standard form used by the BFP local offices/fire stations enumerating the life and fire safety requirements of the buildings, facilities or structures to be erected/constructed.
   A. After Fire Safety Inspection Report
   B. Notice to Comply
   C. Fire Safety Checklist
   D. Notice to Correct Violation

12. The FSIC for business or permit to operate has validity of:
   A. Every 31st day of December
   B. 365 Days
   C. Every renewal of permits or licenses
   D. None among the choices

13. The following statements are correct interpretation when it comes to collection and imposition of taxes and fees, except:
   A. Tax is imposed for revenue while a fee is intended for regulation
   B. The amount collected for a fee may not be used for any purpose except that which is intended to

primarily accountable for failure to conduct the requisite audit subject of this provision.

For strict compliance.
MEMORANDUM

TO: ALL REGIONAL DIRECTORS

SUBJECT: ISSUANCE OF CONVEYANCE

DATE: 16 September 2012

The Bureau of Fire Protection (BFP) has been receiving issues and concerns pertaining to clients who are engaged in handling and transporting of petroleum products from one place to another. Purportedly, clients who are acquired Conveyance Clearance from a certain BFP local station were required to pay for another set of Conveyance Clearance Fees by the station that has jurisdiction on the area of destination of intended delivery.

During the Management Committee (MANCOM) Meeting held last July 4, 2013, the body agreed that Conveyance Clearance issued by Fire Marshals having operational jurisdiction thereat be considered valid and effective nationwide, in the absence of any violation specified by existing laws and policies.

In view hereof, you are directed to advise all City/ Municipal Fire Marshals, within your respective areas of responsibility, to acknowledge and accept conveyance clearance issued to clients by a local BFP station, where said conveyance was originally applied. They are not, however, barred from conducting verification and inspection on the actual condition of the flammable, combustible and hazardous materials being transported, in accordance to the packaging and other safety standard requirements set forth by the Fire Code of the Philippines (RA 9514) and other pertinent laws on fire safety. Should violations be found, the City/Municipal Fire Marshal must notify the issuing officer of such and recommend for the outright cancellation or revocation of the subject clearance. Failure to comply with this directive shall be dealt with accordingly.

For guidance and strict compliance.

TAKE A QUIZ

7. He is vested with authority to approve the application for alternative and/or remedial fire safety measures in lieu of fire safety requirements in the installation of AFSS.

A. Chief, BFP  
B. Regional Director  
C. City/ Municipal Fire Marshal  
D. Fire Safety Technical Committee

8. A clearance with fire safety checklist enumerating the life and fire safety requirements pursuant to the provision of RA 9514 and its IRR issued by the BFP local offices/ fire stations as a pre-requisites to the issuance of building permit by building official.

A. Fire Safety Inspection Certificate  
B. Fire Safety Evaluation Clearance  
C. Fire Safety Clearance  
D. Fire Safety Checklist

9. A certificate issued by the BFP local offices/ fire stations as pre-requisite for the issuance of mayor’s permit, permit to operate, occupancy permit, PHILHEALTH accreditation for hospitals, license to operate and other permits or licenses being issued by other government agencies upon compliance of the fire safety requirements.

A. Fire Safety Inspection Certificate  
B. Fire Safety Evaluation Clearance  
C. Fire Safety Clearance  
D. Fire Safety Checklist

10. Written order issued by the City/Municipal Fire Marshal to fire safety inspector to be presented to the owner/administrator of
D. Grant exemption on the mandatory installation of AFSS to any building or structure.

4. An integrated network of hydraulically designed piping system installed in a building, structure or facility with outlets arranged in systematic pattern. It automatically discharges water when activated by heat or combustion products of fire.
   A. Fire Sprinkler System
   B. Automatic Fire Sprinkler System
   C. Approved Supervised Sprinkler System
   D. Automatic Fire Suppression System

5. An integrated system of underground or overhead piping connected to a source or extinguishing agent or medium, designed in accordance with fire protection engineering standards which when actuated by its automatic detecting device suppresses fire within the area protected.
   A. Stand pipes
   B. Hose Reels
   C. Approved Supervised Sprinkler System
   D. Automatic Fire Suppression System

6. The certificate being used to members of fire brigades, fire volunteers and fire safety practitioners after completion of the mandatory training conducted by the agency.
   A. Certificate of Completion
   B. Certificate of Training
   C. Certificate of Competency
   D. Certificate of Appearance

MEMORANDUM

TO: ALL REGIONAL DIRECTORS

SUBJECT: MONITORING OF FIRE CODE SALES TAX

DATE: October 15, 2012

This pertains to the issue raised during the 1st Semester Command Conference on September, 2012 regarding the absence of clear policy/directives in monitoring of fire code sales tax particularly of Ace Hardware and other similar business establishments selling fire fighting appliances. Fire Code Sales Tax refers to two percent (2%) of gross sales of companies, persons or agents selling firefighting equipment, appliances or devices, including hazard detection and warning system.

Be informed that the said issue has already been clarified in a Memorandum signed by then Chief, BFP, DIR ROLANDO M BANDILLA, CESO IV dated January 26, 2011. Hence, the undersigned reiterates the key points of the said Memorandum:

1. The assessment and collection of fire code sales tax is vested with the City/Municipal Fire Marshal over entities or companies selling firefighting equipment, appliances or devices including hazard detecting and is within his jurisdiction if it is registered with its office as an entity conducting business, the PRINCIPAL PLACE OF BUSINESS.

2. The Fire Code Sales Tax should be based on the “gross sales” of companies, persons or agents, selling firefighting equipment, appliances or devices, including hazard detection and warning systems. The term “gross sales” should include all sales made by the company on a yearly basis. This is to determined by the City/Municipal Fire Mar-
shal having jurisdiction based on their gross receipts.

3. The company involved in selling of fire fighting appliance should settle payment of the said tax for them to be issued with Fire Safety Inspection Certificate (FSIC).

4. Further, for "branches or local offices" such as in the case of ACE hardware, the manager/administrator, in addition to other fire code requirements, shall show a proof that the fire code sales tax has already been settled by their main or principal office before they can be grant of FSIC.

For guidance, information and widest dissemination.
I. Applicability

This SOP shall apply to the conduct of fire safety inspections and remedial measures to be taken by the Fire Safety Inspectors, Plan Evaluators, Chief of concerned fire safety unit/section/branch in the municipality/city, district/province, region and national levels. It governs the jurisdictional/relationships between and among the BFP organizational units and the Fire Code of the Philippines of 2008 and its Implementing Rules and Regulations (IRR). This also applies to all officers and personnel of the BFP whose duties and responsibilities pertain to the enforcement of the Code.

II. POLICIES AND PROCEDURES

A. Inspection Order (IO)

1. Issuance of IO. All fire safety inspection conducted by any BFP office and personnel duly authorized to perform inspection shall
be covered by an Inspection Order (IO) issued for the specific purpose and place to be inspected. The IO should not contain any all-embracing purpose such as “valid for inspections of any building, business, commercial or industrial establishments within area of jurisdiction”.

2. Format of IO. The IO shall be in the FORM shown in Annex “A” hereof, and no inspection shall be conducted using any other form of IO not conforming thereto.

The IO shall contain the names of Fire Safety Inspector (FSI) or Inspectors who shall conduct the inspections, and no inspection shall be performed by any personnel whose name is not indicated therein and any other unauthorized personnel be allowed to participate in the inspection.

3. Purpose of IO. Inspection Order shall be issued for the following purposes:

a. To conduct inspection during construction, renovation, modification or alteration on the basis of issued Fire Safety Clearance to determine whether the plans, and specifications are being followed and safety precautions are being observed;

b. To conduct Fire Safety Inspection required under RA 9514, known as Fire Code of the Philippines of 2008 and its Implementing Rules and Regulations prior to the issuance of Fire Safety Inspection Certificate;

c. To conduct business and routine inspection required under Section 9.0.2.4 of the IRR of RA 9514;

d. To conduct Fire Safety Inspection prior the issuance of Fire Safety Clearance required under Division 5 of Section 9.0.4.2 of the IRR of RA 9514;

e. To conduct inspection prior to the issuance of Installation Clearance required under Section 10.2.7.6 of the IRR of RA 9514;

f. To conduct re-inspection required under Section 13.0.0.4 of the IRR of RA 9514; and

3. Is an accreditation certificate from the BFP required before a company can engage in the manufacture, distribution and sell of fire extinguisher?

No. There is nothing in the provisions of the Fire Code that requires the BFP to issue “accreditation certificate” for the manufacture, distributions and sell of fire extinguisher. As long as the company/product is certified and accredited by Department of Trade and Industry—Bureau of Product and Standards (DTI-BPS) then there is no reason for the product not to be allowed in the market. However, a business permit from the concerned LGU is required before the company can manufacture, sell or distribute fire extinguisher. FSIC is required before a business permit is issued. (E-mail Reply to Hubert Lim dated April 12, 2013)

What is being required by the Fire Code of the Philippines is the issuance of COC to all person engage in the manufacture, sell and servicing fire extinguisher. Be clarified, that it is the person not the company or business who are required of COC. However, as of the moment, the BFP does not issue COC due to the absence of an implementing guidelines relative to the issuance of COC. (Memorandum to All Regional Directors signed by CSUPT BEARIS dated November 6, 2012)
teer, members of fire brigade and fire safety practitioner affected by the Department Circular issued by the Secretary of the Interior and Local Government directing the BFP to hold in abeyance the implementation of Fire and Life Safety Assessment Report (FALAR)?

No. The issuance of Certificate of Competency relative to fire safety practitioners directly engaged in the preparation of FALAR were the one affected with the suspension. The suspension does not in any way affects the issuance of COC for fire volunteer, members of fire brigade and fire safety practitioners as this is a continuing requirements of RA 9514 before a person can actually engage in the said line of work.

(Memorandum to All Regional Directors signed CSUPT BANDILLA dated April 18, 2011)

2. Who has the authority to issue COC? Is there still a need for a person to acquire COC from each Regional Office where he intends to practice?

Pursuant to BFP Memorandum Circular Number 2009-017 dated 24 November 2009 re. Guidelines on the Issuance of Certificate of Competency for Fire Volunteers, Members of Fire Brigades, Fire Safety Practitioners and Organizations Dealing with Fire Safety, it is only the Regional having jurisdiction that has the authority of issuing such certificate upon recommendation by the City/Municipal Fire Marshal through the Provincial/District Fire Marshal.

Once the said COC has been issued or acquired by a person from one region, he/she need not to acquire the same certificate to another region where he/she wants to practice, because the BFP enforcing the Fire Code, regardless of what

g. Other inspection that may be issued by the duly authorized representative of the Chief, BFP for the purpose of the enforcement of RA 9514 and its IRR.

4. Administrative Control on Issuance of IO.

Every IO shall be chronologically numbered and recorded in an official log book. Computer based recording of IO is likewise encouraged. Entries in the log book shall contain the IO Number; the name(s) of the FSI’s who will conduct the inspection; the exact address of building/establishment subject of inspection; the purpose of inspection - whether for supervisory inspection of building under construction, or final inspection of newly constructed/modified/renovated building, or initial inspection of business, commercial or industrial establishments, or verification or investigation of complaint, etc; the date of issuance and actually received by the FSI’s; and date it was served or cancelled, as the case maybe.

5. Service of IO and Limitation of its Issuance

a. Service of IO shall mean the conduct of actual inspection and submission of necessary report to the Chief, Fire Safety Enforcement Section (C,FSES) of the respective Province/District/City/Municipal fire station for his evaluation. In case the FSI was not allowed by the owner/occupant/administrator or his duly authorized representative to conduct inspection, the FSI shall write “Addressee Refuses to Receive the IO and Allow Inspection” in the remarks portion of the IO, and shall immediately return the same to the ISSUING office.

b. The inspector whose IO was not accepted and not allowed to conduct inspection shall be required to prepare a letter signed by the head of office (Municipal/City Fire Marshal, Provincial/District Fire Marshal or Regional Director) authorizing the inspection, notifying addressee that ten (10) days upon receipt of letter, actual inspection of subject place shall be conducted under a new IO, copy of which shall be attached to the letter. The letter together with the IO shall be sent thru registered mail and SHALL BE CONSIDERED SERVED upon receipt of the registered mail.

c. Actual inspection shall be conducted during the actual op-
eration of the business establishment or any structure, facilities, and hazardous operation.

d. Issued IO shall be immediately conducted within two (2) days from its issuance. Concerned fire safety inspector shall prepare and submit the necessary report within twenty-four (24) hours after the conduct of actual inspection. Where the period falls during non-working days, the report shall be submitted immediately on the following working day.

e. Any IO which was not served within five (5) days upon its issuance shall be accordingly cancelled and the cancellation shall be likewise recorded in the logbook.

f. Issuance of IO shall be limited only to five (5) IOs for every individual or team of fire safety inspectors in a day. However, no IO shall be issued to individual or team of fire safety inspectors who still have two (2) pending IO to be served.

g. IO shall not be issued to FSI who is actually absent from work.

6. Wearing of Proper Attire and BFP ID. All BFP personnel issued with IO shall wear their proper uniform with BFP ID during the conduct of actual inspection:

   GOA for Uniformed BFP Personnel
   Barong for Non-uniformed BFP Personnel.

B. AFTER INSPECTION REPORT (AIR)

1. Inspection during Construction. The frequency and result of fire safety inspection conducted to monitor compliance of building under construction with the approved plans shall be recorded in the Construction Logbook Sheet kept in the site by whoever is responsible for the construction. Whenever the result shows any violation or non-compliance with the approved plans, the City/Municipal Fire Marshal shall issue a written notice informing the person (responsible for the construction) of the violation noted. A copy of the notice shall also be sent to the Building Official.

2. Inspection after Construction. The procedure in the prepara-

vised sprinkler systems designed and installed in accordance with NFPA 13. (Section 10.2.19.4 IRR OF RA 9514). Sogod Hotel which measures 15.1 meters from the lowest level of fire department vehicle access up to the roof of the building, falls within the meaning of High Rise buildings, therefore the provision exempting hotel of three-storey in height if all guest sleeping rooms or guest suite have exterior exit access will not apply.

B. Situation: Sta. Catalina Hotel, is a four storey residential occupancy, constructed during Hispanic Era in Vigan City, Ilocos Sur. With the enactment of RA 9514 the said building is now required to install automatic fire suppression system, however requiring it to install the automatic sprinkler might deface its original aesthetic design and affects its structural integrity. The said building has been declared as Cultural and Heritage Structure. To preserve its original aesthetic design, the said building is maintained by the National Historic Institute. Given that situation, will you exempt the building from complying with automatic fire suppression system?

Answer: No. The fire safety measures required by the fire code, including installation of AFSS, applies to all private or public buildings, facilities or structures and their premises erected or constructed before and after its effectivity. (Rule 2 of the IRR OF RA 9514). However, the building administrator may apply for alternative fire safety measures pursuant to Section 14.0.04 of the IRR of RA 9514.

ON THE ISSUANCE OF CERTIFICATE OF COMPETENCY

1. Is the issuance of Certificate of Competency (COC) for fire volun-
All Fire Safety Inspection Certificate (FSIC) for business or permit to operate shall have a validity of 365 days or one (1) year from the date of issuance unless revoked/cancelled for justifiable cause in accordance to Rule 13 of the IRR of RA 9514. (Memorandum to All Regional Directors signed CSUPT BEARIS dated 24 September 2012)

Note: The subsequent situations are based on real events, which were encountered by this office during the conduct of monitoring and evaluation of the implementation of the Fire Code of the Philippines. All answers provided herein are back-up with legal basis—specifically provisions of the Fire Code.

A. Situation: Mr. X, owner of Sogod Hotel, a three-storey building where all guest suites have exterior exit access, and measuring 15.1 meters from the lowest level of fire department vehicle access up to the roof of the building and constructed sometime in 2010, applied for business permit. The City Fire Marshal required the owner to install sprinkler system because according to him, sprinkler system is already mandatory, since it is classified as high rise building under the Fire Code. Aggrieved, the owner immediately appealed the decision of the City Fire Marshal to the District Fire Marshal. He contended that under the Fire Code, hotel of three-storey in height is exempted if all guest sleeping rooms or guest suites have exterior exit access. As District Fire Marshal, will you rule in favor of the owner?

Answer: No. The special provision of the IRR of RA 9514 for high rise buildings will apply. High rise building is that which the distance between the floor of the topmost storey and the ground level is fifteen (15) meters or more. (Section 10.2.19.2. IRR OF RA 9514) It shall be protected with approved, super-

3. Periodic Inspections of Occupancy.

a. The result of actual inspection conducted under issued IO shall be duly recorded in the prescribed and standard form for AIR which shall be accomplished by the FSI upon conclusion of his inspection and prior leaving the premises of the place inspected.

b. The AIR shall be accomplished in three (3) copies, one for BFP, 2nd for the Building Official or Business Licensing Office, as the case maybe, and 3rd for the owner/administrator.

c. In case the AIR is refused to be signed, the FSI should write the phrase “REFUSED TO SIGN” over the portion of the AIR where the name and signature of the receiving party is indicated.

d. In case the AIR is not accepted, the FSI may leave the copy to the guard or any occupant of the place found therein with sufficient discernment or understanding, or may send it by registered mail, in cases where personal service cannot be made upon the addressee, or upon his representative or any other occupant of the place inspected.

C. Fire Safety Inspection

1. Authority of Fire Safety Inspectors. As provided under the Code, fire safety inspection shall be done by the Fire Safety Inspectors, and in places where there are no such inspectors, the Fire Marshal shall, in addition to his duties and functions, act as safety inspectors.

2. Jurisdiction of Inspection by City/Municipal Fire Stations. The City/Municipal Fire Stations shall conduct fire safety inspection thru duly designated FSI of its Fire Safety Enforcement Branch/Unit. The inspection shall be limited to the following:

a. Inspection of buildings, structures or facilities during construction, renovation or modification to determine whether the approved plans are followed and safety measures are ob-
served in the working areas.

b. Inspection of the buildings, structures or facilities after completion of construction, renovation or modification and prior to the issuance of Occupancy Permit by the Building Official to determine compliance with approved plans and with the working condition of the installed fire protective and/or warning system, IF ANY.

c. Inspection on all industrial, commercial or business establishment in connection with their application for permits and/or licenses with the local governments or other government agencies, and during their on-going operations.

d. Inspection on storage, handling and/or use of explosives or of combustible, flammable, toxic and other hazardous materials.

e. Inspection conducted periodically on all existing buildings, structures or facilities, including all industrial, commercial or business operations, to determine the presence of any fire hazards; the type of occupancy; the prohibited acts being committed or tolerated therein; and to check or test the required fire protective and/or warning system.

3. Jurisdiction of District/Provincial Offices. The district/provincial offices shall also conduct fire safety inspections within the areas under their jurisdiction thru duly DESIGNATED FSI of its Fire Safety Enforcement Section. Inspection shall be limited to the following:

a. Re-inspection or verification inspection of the building, structure or facility initially inspected by the city/municipal FSI when the result of which indicate no compliance with the requirements and/or where there is deficiency in its compliance, as indicated in the AIR submitted to the District/Provincial Offices

b. Inspection of buildings, structures or facilities and industrial, commercial or business establishment’s subject of any complaints, where the act or omission being complained of pertains to the inspections conducted by the city/municipal FSI’s.

11) What are the instances where wet standpipe system is required in a building?

Wet standpipe system extending from the cellar or basement into the topmost storey shall be required in the following:

a) Assembly occupancies with an occupant load exceeding 1000;

b) Educational, healthcare and detention and correctional, business and mercantile, industrial, and hotels and apartments occupancies, four or more storeys, and

c) Hazardous storage and business and mercantile occupancies having a floor area exceeding 1860 m² per floor.

Exception;

a) Buildings equipped throughout with an approved, supervised sprinkler system

b) Basement or cellars equipped with approved, supervised sprinkler system.

The exception however does not apply to the special provision for high rise buildings which requires automatic fire suppression system and wet standpipe systems.

10) What is the period of validity of Fire Safety Inspection Certificate (FSIC) for Business or Permit to Operate?

The period of validity of Fire Safety Inspection Certificate (FSIC) for Business or Permit to Operate is total occupancies.
gate area, but over 287 m², or utilizing any balcony, mezzanine or floor above or below the street floor level for sales purposes shall be equipped with automatic and manual fire alarm system. (*Section 10.2.13.3, C of the IRR of RA 9514*)

i) An approved automatic fire detection and alarm system shall be required in all industrial occupancies, except for buildings with less than 25 employees where such building shall be equipped with manual alarm system. (*Section 10.2.15.3, C(1) of the IRR of RA 9514*)

j) An approved automatic fire detection and alarm system shall be required on all industrial occupancies except for buildings with ordinary or low hazard not exceeding 2,000 square meters where such building shall be equipped with manual fire alarm system.

K. Automatic fire detection and alarm system may also be required in all business occupancies where any of the following conditions exists:

1) The building is two (2) or more storeys in height above the level of exit discharge.

2) The occupancy is subject to fifty or more occupants above or below the level of exit discharge. For existing building, the occupancy is subject to 100 or more occupants above or below the level or exit discharge.

3) The occupancy is subject to three hundred (300) or more total occupants. For existing building, the occupancy is subject to one thousand (1000) or more

4. Jurisdiction of BFP Regional Headquarters. The Regional Headquarters may constitute a composite team or “Task Force”, which may be composed of personnel from their Operations Division, Fire Safety Enforcement Section and Fire Safety Inspectors from district/provincial offices and city/municipal fire stations, inspection shall be limited to the following cases:

a. Processing of requests for alternative and/or remedial fire safety measures endorsed by the District/Provincial Offices prior endorsement to BFP-National Headquarters;

b. Re-inspection of actual conditions in buildings, structures or facilities, industrial, commercial or business establishments on controversies appealed/elevated by the owner/administrator to Region.

c. Re-inspection/verification of the fire safety inspection of buildings, structures, or facilities inspected by the FSI’s of district/provincial offices but did not comply with the fire safety requirements or when there is deficiency with the compliance;

d. In cases of an aftermath of natural or man-made disaster where fire safety and life safety situations in buildings, structures or facilities are adversely affected; and

e. To cover areas where there is a failure in the enforcement of the Fire Code.

5. Jurisdiction of BFP National Headquarters. The BFP National Headquarters thru the Directorate for Fire Safety and Prevention MAY conduct inspection on all buildings, structures and facilities and in any industrial, commercial or business establishments in any city, municipality, province or region, limited to the following cases:

a. Evaluation of basis of recommendations for the summary abatement of fire hazards involving alteration, renovation or modification of buildings, structures or facilities, or its closure or demolition declared as public nuisance;

b. Re-inspection/verification of the fire safety inspection of
buildings, structures, or facilities inspected by the composite team or task force of the Regional Offices.

c. Random Validation of the administrative action taken in the field offices to determine if the procedure has been properly observed.

### III. EFFECTIVITY

This SOP shall take effect immediately upon approval.

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automatically actuate electrical school fire alarm system. *(Section 10.2.9.5, (D)(2) of the IRR of RA 9514)*

c) In health care facilities, every building shall have an electrically supervised automatic fire alarm system capable of being manually operated. *(Section 10.2.10.3, (F)(1) of the IRR of RA 9514)*

d) An approved automatic heat and/or some detection system shall be installed in all corridors of hospitals, nursing homes, and residential custodial facilities *(Section 10.2.10.3, (F)(2) of the IRR of RA 9514)*

e) An automatic fire detection and alarm system shall be provided for any hotel or dormitory having accommodations for fifteen (15) or more guests. *(Section 10.2.12.3, (C)(4b) of the IRR of RA 9514)*

f) Every apartment building of four (4) storeys or more in height, or more than twelve (12) apartment units shall have an automatic fire detection and alarm system. *(Section 10.2.12.4, (C)(4a) of the IRR of RA 9514)*

**Exception:**

Buildings provided with approved, supervised sprinkler protection.

g) All mercantile occupancies having an aggregate gross area of 2787 m² or more, or utilizing more than three (3) floor levels for sales purposes shall be provided with an automatic and manual fire alarm system. *(Section 10.2.13.3, C of the IRR of RA 9514)*

h) All mercantile occupancies having less than 2,787 m² aggre-
b) Every high hazards occupancy shall have automatic fire suppression system protection or other equivalent protection as may be particular to the hazard. (Section 10.2.15.3. (D)(1) of the IRR of RA 9514)

**FOR STORAGE OCCUPANCIES**

a) Every high hazard occupancy shall have automatic fire suppression system protection or other equivalent protection as may be appropriate to the particular hazard designed to minimize danger to occupants on case of fire or other emergency before they have time to utilize exits to escape. (Section 10.2.16.2. (C)(1) of the IRR of RA 9514)

**FOR MISCELLANEOUS STRUCTURES**

a) Any underground structures and windowless buildings subject to occupancy by fifty (50) or more persons, from which there is no direct access to outdoors or to another area and no outside light or light ventilation through windows, shall be equipped with approved supervised automatic fire suppression system. (Section 10.2.17.4 of the IRR of RA 9514)

**9) What are the instances when Automatic Fire Detection and Alarm System (FDAS) are required?**

a) All assembly buildings where occupancies of the building exceed 300 persons, the initiation shall be through an automatic detection system. (Section 10.2.8.7. (D)(1) of the IRR of RA 9514)

b) In educational occupancies, building provided with automatic fire suppression system the operation of the system shall be through an automatic detection system. (Section 10.2.8.7. (D)(1) of the IRR of RA 9514)
building has been ordered closed by the BFP.

Likewise, posting of closure order sign could serve as initial remedy of the BFP prior to actual closure of the building where actual closure is not feasible due to willful failure of the occupants to vacate the building or premises despite notice.

II. POLICIES

A. Any building that has been ordered closed by the BFP in accordance with the provision of RA 9514 and its IRR shall be posted in front of the building or structure at or near the entrance with the warning sign specified below.

B. The warning sign shall remain posted until an order from the BFP who issued the closure order or from higher BFP office has been ordered removed and after the hazard or deficiency has been abated.

C. The warning sign shall have the following specifications:

![Warning Sign Image]

II. RESPONSIBILITIES

The BFP Regional Offices shall be responsible for the printing and production of said warning sign which shall be included in their respective OPB for proper funding.

All BFP Regional BFP Directors shall ensure strict implementation of the policies.

FAQ

a) Approved supervised sprinkler system protection shall be installed in all mercantile occupancies as follows:

1. Throughout all mercantile occupancies three or more storeys in height.

2. Throughout all mercantile occupancies exceeding one thousand one hundred fifteen square meters (1,115 m²) in gross area.

3. Throughout floor below the street floor having an area exceeding 232 m² when used for sale, storage or handling of combustible goods and merchandise.

FOR BUSINESS OCCUPANCIES

a) Hazardous areas including, but not limited to, areas used for general storage, boiler, or furnace rooms, and maintenance shop shall be protected by an automatic extinguishing system in accordance with NFPA 13, Installation of Sprinkler System. (Section 10.2.14.3, [D] [3] (b) of the IRR of RA 9514)

b) All business occupancy building fifteen (15) meters or more in height shall be provided throughout with approved, supervised sprinkler system, fully electrically supervised designed in accordance with NFPA13. (Section 10.2.14.6 of the IRR of RA 9514)

FOR INDUSTRIAL OCCUPANCIES

a) Buildings with unprotected vertical openings connecting not more than three (3) storeys used for industrial occupancy which are permitted in accordance with the conditions of Section 10.2.6.2 of the IRR shall be protected by approved super-
b) Any hazardous areas, or rooms or spaces such as but not limited to boiler and heater rooms, laundries, repair shops, storage of combustible supplies and equipment determined by the City/Municipal Fire Marshal as high hazard, shall be equipped with automatic fire suppression system.

c) Every hazardous area shall be equipped with automatic fire suppression system or shall be separated from other parts of the building by construction having fire resistance rating of at least one (1) hour and communicating equipment. (Section 10.2.12.3, C (7) (b) of the IRR of RA 9514)

FOR APARTMENT BUILDINGS

a) All buildings shall be protected throughout by an approved, supervised sprinkler system except in buildings where all guest sleeping rooms or guest suites have a door opening directly outside at the street or grade level or exterior exit access arranged in accordance with Section 10.2.5.2. of the IRR of RA 9514 in buildings up to and including three (3) storeys in height. (Section 10.2.12.4, C (5) (a) of the IRR of RA 9514)

b) Any hazardous areas, or rooms or spaces such as but not limited to boiler and heater rooms, laundries, repair shops, storage of combustible supplies and equipment determined by the City/Municipal Fire Marshal as high hazard, shall be provided with automatic fire suppression system. (Section 10.2.12.4, C (6) (b) of the IRR of RA 9514)

FOR MERCANTILE OCCUPANCIES

IV. EFFECTIVITY

This circular shall take effect immediately upon approval.

CSUPT CARLITO S ROMERO
Officer-In-Charge, BFP
MEMORANDUM

TO: ALL REGIONAL DIRECTORS

SUBJECT: ISSUANCE OF CONVEYANCE CLEARANCE

DATE: 16 September 2012

The Bureau of Fire Protection (BFP) has been receiving issues and concerns pertaining to clients who are engaged in handling and transporting of petroleum products from one place to another. Purportedly, clients who already acquired Conveyance Clearance from a certain BFP local station were required to pay for another set of Conveyance Clearance Fees by the station that has jurisdiction on the area of destination of intended delivery.

During the Management Committee (MANCOM) Meeting held last July 4, 2012, the body agreed that Conveyance Clearance issued by Fire Marshals having operational jurisdiction thereat be considered valid and effective nationwide, in the absence of any violation specified by existing laws and policies.

In view hereof, you are directed to advise all City/Municipal Fire Marshals, within your respective areas of responsibility, to acknowledge and accept Conveyance Clearances issued to clients by a local BFP station, where said clearance was originally applied. They are not, however, barred from conducting verification and inspection on the actual condition of the flammable, combustible and hazardous

open plan building in which the travel distance to exits exceeds forty six (46) meters shall have approved supervised sprinkler system which shall be electrically interconnected with the school fire alarm system.

d) Underground and windowless educational buildings shall be provided completely with automatic fire suppression system. (Section 10.2.9.9 of the IRR of RA 9514)

FOR HEALTH CARE OCCUPANCIES

a) Approved, supervised sprinkler system shall be provided throughout all hospitals, nursing homes, and residential-custodial care facilities. (Section 10.2.10.3, paragraph F (3) of the IRR of RA 9514)

FOR DETENTION AND CORRECTIONAL OCCUPANCIES

a) All detention and correctional occupancies falling within the definition of Zoned Egress, Zoned Impeded Egress, Impeded Egress and Contained as defined in Section 10.2.11.3, paragraph B (1) of the IRR of RA 9514 shall be protected throughout by an approved supervised automatic sprinkler system. (Section 10.2.11.3 of the IRR of RA 9514)

FOR HOTEL AND DORMITORIES

a) All buildings shall be protected throughout by an approved, supervised sprinkler system except in buildings where all guest sleeping rooms or guest suites have a door opening directly outside at the street or grade level or exterior exit access arranged in accordance with Section 10.2.5.2. of the IRR of RA 9514 in buildings up to and including three (3) storeys in height. (Section 10.2.12.3, C (5) (a) of the IRR of RA
for exhibition or display and are nor part of a mixed occupancy, all assembly occupancy with all sides open and places or worship at the level of exit discharge with sufficient means of egress.

d) Section 10.2.8.15 Special Provisions for Exhibitions Halls. Any place of assembly used for exhibition or display purposes shall be equipped with a complete automatic fire suppression system, when the exhibition or display area exceeds 1394 m$^2$.

EDUCATIONAL OCCUPANCIES

a) Section 10.2.9.5 Protection, paragraph E of the IRR of RA 9514. Every portion of educational buildings below the floor of exit discharge shall be protected with complete automatic sprinkler protection.

b) Section 10.2.9.5 Protection, paragraph F of the IRR of RA 9514. An area used for general storage, boiler or furnace rooms, fuel storage, janitors closets, maintenance shops including woodworking and painting areas, laundries and kitchen shall be protected with automatic fire suppression system.

Exception:

When such portion as enumerated in paragraph (b), are separated from other parts of the building with construction having not less than one-hour fire resistance rating and all openings are protected with self-closing fire doors.

c) Section 10.2.9.7 Special Provisions for Flexible Plan and Open Plan Buildings of the IRR of RA 9514. Any flexible plan building or materials being transported, in accordance to the packaging and other safety standard requirements set forth by the Fire Code of the Philippines (RA 9514) and other pertinent laws on fire safety. Should violations be found, the City/Municipal Fire Marshal must notify the Issuing Officer of such and recommend for the outright cancellation or revocation of the subject clearance. Failure to comply with this directive shall be dealt with accordingly.

For guidance and strict compliance.

RUBEN F. BEARIS JR
CSUPT (DSC) BFP
Deputy Chief for Operations/Officer-in-Charge
MEMORANDUM

TO: ALL REGIONAL DIRECTORS

SUBJECT: INTENSIFIED FIRE SAFETY INSPECTION OF ALL BUSINESS ESTABLISHMENT SELLING/RETAILING PETROLEUM PRODUCTS/FLAMMABLE LIQUIDS USING “PORTABLE CONTAINER”

DATE: October 15, 2012

One of the issues and concerns raised during the 1st Semester Command Conference held on September, 2012 is the absence of clear cut policy of the Bureau of Fire Protection (BFP) in dealing with business establishments involved in the retailing of petroleum products.

Be informed that under Section 7 of RA 9514, the Chief, BFP or his duly authorized representatives is mandated to ensure that safety measures are observed in the manufacture, storage, handling and / use of hazardous materials involving flammable and combustible liquids or gases of any classification through conduct of inspection.

Relative thereto, you are hereby ordered to strictly enforce RA 9514 and its Implementing Rules and Regulations (IRR) on the matter of fire safety inspection and issuance of the Fire Safety Inspection Certificate (FSIC) and other clearances to all establishments involved in the retailing of Petroleum Products.

AFSS is mandatory, to wit:

**FOR PLACES OF ASSEMBLY**

a) **Section 10.2.8.3 Stage and Enclosed Platform, paragraph B.**
Every stage equipped with fly galleries, gridirons and rigging for movable theater-type scenery, and every enclosed platform larger than forty six and a half square meters (46.5 m²) in area shall be protected with the automatic fire suppression system at the ceiling, under the gridiron, in usable spaces under the stage or platform and in auxiliary spaces and dressing rooms, storerooms and workshops.

b) **Section 10.2.8.8 Protection, paragraph E (1).** The following assembly occupancies shall be protected throughout by an approved supervised automatic sprinkler system: bars with live entertainment, dance halls, discotheques, and assembly occupancies with festival seating.

c) **Section 10.2.8.8 Protection, paragraph E (2).** Buildings containing assembly occupancies with occupant loads of more than 300 shall be protected by an approved, supervised automatic sprinkler system: throughout the storey containing the assembly occupancy, throughout all storeys below the storey containing the assembly occupancy, and in case of an assembly occupancy located below the level of exit discharge, throughout all storeys intervening between that storey and the level of exit discharge, including the level of exit discharge.

**Exception:**

Assembly occupancies consisting of single multipurpose room of less than 1115 square meters that are not used
Further, electrical wiring and equipment is classified as utilities as defined in Section 10.2.7.1 of the IRR of RA 9514. Utilities mentioned shall not be installed without first securing an installation clearance from the City/Municipal Fire Marshal having jurisdiction. The clearance shall be pre-requisite for the issuance of permits required by law for these installations.

However, such clearance shall only be issued and required in the following instances:

a) If the installation of electrical system takes place after the construction of the building and FSIC has already been issued;

b) If the building has undergone re-wiring and re-installation of electrical system, except when alteration, repair or renovation in the structural frame of the building were done, in such case, FSIC for Occupancy shall be required.

When a new building is constructed with all its plans and specifications having been reviewed and evaluated, Electrical Clearance shall not be issued separately as it is already taken part and absorbed by the FSIC.

8. What are the instances where buildings are required to install Automatic Fire Suppression System (AFSS)?

Generally, all high rise buildings shall be protected with approved, supervised sprinkler systems. However, the requirement of AFSS varies depending on the nature, purpose and use of the building.

The IRR of RA 9514 identifies the following instances where

Henceforth, the following guidelines must be observed in the course of fire safety inspection by the respective fire marshals of establishments selling or retailling petroleum products/ flammable liquids within their areas of jurisdiction:

1. Selling and retailling of petroleum products using “portable container” is not prohibited under the fire code of the Philippines provided that Section 10.3.4.2.1, IRR of RA 9514 specifically on storage and handling is observed.

"Flammable and combustible liquid shall be stored on approved containers or tanks properly labeled with physical properties of its content, flammability or combustibility and precautionary measures."

2. For mercantile and industrial occupancies where rooms or areas are accessible to the public, storage shall be limited to quantities needed for display and normal merchandising purposes which shall not exceed eighty one liters (81 liters) per square meter of gross floor area.

3. No FSIC shall be issued to establishment involved in the retailling of petroleum products without full compliance to the provisions of RA 9514 and Its IRR especially to the provision on storage and handling of flammable and combustible materials.

4. In case a violation is found during the conduct of inspection, the City/Municipal Fire Marshal shall immediately issue Notice to Comply/Notice Correct Violation to erring establishment or cause the non-issuance or cancellation/revocation of Business Permit when applicable.

5. The Municipal/City Fire Marshal shall immediately issue or-
der to pay fine to owner/administrator of establishment which fails to provide safety measures on flammable and combustible liquids in accordance to para. B.1-D of Section 12.0.0.4 of the IRR of RA 9514.

6. The Municipal/City Marshal may also seek assistance from the Philippine National Police to confiscate petroleum products/hazardous materials stored in an inappropriate/not approved container of a recalcitrant establishment. Confiscated petroleum products/hazardous materials shall only be returned to owners of the establishment until fire safety requirements are complied.

For strict compliance.

6. What is “occupiable storey”? Under Section 3 of RA 9514 “Occupancy” is defined as the purpose for which a building or portion thereof is used or intended to be used. Thus, when we speak of “Occupiable storey” it should be interpreted in the light of the classification of occupancies enumerated under Division 3 of Rule 10 (i.e. Assembly, Educational, Healthcare, etc.).

Hence, if portion of the building or an storey of a building is subject to occupancy enumerated under Division 3 Rule 10 and the same is actually used or intended to be used thereof by the owner or occupant, it is considerable as “Occupiable Storey”.

However, in case the highest point of the building, such as roof top and roof deck, which are usually utilized for as machine room, water tank, pump room or other purposes incidental to its operation shall not be considered as Occupiable Storey. (Memorandum to SR SUPT ALOVEEL FERRER dated April 24, 2013)

7. Is there any provisions in the Fire Code of the Philippines and Its IRR that authorize the BFP to issue clearance for Electrical Installation? Section 7 (a) (1) of RA 9514 requires that a fire safety inspection shall be conducted by the Chief, BFP or his/her duly authorized representative as prerequisite to the grants of permits and/or licenses by local government and other government agencies concerned for the use or occupancy of buildings, structures, facilities or their premises including the installation or fire protection and fire safety equipment and electrical system in any building structure or facility.
5. What are the instances that make the installation of an Automatic Fire Detection and Alarm System (FDAS) mandatory in Industrial Occupancy?

The applicable provisions are as follow:

a) Section 10.2.15.3 (C)(1) of the IRR of RA 9514 provide that "an approved automatic fire detection and alarm system shall be required on all industrial occupancies except for buildings with less than 25 employees where such building shall be equipped with manual alarm system."

b) Section 10.2.16.2 (B)(1) provides, “An approved automatic fire detection and alarm system shall be required on all industrial occupancies except for buildings with ordinary or low hazard not exceeding 2,000 square meters where such building shall be equipped with manual fire alarm system.

Applying the above provisions, there are two (2) instances where an industrial occupancy may be required with automatic fire detection and alarm system: (a) if the building is employing 25 or more employees; and in case there is an storage (b) if it is classified as high hazard. (Letter Reply to Atty. Donald V Diaz of Malcom Law dated October 22, 2013)
pretation and analysis of data(s) caused delay on the part of BFP National Headquarters to act on request of other government agencies/institution for the said data(s) as well as its interpretation and analysis. Moreso, with the enactment of RA 9514, there is a need to revise/amend the existing format of reporting to consider other activities required pursuant to the provisions of the Implementing Rules and Regulations (IRR) of said law.

III. PURPOSE

1. To ensure on-time and uniform submission of accomplishment report on fire prevention activities with corresponding interpretation and analysis of data.

2. To ensure the inclusion of other activities required pursuant to the provisions of RA 9514 and its IRR which were not included in the old format.

3. To prescribe policies and guidelines that will provide accurate and definite basis in the formulation and development of policies, plans, programs, projects and activities on fire prevention.

IV. GUIDELINES AND POLICIES

A. All accomplishment reports on fire prevention activities such as Establishment Inspected, Building Plan Reviewed/Processed and Issued FSEC, FSIC for Occupancy Permit Issues, FSIC for Business or Permit to Operate Issued, Total FSIC Issued, Notice to Comply Issued, Notice to Correct Violation Issued, Abatement Order Issued, Establishment Recommended for Stoppage of Operations and Closure, and amount of Fire Code Fee Collected shall be accompanied with statistical analysis/interpretation.

B. Statistical analysis/interpretation shall include the following information;

1. Variance between the accomplishment of the present month and the accomplishments during the same period

4. Is the automatic fire extinguisher system of ceiling type installed in Kitchen hood could pose substantial compliance with the provisions of RA 9514 and its IRR?

No. Under the IRR of RA 9514, all cooking equipment shall be protected by automatic kitchen hood fire suppression which shall be installed in accordance with NFPA 96—Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Fire extinguishing equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary back-up.

Automatic fire extinguishing system in kitchen hood shall be construed to consist of pre-engineered fire extinguishing systems that automatically discharge extinguishing agent from fixed nozzles and piping by means of expellant gas and portable fire extinguishers that are designed, installed and maintained in accordance with this section. Fire extinguishers shall be installed even if the property is equipped with automatic sprinkler, standpipe and hose or other fixed protection equipment.

The aforementioned provision is explicit, making it mandatory for all buildings, structures and facilities to be installed with portable fire extinguishers. Even residential occupancies such as socialized housing projects are not exempted from this requirement. Further, Section 10.2.12.4 of the IRR provides the same requirement for apartment buildings which socialized housing or low cost housing is classified. (Letter Reply to Engr. Jefferson S Bongat, President, OSHDAP dated 11 February 2011)
plied to newly constructed buildings/establishments, in case of existing building or those building erected before the enactment of RA 9514, interlocking or scissor typed stairs may be allowed provided that the other fire safety requirements that are related to means egress shall be complied with. (Memorandum to all Regional Director dated July 2010 signed by CSUPT BANDILLA)

2. Are four(4) storey residential buildings required to be equipped with sprinkler system?

Yes. The pertinent provision requiring all residential buildings with an approved supervised sprinkler system is set forth in Section 10.2.12.4, para 5-a, of the IRR of RA 9514 which states that, "All buildings shall be protected throughout by an approved supervised sprinkler system except in building where all guest sleeping rooms or guest suites have a door opening directly outside of the street or grade level or exterior exit access arranged in accordance with Section 10.2.5.2 of the IRR in buildings up to and including three (3) storey in height. (Letter Reply to Ma Cecilia A Ramos, proprietress of J-PAR Construction dated 26 April 2011)

3. Are residential buildings constructed under the socialized or low-cost housing project covered by BP 220 exempted from installing fire extinguishers?

No. Section 10.2.3.7 of the IRR of RA 9514 provides that "All buildings, structures and facilities shall be installed with

Note: For year-end report, variance shall be the comparison of accomplishments between the present year and previous year.

2. Explanation why such increase or decrease arises.
3. Initial action undertaken to address the issues/ problems encountered.
4. Recommendation on how to improve fire prevention activities.

C. Cut-off dates and schedule of submission shall be observed as hereby prescribed, to wit:

D. Monthly and Year-end Accomplishment Reports on Fire Prevention Activities shall conform to the attached format.

E. Regional Offices shall consolidate reports from their respective provincial/district offices within AOR and subsequently endorsed the same to the Directorate for Fire Safety and Prevention (DFSP) - BFP National Headquarters (BFP-NHQ), ATTN: Fire Safety Enforcement Division (FSED)

REPORT          CUT OFF DATE/ PERIOD          DATE OF SUBMISSION

Monthly        Every end of the month          Every 3rd day of the succeeding month

Yearend        31st day of December          Every 10th day of

V. RESCISSION CLAUSE

All BFP memoranda and circular contrary with this circular are hereby rescinded/ nullified accordingly.
VI. EFFECTIVITY

This circular shall take effect immediately.

However, all administrative actions under the Fire Code and its IRR, by an officer were still appealable to the next higher authority within fifteen (15) days from receipt of the pertinent order or notice. Next higher authority refers to the District or Provincial Marshal if the decision was made by the City/Municipal Fire Marshal. (Section 14.0.0.1 of the IRR of RA 9514)

8. Who are exempted from paying fire code fee?

The IRR of the Fire Code of the Philippines provides the herein instances where a person/establishment can be exempted from paying fire code fee:

a. Indigent Fire Victims are exempted from paying Fire Incident Clearance Fee upon submission of a certification from the Department of Social Welfare and Development (DSWD)

b. Public Schools, Local Government Units and other government agencies are exempted from paying fire drill fee.

ON FIRE SAFETY MEASURES/ ISSUANCE OF CLEARANCES/ CERTIFICATES

1. What is the effect of RA 9514 to buildings existing before its effectivity which are provided with interlocking or scissor typed of exits?

Pursuant to the provisions of the IRR of RA 9514, Section 10.2.5.2 para H sub-para 5 which states that “interlocking or scissor typed stairs shall be considered only as single exit for new building.” However, such requirement shall only be ap-
No. The authority to assess and collect fire code fee is vested upon by the Congress to the BFP only. It is a duly delegated authority which cannot further be delegated. To allow the LGU to do the assessment and collection is a direct and clear violation of the provisions of RA 9514 and its IRR which the BFP tasked to implement.

The BFP should not deviate from the legal mandate of law. Be it noted that this law (RA 9514) was enacted by the Congress and national in application. It has penal and administrative liabilities for any violation of any of its provisions. It is but wise that regardless of any problems, inconvenience or difficulties in the implementation, the BFP will not deviate from the legal mandate of RA 9514 and its IRR but instead, it will continue to implement its provisions. Needless to say, the BFP is not the proper authority to decide on the matter regarding the implementation of RA 9514. (Letter Reply to Engr. Ferdinand Z Caylo, City Administrator of City of San Fernando Pampanga dated March 3, 2010)

7. Can the BFP Fire Station defer the imposition of administrative charges/sanctions being imposed for non-compliance to the standards set forth in the IRR of RA 9514 pending the request approval of the proposed alternative fire safety measures?

No. BFP Memorandum Circular Number 2010-17, Guidelines in the Approval of Alternative and/or Remedial Fire Safety Measure do not in any way mention the deferment of the imposition of administrative fire safety measures. Also, no where in the provisions of RA 9514 and its IRR authorizes the BFP for the
ON QUARTERLY AND SEMESTRAL BASIS

e. Updated List of Fire Safety Practitioners with COC (quarterly) (Annex 5)
f. Updated List of Fire Volunteer or Members of Fire Brigade with COC (quarterly) (Annex 6)
g. Updated List of Fire Safety Enforcers (Semestral) (Annex 7)
h. Updated List and Status of High Rise Buildings (Semestral) (Annex 8)

Further, this office may also require the submission of accomplishment or status report of the following regular and special activities of the BFP on the dates as may be considered appropriate by the higher authority. These includes but not limited to the following:

1. Fire Prevention Month (end of March)
2. Fire Safe Summer Month (end of April)
3. Lenten Season (Monday of the succeeding week)
4. School Opening Month (every Monday of June)
5. Oplan Kaluluwa (Monday of the succeeding week)
6. Holiday Hazard Month (Every Monday of December and first Monday of January following the New Year Celebration)

Furthermore, monthly reports shall conform to the attached format and shall reached this office every 5th day of the succeeding month. Regional offices shall consolidate reports from their respective provincial/district offices for subsequent endorsement at the DFSP, Attention: Chief, Fire Safety Enforcement Division (FSED). Reports may be submitted in digital copy through the following e-mail addresses, fsedbfpnhq@yahoo.com or fsedbfpnhq@gmail.com.

For information and reference.

BY THE AUTHORITY OF THE CHIEF, BFP:

5. What is the basis and coverage of Fire Code Realty Tax?

Section 12.0.0.1 para C of the IRR of RA 9514 provides that basis in computing Fire Code Realty Tax which shall be “one-hundred of one per centum (0.01%) of the assessed valued of buildings or structures annually payable upon payment of the real estate tax, except on structures used as single family dwellings”. Whilst on the coverage of the Fire Code Realty Tax, the computation is based on the assessed value of the building or structure made by assessor’s office of the LGU. Machineries/equipment present therein are not included in the computation of Fire Code Realty Tax as it was not mentioned nor stated in the law. (Letter reply to Ekaraj Noroj, VP-Finance & Procurement of United Pulp and Paper Co., Inc. dated June 1, 2010)

6. Can the BFP allow the Local Government Unit to do the assessment and collection of fire code fees on their behalf?
ing the exact basis of fire inspection fee, it varies depending on the FSIC being applied for, which could be summarized as follows:

a. If the FSIC being applied is for Business or Mayor’s Permit, the fee should be based on 10% of all fees charged by the Local Government (i.e. Mayor’s Permit, Sanitary Inspection Fee, Environmental Inspection Fee, Garbage Collection Fee, Fire Inspection and other fees being collected by local government in granting said permit)

b. If it is Occupancy Permit, the fee should be based on 10% of all fees charged by the Building Official (i.e. Building Inspection Fee, Electrical Inspection Fee, Mechanical Inspection Fee, Plumbing Inspection Fee) and

c. If it is for the purpose of obtaining permit or license from other concerned government agency, it should be base on 10% of all fees charged by such government agency in the granting of pertinent permits or licenses. *(Letter Reply to Mr. Nepomuceno dated April 16, 2012)*

4. Are government sponsored projects exempted from paying of fire code fees?

No. Exempting/ waiving the collection of fire code fees for government sponsored projects are bereft of any justification or authority in RA 9514 and its IRR. While the law expressly enumerates the BFP’s sources of revenue, it does not provide
allowed in an enclosed/ air-conditioned office as long as they are capable of suppressing the fire hazards therein. Provided that for the protection of delicate electronic equipment (which may be found in computer rooms/shops), the following provisions of the Fire Code shall apply:

Section 10.2.6.7.F.3.C of the Implementing Rules Regulations (IRR) of RA 9514 “3. Application for Specific Hazards

C. Fire Extinguishers for the protection of delicate electronic equipment shall be selected from either a carbon dioxide type or a halogenated agent type.”

However, due to their ozone depleting potential, halogenated extinguishing agent are included in the DENR Administrative Order No. 2008-04, List of Controlled Substances of the Montreal Protocol. Corollary hereof, clean agent extinguishers are used as their replacement. These clean agents include hydrochlorofluorocarbon (HCCF), hydrofluorocarbon (HFC), perfluorocarbon (PFC), or fluoriodiocarbon (FIC). HCFC 123 though may still be used to substitute halon-containing fire extinguishers, suppressors and fire fighting paraphernalia until its phase out in 2040.

Henceforth, all Regional Directors are directed to ensure that the provisions in the selection, application and distribution of fire extinguisher as stipulated in Section 10.2.6.7 of the Implementing Rules and Regulations of the Fire Code of the Philippines are observed by their respective City/ Municipal Fire Marshals.

For strict compliance.

The IRR of RA 9514 vests such authority upon the BFP. The assessment of fire code sales tax shall be undertaken by the Office of the City/Municipal Fire Marshal having jurisdiction. An entity is within the jurisdiction of the latter if it is registered with its office as an entity conducting business. Hence, the office which shall collect the prescribed taxes under Section 12 (b) (5) should be the City/ Municipal BFP office having jurisdiction over the business entity, the principal place of business. The assessment should be based on the “gross sales” of companies, persons or agents selling firefighting equipment, appliances or devices, including hazard detection and warning systems. The term “gross sales” should include all sale made by the company on a yearly basis. This is to be determined by the City/Municipal BFP office having jurisdiction based on their gross receipts. ( Memorandum addressed to all Regional Director signed by CSUPT BANDILLA dated January 26, 2011)

3. What exactly is the basis for computing of fire safety inspection fee?

As expressly stated in the Fire Code and its IRR, the basis for the computation of fire safety inspection fee is ten percent (10%) of the fees charged by the LGUs and other government agencies. This does not include taxes imposed by the LGU concerned. (Fire Code of the Philippines of 2008)

There are different kind of FSIC being issued by the BFP depending on the nature and purpose of the FSIC being applied for. That is why Section 12.0.0.2 of the IRR OF THE Code uses the conjunctive word “or” as basis in computing the pertinent fire inspection fee. Thus, in answering the first issue regard-
ON COLLECTION OF FIRE CODE FEES, TAXES AND FINES

1. Can a BFP personnel question the certification submitted/ signed by the professional architect or engineer on the bill of materials submitted to him for approval?

Let us be reminded on the extent and scope of our mandates. It must be emphasized that in the implementation of the Fire Code (RA 9514) and the collection of fees prescribed therein, we (BFP) only exercises a regulatory function. That document, bill of materials, presented for assessment, only a duly licensed and registered professional such as an architect or engineer has the authority to certify that the total amount of expenses or estimates of a building or structure to be erected. The law imposes upon the said function due to their specialized or technical knowledge on the matter.

As long as documents are prepared in accordance with the prescribed forms enjoy the presumption of regularity and will be taken on its face value unless there is a blatant irregularity or deficiency on the face of the documents. The BFP, in the performance of his duty as regulatory agency, may question the certification submitted / signed by the professional architect or engineer on the bill of materials and specifications, provided, that the personnel questioning the same can substantiate his claim that it is irregular. (Memo to SR SUPT CORDETA dated November 11, 2010 signed by CSUPT BANDILLA)

2. Who has the authority and/or power to impose and collect Fire Code Sales Tax under Section 12 (b) (5) of RA 9514?

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

SUBJECT : ISSUANCE CERTIFICATE OF COMPETENCY (COC) TO MEMBERS OF COMPANY FIRE BRIGADE AS REQUIREMENT FOR ISSUANCE OF FIRE SAFETY INSPECTION CERTIFICATE (FSIC)

DATE : October 15, 2012

This pertains to the issue on the issuance of Certificate of Competency (COC) for members of fire brigade as additional requirement for the grant of Fire Safety Inspection Certificate (FSIC) to business establishment where organization of fire brigade is required. The said issue was raised during the 1st Semester Command Conference on September, 2012.

Be reminded that under Section 6.0.2.1, Rule 6 of the Implementing Rules and Regulations (IRR) of RA 9514 states that, “Section 6.0.2.1 Requirements

A. All business establishments employing at least fifty (50) persons shall, in addition for the requirements set forth under Section 7 of RA 9514 for the grant of Fire Safety Inspection Certificate (FSIC), establish an organization of fire brigade to deal with fire and other related emergencies…”

Further, the IRR of RA 9514 defines fire brigade as group of fire-
fighters, primarily performing fire suppression activities in areas such as, but not limited to, community/barangay, company, and other government and non-government establishments.

To qualify as a member of fire brigade, individuals must be available to respond to fire alarms and attend required training programs, for this purpose and in accordance to Section 6.0.3.1 of the IRR of RA 9514, the Bureau of Fire Protection (BFP) issued Memorandum Circular Number 2009-017 re. Guidelines on the Issuance of Certificate of Competency (COC) for Fire Volunteers, Members of Fire Brigades, Fire Safety Practitioners and Organization dealing with Fire Safety. The COC shall be synonymous with the license to practice fire safety, thus no person shall be allowed to render fire safety or fire fighting services unless the requirements on certificate of competency are complied with.

The said provision of the law applies to all business establishments employing at least fifty (50) persons. Business establishments shall refer to all occupancies, government or private offices and buildings. Hence, all business establishments are mandatorily required to comply with this provision, among other fire safety requirements of the fire code, before they can be granted with Fire Safety Inspection Certificate (FSIC).

Relative thereto, all Regional Directors are hereby directed to ensure that said provisions of the law including the requirements of MC 2009-017, are properly observed within their areas of responsibility.

For strict compliance.

[Signature]

ROBEN G. BEARDS JR
CSUPT (DSC) BFP
Deputy Chief for Operations/Officer-in-Charge

FAQ

(Most Frequently Asked Questions)
Illustration 1.15

B. All interior stairwells used as a means of egress shall be pressurized. In no case shall stairwells in high rise buildings be allowed to be unprotected.

Illustration 1.16

MEMORANDUM

TO: ALL REGIONAL DIRECTORS

SUBJECT: MONITORING OF FIRE CODE SALES TAX

DATE: October 15, 2012

This pertains to the issue raised during the 1st Semester Command Conference on September, 2012 regarding the absence of clear policy/directives in monitoring of fire code sales tax particularly of Ace Hardware and other similar business establishments selling fire fighting appliances. Fire Code Sales Tax refers to two percent (2%) of gross sales of companies, persons or agents selling firefighting equipment, appliances or devices, including hazard detection and warning system.

Be informed that the said issue has already been clarified in a Memorandum signed by then Chief, BFP, DIR. ROLANDO M BANDILLA, CESO IV, dated January 26, 2011. Hence, the undersigned reiterates the key points of the said Memorandum:

1. The assessment and collection of fire code sales tax is vested with the City/Municipal Fire Marshal over entities or companies selling firefighting equipment, appliances or devices including hazard detecting and warning system within his area of jurisdiction. An entity is within his jurisdiction if it is registered with its office as an
There is a document page containing text about fire safety enforcement and measures. The text discusses the calculation of the Fire Code Sales Tax based on the "gross sales" of companies, persons, or agents selling firefighting equipment, appliances, or devices, including hazard detection and warning systems. The term "gross sales" includes all sales made by the company on a yearly basis. The company involved in selling fire fighting appliance should settle payment of the said tax for them to be issued with Fire Safety Inspection Certificate (FSIC). For guidance, information, and widest dissemination, a list of fire safety measures is provided, including fire department communication units, fire detection and alarm system annunciators, elevator floor location and operation annunciators, sprinkler valve and water flow display panels, emergency generator supervision devices, manual start and transfer features, controls for unlocking stairway doors simultaneously, telephone for fire department use with controlled access to the public telephone system, fire pump status indicators, status indicators and controls for air handling systems, the fire fighters control panel for smoke control systems, emergency power and standby power status indicators, schematic building plans indicating the typical floor plan and detailing the building core, means of egress, fire protection systems, firefighting equipment, and fire department access. A public address system is also mentioned. Additionally, the text emphasizes the importance of shut off valves and water flow devices at the riser connection, stating that combined sprinkler/standpipe systems must have an individual control valve and check valve at each sprinkler connection. Stairwells are discussed, with a focus on ensuring that all stairwells shall be enclosed and protected. All doors on stairwells shall be kept closed, and stairway doors can be locked, with automatic electrical unlocking from the fire command center.
FIRE SAFETY ENFORCEMENT MANUAL

FIRE SAFETY MEASURES

Frequency of Fire Exit Drills

According to Type of Occupancy

- Educational – quarterly
- Healthcare – quarterly on each shift
- Residential – twice a year
- Hotels, Dormitories, Lodging, and Rooming Houses
- Mercantile, Business and Industrial – twice a year

SPECIAL PROVISIONS FOR HIGH-RISE BUILDINGS

Smoke Control

High rise buildings shall be designed in such a manner that the levels of smoke concentration in protected spaces can be maintained within values that can be tolerated by occupants.

The protected spaces shall include stairwells, at least one elevator shaft, and floor spaces readily accessible to all occupants and large enough to accommodate them.

Sprinkler Systems Protection

The approved, supervised sprinkler systems must protect all floor spaces including every closet and concealed spaces and plenums of certain configuration and construction – particularly where combustible materials are located such as exposed electrical wiring, combustible duct work, and combustible sound/thermal insulation. The system shall be interconnected to a fire command center of the building.

Fire Command Center

A. For buildings ten (10) storeys or more, a fire command center shall be provided in a location approved by the City/Municipal Fire Marshal having jurisdiction and shall contain the following features:

1. The emergency voice/alarm communication system unit.

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

SUBJECT : GUIDELINES IN THE PROCESSING OF FIRE SAFETY INSPECTION CERTIFICATE (FSIC) DURING RENEWAL OF BUSINESS PERMITS SPECIFICALLY IN AREAS WHERE ONE-STOP-SHOP IS BEING IMPLEMENTED

DATE : 24 September 2012

I. BACKGROUND

Pursuant to Rule 9 Division 4 Section 9.0.4.1 Implementing Rules and Regulation (IRR) of Republic Act 9514 otherwise known as the Fire Code of the Philippines of 2008, which categorically states that “Upon compliance of the fire safety requirements under Rule 10 of this IRR, a Fire Safety Inspection Certificate (FSIC) shall be issued by the BFP as a pre-requisite for the issuance of Business or Mayor’s Permit, Occupancy Permit, PHILHEALTH Accreditation for Hospitals, DOH License to Operate and other licenses issued by other government agencies.”

In line with the tenets of the Fire Code, the BFP Local Offices/Fire Stations then designates the task to the Fire Safety Inspector’s (FSI’s) of conducting inspection of a building or structure within their area of responsibility each time the owner, administrator or occupant shall renew his/her business permit or permit to operate as a require-
ment for the issuance of FSIC which in the same way is a pre-requisite in granting business permits as stipulated in Section 4.0.0.3 A (4 and 5) of the IRR of RA 9514.

Applying the provisions indicated under the Fire Code, the phase of securing a FSIC covers a minimum period of five (5) days processing commencing from application until the issuance of the FSIC. However, with the emergence of several Business Permit Licensing Offices (BPLO) of local government agencies/units which are all offering a one-stop-shop system in the renewal of permits and licenses for the convenience of the applicants, it is appropriate for the BFP to adjust to the demands of this times and work on delivering improved service to the public by coming up with a proposal of implementing a one stop shop scheme for expediency and feasibility. With this modification, BFP becomes more responsive and effective in its commitment of providing better services by employing specific guideline such as a “One Stop Shop Policy” in the issuance of Fire Safety Inspection Certificate (FSIC).

II. PURPOSE

A. To hasten the issuance of FSIC for the benefit of the applicants in the renewal of their permits and/or licenses.
B. To improve the quality of service provided to the applicants by implementing a policy for the expeditious administration of applications.
C. To give ample time for applicants in correcting any violations previously identified by Fire Safety Inspectors as to avoid delay in the processing of their applications.
D. To manage and reduce the work load of all BFP Local Offices/Fire Stations by giving prompt service to applicants.

III. PROCEDURE

1. All City/Municipal Fire Marshall having jurisdiction shall observe periodic fire safety inspection of any building, structure and establishment two (2) or three (3) months in advance before the scheduled renewal of any permits or licenses by the BPLO in pursuant to Section 7 of RA 9514.
3. Class C Hazards

Fire extinguishers with Class C ratings shall be required where energized electrical equipment can be encountered that would require a non-conducting extinguishing medium.

BUILDING SERVICE EQUIPMENT

UTILITIES

A. Equipment using gas and related gas piping shall be in accordance with NFPA 54, National Fuel Gas Code, or NFPA 58, Liquefied Petroleum Gas Code, as the case may be.

B. Electrical wiring and equipment shall be in accordance with the Philippine Electrical Code.


Heating, Ventilating, and Air-conditioning

A. The design and installation of air conditioning, ventilating, heating, cooking, incinerating, or other building service equipment shall be installed in accordance with the Philippine Mechanical Code.

B. Where ducting of air-conditioning and ventilating system passes through from one room to another room or from one fire barrier to another fire barrier shall be provided with automatic fire dampers.

Elevators and Escalators

A. Elevator installations shall be in accordance with the PSME Code.

B. All new elevators shall conform to the firefighters’ emergency operations requirements of ASME A17.1 Safety Code for Elevators and Escalators.

C. Elevators shall be subject to periodic inspections and tests by build-
structures and establishments who shall renew his/her permits and/or licenses.

IV. EFFECTIVITY

All Memorandum Circular inconsistent herewith are hereby amended accordingly.

This guideline shall take effect immediately upon approval.
FIRE SAFETY MEASURES

Dry Standpipes

1. All buildings with required enclosed stairway or smoke-proof enclosure shall have at least one dry standpipe outlet connection located at every floor level landing above the first floor of every required enclosure.

2. Dry standpipes shall not be concealed in building walls or built into plasters.

Wet Standpipes

Wet standpipe system extending from the cellar or basement into the topmost storey shall be required in the following:

a. Assembly occupancies with an occupant load exceeding one thousand (1,000);

b. Educational, healthcare and detention and correctional, business and mercantile, industrial, and hotels and apartments occupancies, four or more storeys in height, and

c. Hazardous storage and business and mercantile occupancies having a floor area exceeding one thousand eight hundred sixty square meters (1,860 m²) per floor.

Portable and Wheeled Fire Extinguishers

All buildings, structures and facilities shall be installed with portable fire extinguishers that are designed, installed and maintained in accordance with Section 10.2.6.7.

Fire extinguishers shall be installed even if the property is equipped with automatic sprinklers, standpipe and hose, or other fixed protection equipment.

MEMORANDUM

TO : ALL REGIONAL DIRECTOR

SUBJECT : REQUIREMENT OF NUMERICAL RATING FOR DRY CHEMICAL FIRE EXTINGUISHER

DATE : August 28, 2013

As provided in Section 10.2.6.7, paragraph F of the Implementing Rules and Regulations of the Fire Code of the Philippines, all fire extinguishers sold in the Philippines shall consist of a numerical rating that indicates the relative extinguishing effectiveness, except for the fire extinguisher for use on Class C and Class D.

The said requirement is indispensable, however, as of the moment the Department of Trade and Industry—Bureau of Product Standards that regulates manufacture of fire extinguisher has yet to conduct numerical rating testing in order to come up with the correct and appropriate fire rating in all fire extinguishers distributed in the country. The testing is scheduled on October 4, 2013 in cooperation with the Bureau of Fire Protection and the Philippine Chamber of Fire Protection Industries.

Hence, all fire extinguishers specifically dry chemical which are already out in the market are temporarily allowed pending the result of the actual testing.
Illustration 1.13

Automatic Sprinklers and Other Extinguishing Agents

1. Automatic shall be in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems.

All automatic sprinkler and standpipe systems shall be inspected, tested, and maintained in accordance with NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.

Other Extinguishing Agents

If extinguishment or control of fire will be more effectively accomplished by a type of automatic extinguishing systems other than automatic sprinkler system such as but not limited to carbon dioxide, dry chemical, foam, or water spray, a standard extinguishing system of appropriate type shall be installed subject to the approval of the City/Municipal Fire Marshal having jurisdiction.
suppression system.

Illustration 1.12. Protection of Vertical Openings

Fire Detection, Alarm, and Communications System

Fire detection, alarm, and communication systems shall be in accordance with NFPA 72, National Fire Alarm and Signaling Code, and the Philippine Electrical Code.

Systems shall be under the supervision of qualified and competent persons, who shall cause proper tests to be made at specified intervals and have general charge of all alternations and additions.

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

SUBJECT : ISSUANCE OF CERTIFICATE OF COMPETENCY FOR MANUFACTURE, SELLER AND RETAILER OF FIRE EXTINGUISHER

DATE : November 6, 2012

This pertains to issue regarding the issuance of Certificate of Competency (COC) for manufacture, sale or servicing of fire extinguishers as provided under Rule 10, Section 10.5.3.4 of the Implementing Rules and Regulations of RA 9514 OR Fire Code of the Philippines 2008. Said issue is among the prevalent concerns of BFP-field offices.

As regards thereof, please be informed that an implementing guideline relative to that effect was already drafted. Consequently, it was forwarded to the Office of the Secretary of the Interior and Local Government for approval/ signature. Pending the approval of the guidelines, the COC for manufactures and sellers of fire extinguishers shall not be required, provided however, that those persons engaged in the said business must have the necessary certificate from the Bureau of Product Standards—Department of Trade and Industry (BPS-DTI) and other relevant certifications.
Likewise, said issue has already been clarified by the Chief, BFP in a Memorandum dated August 31, 2011.

For information and reference.

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Discharge from Exits

1. All exits shall terminate directly at a public way or at an exit discharge. Yards, courts, open space or other portions of the exit discharge shall be of required width and size to provide all occupants with a safe access to a public way.

Illustration 1.11. Discharge from Exits

FEATURES OF FIRE PROTECTION

Protection of Vertical Openings

Every stairway, elevator shaft, light and ventilation shaft, chute and other opening between storeys shall be enclosed or protected to prevent the spread of fire or smoke, except openings of building protected by automatic fire
The travel distance is measured as follows:

1. Starting at the most remote point subject to occupancy
2. On the floor or other walking surface
3. Along the centerline of the natural path of travel
4. Around corners and obstruction with a clearance of 0.3 m (1 ft)
5. Over open exit access ramps and open exit access stairs in the plane of tread nosing
6. Ending where the exit begins

**Illustration 1.11. Travel Distance**

MEMORANDUM

TO: ALL REGIONAL DIRECTORS, PROVINCIAL FIRE MARSHALS, CITY/MUNICIPAL FIRE MARSHALS

SUBJECT: CONCURRENCE OF THE DOJ LEGAL OPINION WITH THE BFP’S POSITION ON AFSS REQUIREMENTS

DATE: 21 September 2012

This pertains to the issue raised by the PHINMA PROPERTY HOLDINGS CORPORATIONS, developer of economic and socialized housing projects seeking exemption from compliance with the Automatic Fire Suppression System (AFSS) requirement under RA 9514 for their existing projects approved under Batas Pambansa BLG. 220.

The Bureau of Fire Protection (BFP) has the opportunity to rule on the matter and denied the exemption sought by PHINMA. Thereafter, the issue was referred by the late Hon JESSE M ROBREDO, Secretary of the Interior and Local Government to the Department of Justice (DOJ) for legal opinion.

In its opinion dated June 4, 2012, the DOJ simply upheld the position maintained by the BFP. The pertinent portions of the said legal opinion are cited hereunder for the information of all concerned, thus:

1. DOJ opined that subject project of PHINMA is covered by the provisions of RA 9514 and therefore, is not exempted from compliance with the Automatic Fire Suppression Sys-
2. DOJ stressed that the Fire Code and its IRR shall apply to all persons and all private and public buildings, facilities or structures erected or constructed before and after their respective dates.

3. The DOJ is also of the opinion that the provisions in BP Blg. 220 (which was enacted in 1982) and its IRR (which came into effect in 2001) in so far as they are in conflict with specific provisions and requirements in RA 9514 (which as passed into law in 2008), and its IRR (which came into effect in 2009), have been repealed by the latter and IRR.

4. DOJ opined that the effective and applicable criterion in determining whether or not an automatic fire detection and alarm system is required for the projects of PHINMA is either the “four storeys or more” or “more than twelve (12) apartment units” criterion in the IRR of RA 9514. Hence, since its Medium Rise Buildings consists of 5-storeys and 29 units, automatic fire detection and alarm system are required.

5. In sum, PHINMA projects approved under BP Blg. 220, a law which has been in effect since 1982, does not in any way authorize PHINMA to hide behind the cloak of the 15-meter bar in order to exempt itself from the all-too-important AFSS requirement under RA 9514 which came into effect in 2008. True enough, RA 9514 prevails, as it shall always prevail, insofar as fire safety requirements are concerned.

For information and widest dissemination.

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Dead-End Limits

- Means of egress shall be so arranged that there are no dead-end pockets, hallways, corridors, passageways or courts whose depth exceeds the limits specified in individual occupancies by IRR of RA 9514.

Illustration 1.10. Dead-end Limits

Travel Distance

1. Measured on the floor or other walking surface along the center line of the natural path of travel;
2. Starting from the most remote point subject to occupancy;
3. Curving around any corner or construction with a 30 cm clearance therefrom; and
4. Curving around any corner or construction with a thirty (30) centimeter clearance therefrom

- Where measurement includes stairs, it shall be taken in the place of the tread nosing.
MEMORANDUM

TO: ALL REGIONAL DIRECTORS, PROVINCIAL/DISTRICT FIRE MARSHALS, AND CITY/MUNICIPAL FIRE MARSHAL

SUBJECT: CLARIFICATION RE. PHASING-OUT SCHEDULE OF FIRE EXTINGUISHER CONTAINING OZONE DEPLETING SUBSTANCE

DATE: September 9, 2013

The Implementing Rules and Regulations (IRR) of the Fire Code of the Philippines provide that fire extinguishers containing Ozone Depleting Substance (ODS) are prohibited for manufacture or sale. Such provision of the code, however, should be construed in accordance with the DENR Administrative Order Number 2004-08 which provides the phasing-out schedule and controls of ODS. Among the substances identified for phasing-out up to January, 2040 include the following: CFC’s, HCFCs, Halons, Carbon Tetrachloride, Methyl Chloroform, Hydrobromofluorocarbon, bromochloromethane and methyl bromide.

However, there are reports reaching this office that some Fire Marshals are prohibiting the use of CO2 Fire Extinguishers apparently on the ground that it contains ODS. Be clarified that CO2 is not among the substance identified by DENR Order No. 2004-08, List of Controlled Substance of the Montreal Protocol. Such type of fire extinguisher is still allowed to be utilized provided that it is installed in accordance with Section 10.2.6.7 of the IRR of the Fire Code of the Philippines, except for the requirement of numerical rating as the Depart-
ment of Industries—Bureau of Product Standards (DTI-BPS) is yet to conduct the actual testing of fire extinguisher. Hence, pending the result of the test, numerical fire rating of fire extinguishers should not be required.

For widest dissemination.

Illustration 1.7

- Where exit enclosures are provided and are interconnected by not less than 1-hour fire resistance-rated corridor, exit separation shall be measured along the line of travel within the corridor.
- Interlocking or scissor stairs shall be considered only as a single exit for new buildings
Arrangement of Means of Egress

Shall be remotely located from each other as possible, determined as follows:

A. *No Sprinkler:*
   - one-half (1/2) of the length of the maximum over-all diagonal dimension of the building or area to be served, measured in a straight line between the nearest edge of the exit doors or exit access doors.

![Illustration 1.6. Arrangement of Exit in Building not protected with Sprinkler](image)

B. *With sprinkler*
   - The minimum separation distance between two exits or exit access doors shall not be less than one-third (1/3) the length of the maximum overall diagonal dimension of the building or area to be served.
HIGH RISE BUILDINGS

The Fire Code of the Philippines defines a high rise building as one in which the distance between the floor of the topmost storey and the ground level is 15 meters or more. On the other hand, the National Building Code of the Philippines defines it as those buildings of 16 storeys or taller in height, 48 meters above established grade.

Note: This Manual adopts the definition provided by the latter, all illustrations as hereto included are the given interpretation provided by the Fire Safety Enforcement Division, Bureau of Fire Protection—National Headquarters.

Illustration 1.1

Number of Means of Egress

Illustration 1.5. Number of Means of Egress

1. The number of means of egress from any balcony, mezzanine, storey, or portion thereof shall not be less than two (2), except when specifically permitted by the IRR of RA 9514.

2. When the occupant load for any storey or portion thereof is more than five hundred (500) but not more than one thousand (1000), the means of egress shall not be less than three (3); in excess thereof, the means of egress shall not be less than four (4).
Permissible Exit Components

1. Doors
2. Stairs
3. Horizontal Exits
4. Ramps
5. Exit Passageways
6. Fire Escape Stairs
7. Ladders

GENERAL FIRE SAFETY REQUIREMENTS IN BUILDINGS

1. MEANS OF EGRESS

A continuous and unobstructed route of exit from one point in a building to a public way or at an exit discharge.

Illustration 1.2

Parts of a Means of Egress

1. the exit access
2. the exit; and
3. the exit discharge.

Illustration 1.3