

COORDINATION COMMITTEE

1	Commissioner Karachi	Chairman
2	Mr. Siraj Qasim Telli	Member
3	President Karachi Chamber of Commerce & Industries	Member
4	Chairman of all Industrial Associations of Karachi	Member
5	Deputy Commissioners (all) Karachi	Member
6	Representative of Secretary Industries	Member
7	Managing Director S.I.T.E. (Ltd) Karachi	Member
8	Senior Director, Municipal Services, K.M.C.	Member
9	Chief Boiler Inspector Sindh	Member
10	Deputy Chief Controller Sindh Building Control Authority	Member
11	Director Labour	Member
12	Director Civil Defence	Member

DISTRICT COORDINATION COMMITTEE

1	Deputy Commissioner (concerned)	Chairman
2	Representative of Karachi Chamber of Commerce & Industries	Member
3	Representative of Industrial Association (concerned)	Member
4	Deputy Director Labor (concerned)	Member
5	Controller, Civil Defence (concerned)	Member
6	. Representative of Senior Director, Municipal Services, K.M.C.	Member
7	Representative of Managing Director, S.I.T.E. (Ltd)	Member
8	Representative of Chief Boiler Inspector Sindh	Member
9	Representative of Electrical Inspector (concerned)	Member
10	Deputy Chief Controller, S.B.C.A.	Member

COMPLAIN REDRESSAL COMMITTEE

If any factory owner has any objection or complaint of harassment or injustices, he may file an appeal against the joint survey note to an Complain Redressal Committee comprising of the following:

- 1. Deputy Commissioner (concerned) / Assistant Commissioner.**
- 2. Representative of the concerned Industrial Association.**
- 3. Concerned departmental head (e. g Director Labor, Civil Defence,
Chief Boiler Inspector Sindh, Electrical Inspector, S.I.T.E. (Ltd),
S.B.C.A & K.M.C)**

JOINT SUREAY METHOD

- **Joint survey will be done by the members of team under the supervision of the concerned Deputy Commissioner**

TEAM MEMBERS

- **Department Officer**
(Civil Defence, Labor, Chief Boiler Inspector Sindh, Electrical Inspector, S.I.T.E Ltd., S.B.C.A. & K.M.C).
- **Representative of concerned Industrial Association**
- **A representative of Deputy Commissioner**
- **Inspection note will be signed by the above members.**
- **Inspection schedule will be issued for every 15 days in advance**

FIRE SAFETY SURVEY CHECK LIST

Name of Occupier: _____

Name of Factory: _____

Location: _____

Date of Audit: _____

Number of Employees: _____

Number of Floors: _____

Covered area of floor: _____

Nature of Business: _____

CHECK LIST OF LABOR DEPARTMENT

S. No		Remarks
1	To bring unregistered factories in network as defined under Section 9(1) of Factories Act – 1934.	
2	The Inspection of factories to be carried out on priority basis according	
3	Category 1 Factories employing more than 500 to above workers will be inspected on priority.	
4	Category 2 Factories employing workers from 101 to 500.	
5	Category 3 Factories employing workers from 10 to 100.	
6	Major hazardous factories like: petrochemicals, textile dealing with inflammable materials are to be inspected on priority basis.	
7	Health & safety provisions will be strictly implemented as defined in factories Act – 1934, Chapter-III.	
8	Field testing equipments like Lux Meter, Sound Meter, Hygro Meter, Chemical detectors etc should be provided to every inspection team member.	
9	General awareness programs to be launched for employees & employers relating to implementation of health & safety measures.	
10	Awareness printing material	
11	However, there will be no any deviation of law applicable in factory with regard to inspection under labor laws.	

CHECK LIST OF CIVIL DEFENCE DEPARTMENT

S. No		Remarks
1	Total Nos of departments (Rooms / Halls / Basements / Compartments) in factory, with covered area and safety arrangements. Type of work / material available.	
2	Total Nos. of Fire extinguishers / trolley mounted. (in working condition).	
3	Place of installation of fire extinguisher / trolley mounted (Fire points).	
4	Types / capacity of fire extinguishers.	
5	List of water points (type of accessories such as Hose pipe / nozzles).	
6	Place of installation of first aid boxes with accessories / first aid room / doctor or ambulance (fully equipped) available or not.	
7	Place of installation of rescue equipments (list required).	
8	List of fire assembly points (if more than one).	
9	Any other safety system / arrangements you have adopted in your premises / organization i.e advance Fire Fighting Technology (AF.T.). Smoke / Heat detector / sprinkler / any suppression system (detail list required).	
10	List of those who trained from Civil Defence department in Emergency training such as Fire Fighting / First Aid / Rescue as well as detection of bombs.	
11	Provide list of trainees, date / time will be mentioned for more training. Which type of work done in your premises / organization ? (in brief) Fire & safety department available or not ?	
12	if available provide list	
13	Disaster management plan available or not ? If not, to be prepared and provided.	

FIRE SAFETY SURVEY CHECKLIST

Civil Defence Department

Labor Department

Category- A

S. No	General Requirements of the Premises	Remarks
1	Verification that the area surroundings the building presents no visible evidence of unhealthy conditions: discarded materials, stagnant waters etc.	
2	Check that entrances to buildings are suitably connected to the external access road and that there are no obstacles, bottlenecks or other impediments for emergency and rescue vehicles.	
3	Check that any void have suitable railings or that they are inaccessible.	
4	Check that evacuation routes has no activities entailing high fire or explosion risk.	
5	Check the basement or underground areas used for work activities have permanent natural ventilation or air exchange system.	
6	Ladders reaching to all upper floor.	
7	Check that stairs connecting floors are clearly marked.	
8	Check that the stairways are provided with artificial and emergency lighting.	
9	Check that the ramps of the stairs have a minimum accessible width.	
10	Check that the stair railings are approx 1 m high.	
11	Check that the emergency routes do not pass through rooms with specific fire risks.	
12	Check that the emergency doors open outwards.	
13	Check that specific deposit areas for inflammable and hazardous substances.	
14	Check that there are safety and emergency systems for illumination of emergency routes.	
15	Check that the main electrical panel is installed in a separate, accessible location, is identified and is protected against fire.	

FIRE SAFETY SURVEY CHECKLIST

Civil Defence Department

Labor Department

Category- A

S. No	General Requirements of the Premises	Remarks
16	Circuit breaker panel and emergency shut offs unobstructed and labeled.	
17	Check the emergency power system (UPS).	
18	Do extension cords have a grounding conductor?	
19	Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	
20	Are flexible cords and cables free of splices or taps?	
21	Are cylinders legibly marked to clearly identify the gas contained?	
22	Are compressed gas cylinders located or stored in areas where they will not be damaged by passing or falling objects or be subject to tampering by unauthorized persons?	
23	Are low-pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service?	
24	Chemical containers properly labeled, stored, & closed when not in use.	
25	Chemicals segregated and stored by compatibility.	
26	Chemical storage areas free of ignition sources.	
27	Flammable liquids in containers over 4 L are in safe cans.	
28	Are MSDS's available for all chemical present at work site.	
29	Is proper PPE's (such as goggle, mask, hand gloves, gum shoes are available for the handling of Chemical .	
30	Ventilation system operational and adequate for removal of hazardous vapours.	
31	Are combustible scrap, debris, and waste materials stored in covered metal / concrete receptacles, and removed from the work site promptly?	
32	Are all flammable liquids kept in closed containers when not in use?	

FIRE SAFETY SURVEY CHECKLIST

Civil Defence Department

Labor Department

Category- A

S. No	General Requirements of the Premises	Remarks
33	Do storage rooms for flammables and combustible liquids have mechanical or natural ventilation?	
34	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?	
35	The fire extinguishers are adequate in type and the number is in compliance with the fire risk assessment.	
36	There is a fire-fighting connection with related fittings close to each emergency exit (towards outdoors or onto stairs).	
37	In each working area there is a fixed fire detection system an automatic alarm system .	
38	The following signs are posted around the building indication of emergency routes and exits muster points and temporary safe spaces location of fixed and portable fire fighting equipments no smoking prohibition of the use of lifts in the event of fire power shutdown buttons manual alarm buttons floor plan of emergency routes extracts of the emergency plan.	
39	Check the readiness of fire water system if already installed (pumps, tank etc.)	
40	Order and cleanliness Do employees know the safety and health hazards specific to their job assignments?	
41	No smoking rules.	
42	Emergency Plan.	
43	Regulation or instruction on compulsory safety measures.	
44	Information and training for workers.	
45	Emergency drills.	
46	Internal emergency and evacuation team.	
47	Specific training of internal emergency and evacuation team.	
48	Fire-fighting crew (internal or external) or agreement with local fire brigade.	

FIRE SAFETY SURVEY CHECKLIST

Civil Defence Department

Labor Department

Category- A

S. No	General Requirements of the Premises	Remarks
49	Specific training and / or skills of fire fighting crew	
50	Procedures for fire -fighting crew	
51	Maintenance and test program of safety system	
52	Supervisory personnel.	

FIRE SAFETY SURVEY CHECKLIST

Civil Defence Department

Labor Department

Category- B

S. No	General Requirements of the Premises	Remarks
1	Check if offices / workplaces are not too crowded.	
2	Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come into contact with energized parts of equipment, fixtures, or circuit conductors?	
3	Are cylinders with water-weight capacity over 30 pounds equipped (with means for connecting a valve protector or device, or with a collar or recess to protect the valve?	
4	Surrounding area should be cleared from other activities.	
5	The room / area should be accessible.	
6	The room / area has an adequate naturally ventilated surface area.	
7	If there is a centralized air conditioning or ventilation system check that: The air treatment units and refrigeration groups are installed in separate locations used exclusively for that purpose.	
8	The fluids used in the refrigeration units are non toxic or inflammable.	
9	The pipes have fire shutters at the ducts of fire-proof compartments.	

FIRE SAFETY SURVEY CHECKLIST

Check List of Boilers (Industries)

Category- A

S. No		Remarks
1	The boiler is inspected and serviced periodically.	
2	Check Isolating valve is installed immediately after gas room.	

Category- B

S. No		Remarks
1	The room / area should be accessible.	
2	The room / area has an adequate naturally ventilated surface area.	