



Philippine Economic Zone Authority

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MEMORANDUM CIRCULAR NO. 2007 - 015 *af*

TO : Economic Zone and IT Enterprises *John B. De Lima*
FROM : Director General LILIA B. DE LIMA
SUBJECT : Submission of FIRE AND SAFETY ASSESSMENT REPORT (FALAR)
DATE : July 20, 2007

In order to promote and enhance public welfare and safety on buildings and structures, the PEZA is adopting the attached Department of Interior and Local Government issued Memorandum Circular No. 2005-148 which aims to ensure effective compliance on the provisions of the Fire Code of the Philippines (FCP) and high reliability of the active and passive fire protection appurtenances.

DEFINITION OF TERMS:

CLFS – Chief of Local Fire Service or Fire Marshal of the local branches of the Bureau of Fire (BFP). In the case of PEZA, the PEZA Building Official.

Architect – Duly licensed professional recognized by the Professional Regulations Commission (PRC) in charge of the design of the building.

Design Professional – a Fire Protection Practitioner/Consultant responsible for the design of the fire and life safety features of the project.

Construction Manager – A professional from a construction supervising firm in-charge of overseeing the project construction.

Building Administrator – A professional in-charge of the general maintenance of a building including its equipment in order to extend the life of the building.

Fire Safety and Life Assessment Report (FALAR) – A written report prepared and certified by the Architect and the fire Protection Consultant. The report shall have three (3) parts, Part 1-Pre-Construction Phase, Phase 2-Construction Phase and Part 3 – Post construction Phase

FALAR Part 1 - A compilation of plans/specifications, design approach, criteria and calculations

FALAR Part 2 - A compilation of all approved submittals, test, and acceptance forms of all fire protection and life safety features

John B. De Lima

FALAR Part 3 – A compilation of maintenance and testing records kept by the building's engineering and maintenance departments.

APPLICABILITY:

- a. All PEZA registered enterprises with buildings, facilities and structures to be constructed or being constructed, upon the effectivity of Memo Circular No. 2005-143, with occupancy of at least fifty (50) persons, shall be required to submit the FALAR Part 1 and 2, among other documents, to the PEZA Building Official as one of the pre-requisites for securing the Fire Safety Inspection Certificate or endorsement for the release of the building permit and the occupancy permit.
- b. All PEZA registered enterprises with existing buildings, facilities or structures with occupancy of at least fifty (50) persons shall be required to submit FALAR Part 3 annually to the PEZA Building Official when securing the Fire Safety Inspection Certificate (FSIC).

PROCEDURES:

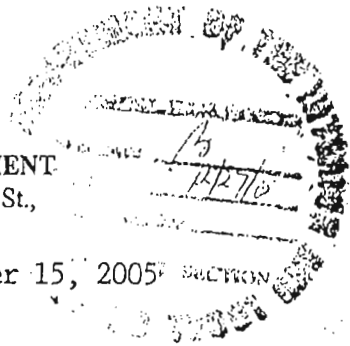
1. Three (3) sets of FALAR Part 1 shall be submitted to the PEZA Building Official by the building owner duly signed by the Architect and Design Professional together with one set of plans and specifications. The PEZA Building Official shall not issue the Building Permit without the submission of the FALAR Part 1.
2. Prior to beneficial occupancy, and together with the Certificate of Completion of Construction, three (3) sets of FALAR Part 2 shall be submitted to the PEZA Building Official by the building owner, duly signed by the Construction Manager. The PEZA Building Official shall not issue a Fire Safety Inspection Certificate (FSIC) and Occupancy Permit, unless the Owner of the building has submitted the FALAR Part 2.
3. The building owner shall make available for submission to the PEZA Building Official, three (3) sets of FALAR Part 3, duly signed by the Building Administrator during the regular annual fire safety inspection. The PEZA Building Official shall not issue a FSIC without the submission of the FALAR Part 3.

This Memorandum shall take effect immediately.

M.F.



10:20
7-25-07



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II, EDSA cor. Mapagmahal St.,
Diliman, Quezon City

December 15, 2005

MEMORANDUM CIRCULAR
NUMBER 2005-143

TO : ALL CONCERNED/ALL CHIEFS OF THE LOCAL FIRE SERVICE

SUBJECT : FIRE AND LIFE SAFETY ASSESSMENT REPORT (FALAR)

DATE :

In order to further promote and enhance public welfare and safety on buildings and structures, the Chief of the Bureau of Fire Protection (BFP), Department of the Interior and Local Government (DILG), is vested with authority in accordance with the appropriate provisions of the Fire Code of the Philippines (PD 1185) among which are as follows:

- A. SEC. 2. Declaration of Policies
 - a. The Government, with the cooperation of the private sector, shall develop and promulgate sets of standards and regulations taking into consideration the latest developments in fire technology suitable to Philippine conditions.
- B. SEC. 6. Responsibility for the enforcement of the Code

With the approval of the Secretary of the DILG, the Chief, BFP is hereby authorized to

 - a. Issue implementing rules and regulations, and prescribe administrative penalties.
- C. SEC. 43 103. Miscellaneous Provisions

The Chief, BFP shall have the authority to issue such further implementing details as may be necessary to carry out the provisions of the Implementing Rules and Regulations of PD 1185.

Section 1. GENERAL

A Memorandum of Agreement (MOA) was executed on August 1, 1978 between the Ministry of National Defense (Department of National Defense) and the Ministry of Public Works, Transportation and Communications (Department of Public Works and Highways). This MOA was executed after the issuance of the National Building Code (NBC, PD 1096) on February 19, 1977 and the Fire Code of the Philippines (FCP, PD 1185) on August 26, 1977. Among the goals of the MOA are to harmonize the implementation of the fire and life safety provisions of both the NBC and the FCP and to expedite the processing of building permits, fire safety inspection certificates and occupancy permits.

However, in enforcing the fire and life safety provisions of the FCP and the NBC, several obstacles were encountered by BFP personnel. One of those obstacles is the inaccessibility of various vital fire safety documents. The submitted plans and specifications do not include vital documents such as basis of design approach, calculations, as-built plans, records of testing, commissioning and maintenance, etc.

Section 2. OBJECTIVES

- a. To meet the two (2)-day plan review time requirement of the DILG through the BFP.
- b. To ensure effective compliance on the provisions of the Fire Code of the Philippines.
- c. To ensure high reliability of the active and passive fire protection appurtenances.
- d. To help BFP personnel better appreciate and understand the fire protection and life safety measures adopted on every building.
- e. To be able to conduct more efficient regular annual inspection by the BFP personnel, which will result in an increase in the number of buildings inspected by the same number of fire safety inspectors.

Section 3. DEFINITION OF TERMS

CLFS – Chief of Local Fire Service or Fire Marshal of the local branches of the BFP.

Fire Chief – Chief, BFP.

Architect – Duly licensed professional recognized by the Professional Regulation Commission (PRC) in charge of the design of the building.

Design Professional – A Fire Protection Practitioner/Consultant responsible for the design of the fire and life safety features of the project.

Construction Manager – A professional from a construction supervising firm in-charge of overseeing the project construction.

Building Administrator – A professional in charge of the general maintenance of a building, including its equipment and facilities, in order to extend the life of the building.

Fire and Life Safety Assessment Report (FALAR) – A written report prepared and certified by the Architect and his Fire Protection Consultant. The report shall have three (3) parts, Part 1 – Pre-Construction Phase, Part 2 – Construction Phase and Part 3 – Post-Construction Phase.

FALAR Part 1 – A compilation of plans/specifications, design approach, criteria and calculations.

FALAR Part 2 – A compilation of all approved submittals, tests and acceptance forms of all fire protection and life safety features.

FALAR Part 3 – A compilation of maintenance and testing records kept by the buildings' engineering and maintenance departments.

Section 4. APPLICABILITY

- a. All private and public buildings, facilities and structures to be constructed or being constructed, upon the effectivity of this Memorandum, with occupancy of at least fifty (50) persons, shall be required to submit the FALAR Part 1 and 2, among other documents, to the CLFS as one of the pre-requisites for securing Fire Safety Inspection Certificate or endorsement for the release of the building permit and the occupancy permit.
- b. All existing private and public buildings, facilities or structures with occupancy of at least fifty (50) persons shall be required to submit FALAR Part 3 annually to the CLFS when securing the Fire Safety Inspection Certificate.

Section 5. PROCEDURES

1. Three (3) sets of FALAR Part 1 shall be submitted to the CLFS by the building owner duly signed by the Architect and Design Professional together with one (1) set of plans and specifications. CLFS shall not issue a Fire Safety Inspection Certificate (FSIC) or indorsement, as a pre-requisite for the issuance of Building Permit without the submission of the FALAR Part 1.

2. Prior to beneficial occupancy, and together with the Certificate of Completion of Construction, three (3) sets of FALAR Part 2 shall be submitted to the CLFS by the building owner, duly signed by the construction manager. The CLFS shall not issue a FSIC or indorsement, as a requirement for the issuance of Occupancy Permit, unless the owner of the building has submitted the FALAR Part 2.

3. The building owner shall make available for submission to the CLFS, three (3) sets of FALAR Part 3, duly signed by the building administrator during the regular annual fire safety inspection. The CLFS shall not issue an FSIC without the submission of the FALAR Part 3.

4. The three (3) sets of FALAR shall be kept on file at the following offices:

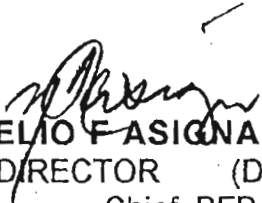
- a. Chief of Local Fire Service, Station Level - 1st set
- b. ARDO, Regional Level - 2nd set
- c. Director for Operations, NHQs - 3rd set

Section 6. REPEALING CLAUSE

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


Section 7. EFFECTIVITY

This Memorandum shall take effect immediately.

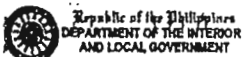

ROGELIO F. ASIGNADO, CESO IV
FIRE DIRECTOR (DSC) BFP
Chief, BFP

Date: 29 Nov '05

Approved:


ANGELO T. REYES
Secretary, DILG *plc*

Date: _____



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT

IN REPLYING, PLEASE CITE:
SILG05-009796



OUTLINE
Fire and Lifesafety Assessment Report, PART 1
Pre-Construction Phase (FALAR Part 1)

Documentation on Fire and Lifesafety features of the facility. Consisting of a written report prepared by the Architect and his Fire Protection Consultant. This is a compilation of the plans/specification and analysis normally submitted by the Architect and Engineers.

- A. Objectives
- B. Short project description
- C. Statement on who is enforcing authority for the National Building Code and the Fire Code.
- D. Statement of the Codes and standards used in the design.
- E. Discussion of Fire Protection and Life Safety Issues.
 - 1. Building Classification and Construction.
 - 2. Hazards of Contents and Combustible Loading including fire scenarios if design is performance based.
 - 3. Occupancy Classification
 - 4. Structural requirements/Separation of Building Spaces
 - 5. Exit and Egress
 - a) Basis of design
 - b) No. of exits
 - c) Travel distances
 - d) Exit calculations (may be included in appendices)
 - e) Timed-exit analysis (for equivalencies and variances)
 - 6. Fire Suppression Description
 - a) Design criteria used for sprinkler system/standpipe
 - b) Other suppression on systems
 - c) Water supplies, and fire pumps, capacities
 - d) Portable extinguishers
 - e) Hydraulics and other calculation (maybe placed in the appendices)
 - f) Riser diagrams (may be placed in appendices)
 - 7. Fire detection, alarm communication and evaluation systems
 - a) Description of each system including features and control strategies
 - b) Sound pressure calculation (for equivalencies and variances)
 - 8. Smoke Control Management
 - a) Description of smoke control strategies
 - b) Design criteria used
 - c) Smoke management sequence of operation
 - d) Equipment capacities and description
 - 9. Exit light and emergency lighting systems
 - a) Description
 - b) Typical location of exit lights and emergency lighting systems
 - c) Design criteria
 - d) Calculations (equivalencies and variances)
 - 10. Emergency Power Supply
 - a) Description
 - b) Capacities
 - c) Calculations (may be included in appendices)
 - 11. Fire Department Access
 - a) Description and location of street hydrants and nearest BFP station
 - 12. Other issues not discussed above including elevator recall and use of elevator recall and use of elevators for evacuation.

-END-

NOTE:

- 1. **Must be submitted in three (3) copies.**
- 2. **All pages must be signed and sealed by the Architect and Design Professionals. (Attach photocopy of PRC License)**
- 3. **All pages must have the Company name Project Title and Location.**

OUTLINE

Fire and Lifesafety Assessment Report, PART 2 Construction Phase (FALAR Part 2)

Documentation submitted by the contractor and Construction Manager certifying that the construction was in accordance with the FALAR 1 and authorized changes. Documents will be a compilation report of all approved submittals, tests and acceptance forms of all fire protection and life safety features and shall form part of the as-built documents turned over by the contractor to the building owner.

- A. Short Description of Project
- B. Objective of the Report
- C. Statement on who is enforcing authority for the National Building Code and the Fire Code.
- D. Standards used for Authorized Changes
- E. Fire Protection Life Safety Issues
 - 1. Building Classification and Construction – a statement saying there is no deviation from FALAR 1.
 - 2. Hazards of Content and Combustible Loadings – description of authorized changes from FALAR 1. If none, a statement saying none.
 - 3. Occupancy Characterization – description of any changes from FALAR 1. If none, a statement saying none.
 - 4. Structural requirements and separation of building spaces and description of authorized changes from FALAR 1.
 - a) Calculations (for changes and variances)
 - 5. Exit and Egress
 - a) Description of authorized major changes to FALAR 1.
 - b) Egress calculation for variances from code requirements.
 - 6. Fire Suppression
 - a) Description of authorized major changes to FALAR 1.
 - b) Calculations for major changes (maybe included in appendices)
 - c) Testing, commissioning and acceptance data including fire and jockey pumps.
 - 7. Fire detection, alarm communication and evaluation systems
 - a) Description of authorized major changes.
 - b) Calculations for major changes.
 - c) Testing, commissioning and acceptance data of the FA system.
 - 8. Smoke Control Management
 - a) Description of authorized changes
 - b) Calculations for major changes
 - c) Testing, commissioning and acceptance data for smoke exhaust and pressurization blowers.
 - 9. Emergency Power Supply
 - a) Description of authorized changes
 - b) Calculation for major changes
 - c) Testing, commissioning and acceptance data of the generator set
 - 10. Other issues including testing and commissioning of the elevator recall system.

NOTE:

- 1. **Must be submitted in three (3) copies.**
- 2. **All pages must be certified and signed by the Construction Manager. (Attach photocopy of PRC License)**
- 3. **All pages must have the Company name Project Title and Location.**

OUTLINE

Fire and Lifesafety Assessment Report, PART 3 Post Construction Phase (FALAR Part 3)

Documentation on the required periodic maintenance and upkeep of the fire and lifesafety features of the facility. It consists of a written report prepared by the building owner, his fire safety officer or his authorized representative. This is a compilation of the maintenance and testing records kept by the building engineering and maintenance departments.

- A. Objective
- B. Short Description of Building or Facilities
- C. Statement on who is enforcing authority for the National Building Code and the Fire Code.
- D. Statement of Testing and Maintenance Standards Used
- E. Discussion of Issues
 - 1. Building Classification and Construction
 - 2. Hazards of Content and Combustible Loadings
 - 3. Occupancy Classifications
 - 4. Separation of Building Spaces
 - 5. Exit and Egress
 - a) Number of active exits
 - b) Maintenance records done on egress component such as doors and enclosed stairways.
 - 6. Fire Suppression
 - a) Maintenance and testing records done on fire pumps, sprinkler system, portable extinguishers, standpipes and other fire suppression systems. Submit results of annual fire pump flow tests, annual main drain tests, and water flow tests for standpipe, submit other test results as appropriate.
 - 7. Fire detection, alarm communication and evaluation system
 - a) Testing and maintenance records done on the components of the detection and alarm system including the fire alarm control panel.
 - 8. Smoke Control Management
 - a) Maintenance and testing records of the various components of the smoke management system. Including test records for pressurization fans for flows and fan controls.
 - 9. Emergency Power Supply
 - a) Maintenance and testing records of the system components of the emergency power supply.
 - 10. Other testing and maintenance records, including test results of the elevator recall system.

NOTE:

- 1. **Must be submitted in three (3) copies.**
- 2. **All pages must be signed by the Engineering/Maintenance/Facilities manager, and report must be noted by the head of the company on the title page.**
- 3. **All pages must have the Company name and Location.**

GUIDELINES FOR FALAR SUBMISSION:

REQUIRED ATTACHMENTS TO FALARS 1, 2, AND 3:

FALAR PART 1:

- Egress Plan w/ furniture layout showing travel distances from farthest / remotest points in the building to exits
- Location / layout plan of all fire fighting / detection equipment (portable fire extinguishers, fire hose cabinets, fire alarm, sprinkler system etc.)
- Mechanical plans of Fire Suppression System
- Electrical plans of Fire Detection and Alarm System (FDAS)
- Technical Specifications of Fire Protection System (FPS) and Fire Detection and Alarm System (FDAS)

*All plans must be in standard (20"x30") size paper

FALAR PART 2:

- Test Results of installed Fire Suppression System and Fire Detection and Alarm System
- Certificate of acceptance issued by the PEZA registered company for installed FDAS and FPS

FALAR PART 3:

- Compilation of maintenance / inspection records of all Fire Fighting / Detection and Alarm and Life Safety equipment from the date of last annual inspection up to the most recent
- A certification signed by the Engineering / Facilities Manager stating that all fire and life safety equipment are well maintained and in good running condition

CERTIFICATION FOR FALAR EXEMPTION MUST STATE:

- That "at any given time", subject building / area will not be occupied by more than 49 people (employee or not)
- The project title and reference number of certificate / permit to which you wish to be exempted from FALAR requirements