




# CONFORMITY ASSESSMENT SYSTEM PROCEDURES

**LGS ASSURANCE PVT LTD**

## PROCEDURE FOR INSPECTION METHOD OF FIRE & LIFE SAFETY AND SUSTAINABILITY AUDIT

<b>Document name</b>	Procedure for Inspection method of Fire & life safety and Sustainability Audit	
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<b>Reviewed &amp; approved by</b>	Chief Executive Officer	



## VERSION HISTORY

Sl. No	Revision No.		Description of version	Date	Reason for change
	From	To			
1	--	00	Initial release	11.05.2023	-
2	00	01	Inclusion of Sustainability audit and ISO 17029	02.08.2023	Addition in the scope
3	01	02	Removed 'Recommendation' in this procedure and also updated the Procedure considering Section 5 of IFE Scheme	02.04.2024	IFE external office audit observation closure



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### 1.0 Purpose:

The purpose of this procedure is to describe the method of Fire & life safety audit and sustainability audit.

**2.0 Scope:** This procedure applies to Fire & life safety audit and sustainability audit.

### 3.0 Abbreviations, acronyms and definitions

Abbreviation	Description
TM	Technical Manager
INSPB	Inspection Body
LGSAPL	Life Giver Sustainability Assurance Pvt. Ltd.
P	Procedure
HOD	Head Of the Department

### 4.0 Responsibility

Activity	Responsibility
Fire safety audit	Auditor/Technical manager
Sustainability audit	Auditor/Technical manager

### 5.0 Process Inputs

Self-assessment report  
Basic data input from client

### 6.0 Process Description

Following are the steps to conduct Fire & life safety audit and sustainability audit inspection:

1. Receipt of Enquiry from the Applicant Hospital/institute/industry/community by phone or mail communication
2. Preparation of Proposal (Sustainability audit) / preparation of proposal in accordance with the set guideline by CAHO (Fire & Life safety audit)
3. Communication of Proposal to the Applicant by E-mail
4. All enquiries received from Client for Fire Safety Inspection with complete information for facilitating registration of an application within 7 working days of receipt of the query



5. Review of application forms along with documents submitted by client. Any more further requirements required from client will be communicated and reviewed after receiving the documents
6. Receipt of confirmation from client with payment advice
7. Agreement with client and LGSAPL
8. For fire & life safety audit, generation of Username and password (by Ibhar) for the tool access by the Applicant Hospital
9. Technical manager will provide training on how to access the tool and conduct the self-assessment to hospital staff/ contract persons.
10. Self-assessment completion by Applicant Hospital (For fire & Life safety audit)
11. Review of adequacy of the self-assessment (Stage -1 - Offsite) report/Basic data provided from client by technical manager of LGSAPL. During the review of self assessment (stage -1) the following points were checked.
  - a. Identification of fire and life safety arrangements as well as obligation;
  - b. Evaluating the site condition (North, East, west and south) and communicating with hospital for the second stage audit preparedness
  - c. Review the self-assessment report to check the compliance, fire and life safety requirements
  - d. Based on the self-assessment report and significance aspects technical manager will discuss with CEO/MD for allocation of resources for stage 2 inspection and communicate with client on the details of the stage 2 inspections
12. Technical manager will communicate of errors if any to Applicant.
13. Finalization of self-assessment report with Ibhar by LGSAPL (For fire & Life safety audit)
14. Nomination of audit panel (from the list of approved auditors) based on availability, location proximity by LGSAPL taking into account the mandays and the competence as per the IFE Scheme.
15. Communicate to the client to arrange for transport and accommodation for the inspection team and ensure necessary arrangements are made by the client.
16. Communication of Basic data provided from client to Auditor to know the nature of industry/institute/community (For sustainability audit). Communication of self-assessment report to the audit panel (respective reports as per the audit plan) via username and password to respective auditors by LGSAPL (For fire & Life safety audit)
17. Establishing an audit schedule in consultation with Applicant and auditors and communication of schedule by email to both
18. Communication of behavioral requirements and audit process and about the use of tool to audit panel by LGSAPL
19. Conduct opening meeting and during meeting inspection plan, People involved in audit etc. will be discussed. Hospital head/Co-Ordinator will present the existing



system of fire and life safety, Risk assessment and controls established etc. Hospital head/Co-Ordinator will guide to auditors on the PPE usage during inspection. Auditor will follow the instruction of PPE usage during the inspection.

20. Conduct of audit by LGSAPL appointed auditors in the panel and uploading the observations. (Main objective during audit is to verify the availability and operability of Fire and Life Safety). During inspection auditor will also evaluate local applicable regulation for fire and life safety.
21. Software tool (IBHAR) will be filled by team leader and he will consider the observation identified by co-inspector/or team member.
22. Note down the details and update the information in the iBHAR Tool that includes the conclusion for each question i.e. "In Place", "Partially in Place" and "Not in Place" (In place – Available and effective, Partial in place – Available but not effective, Not in place – Controls are absent)
23. Enter the observations / action needed for those questions marked as "Partially in Place" or "Not in Place". Other observation provision has been given in the tool to address if any other requirement apart from the checkpoints or local fire safety regulations are to be complied with.
24. If the observation related to regulatory requirement, then closure time for this Observation is 15 days or based on the nature of observation. Observation closure will be done on onsite verification. Client provided corrective action is not satisfactory by two iterations then application will be closed.
25. If observation is related to threatens fire and life safety of its occupants then closure time for this observation will be one month. Client wants certificate for closure then onsite verification will be done. Client provided corrective action is not satisfactory by two iterations then application will be closed.
26. If observation is related to requirement which does not compromise with the criteria requirement and is not a threat to safety of the occupant then closure time for this observation will be three months. Client wants certificate for closure then proper closure of observation and will be reviewed by offsite.
27. If any observation raised during audit and auditee closed on same day with evidence then same observation will not be considered under observation but it will be captured in report.
28. During closing meeting team leader will discuss the observation raised during audit.
29. Audit report consist of audit date, auditor information and there credentials, inspection body name and logo, hospital address/information, Team leader sign etc..
30. Generation of draft report and review of the adequacy of the audit report by technical manager and CEO of LGSAPL. System related adequacy will be checked by Technical manager and Fire safety technical adequacy will be checked by CEO.
31. Communication to auditors on the requirement of any modification in the approach towards audit.
32. Correction in the audit report as per requirement and finalization of third-party audit report in consultation with auditor and Ibhar (for fire & life safety audit) by LGSAPL
33. communication of the audit report to Applicant for understanding the gaps.
34. Applicant fills the corrective actions and actions against improvements suggested



35. Review of the corrective action approach taken and if found satisfactory communication of corrective action report to auditor by LGSAPL Technical Manager
36. Verification of the corrective actions taken by the Applicant and communication of final report by auditor (Point number 23, 24,25,26 followed)
37. Review of the final Corrective action report and sharing of the report with Applicant by LGSAPL (Point number 28 followed)
38. Sharing a certificate of third-party audit conducted with Hospital Applicant that includes the Inspection Results
39. Closure of the enquiry with feedback from client by E-mail

## 7.0 Process Outputs

Fire & life safety audit report  
audit report

## 8.0 Documented Information

Reference number	Title
Documented Information	
INSPB-D-08	Fire and life safety audit report
INSPB-D-09	Audit report

## 9.0 Reference

Clause Reference
ISO 17020--: 7.6

## 10.0 Process Measurable

Audit planned Vs Audit conducted