

Conformity Report Submission Guideline: Fire Protection and Prevention Requirements

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1.0 Introduction:

In accordance with the Royal Decree No. (M/43) dated 26/04/1438 AH approving the implementation of the Saudi Building Code Law (SBC), and as the General Directorate of Civil Defense is one of the relevant authorities for the implementation of this code, and in accordance with HRH the Minister of Interior's Decree No. (24090) dated 26/7/1435 AH regarding the approval of the Regulation Governing the Practice of Engineering, Technical and Contracting Business Related to Fire Protection and Prevention, the General Directorate of Civil Defense, represented by the Safety Affairs, has prepared this guide.

2.0 Objective:

This guideline clarifies the procedures for approved consulting engineering offices in the field of fire protection and prevention for submitting conformity reports for approved plans, as well as the requirements of the Saudi Building Code (SBC) for facilities under the supervision of the General Directorate of Civil Defense. This is to ensure the completeness of the elements of these reports and to control the work of accredited consulting engineering offices to confirm compliance with the requirements of the code, the Civil Defense Law, and regulations.

3.0 Scope:

This includes the following categories:

1. All new buildings.
2. Existing buildings when any of the conditions stipulated in the Saudi Building Code (Renovation, Change of Use, Modification, Expansion, and Demolition) are fulfilled.
3. Existing buildings that do not have conformity report of fire protection and prevention requirements.

4.0 Definitions:

The following definitions explain the meaning of terms used throughout this guideline.

Term	Description
Building Name	The name approved in the building permit.
Address	The short national address of the building.
Occupancy Classification	According to SBC with the writing of the classification code such as (I2) for hospitals.
Type of Construction	Type of construction according to SBC such as (IA).
Area	The ground floor area in square meters according to the building permit.
Height	According SBC (measured from the lowest point accessible to Civil Defense apparatus to the floor of the highest occupied level), in meters.
Number of Floors	The number of floors above the grade (grade plan), for example, a ground floor and a first floor constitute (2) floors.
Number of Basement Floors	floors located below grade (grade plan).
Number of Exits	Number of exits leading outside the building.
Number of Staircases	The number of staircases that lead to the exit discharge level in the building, whether enclosed or not, excluding escalators
Number of Elevators	The total number of all elevators in the building, including civil defense elevators.
Addition or Exemption from Code Requirements	Mark "Yes" if any requirement from the Saudi Building Code has been added or exempted; form (1) must be attached. Mark "No" if all requirements as per the Saudi Building Code without addition or deletion.
Private Fire and Rescue Brigades	Private Fire and Rescue Brigades as per the Regulation issued by His Royal Highness, the Minister of Interior Decree No. (2) dated 6/3/1443 H.
Conforming to the Code	Conforming to the requirements of the Saudi Building Code and the approved technical specifications.
Not conforming to code	Not conforming to the requirements of the Saudi Building Code or the approved technical specifications.
Not required	The requirement is not mandatory for the facility as per the requirements of the Saudi Building Code.

5.0 Drafting and Formatting of the Report:

1. The report must have a number and an issue date by the consulting engineering office.
2. The pages must be numbered in the format (page # of #).
3. The report must be typed and it shall not be accepted in handwritten form.
4. All pages of the report must be stamped with the seal of the accredited engineering office in the field of fire protection and prevention.
5. Compliance of requirements for fire protection and prevention must be done in reality, as per the approved plans, the Saudi Building Code, and the approved technical specifications. The systems must be functional and tested.
6. The report should include images of the building's facades, the implemented fire prevention and protection systems, and any relevant observations.
7. The engineering office must write down observations in regard to the establishment's compliance with the code requirements at the end of the report. The engineering office must use the approved texts from the documentation section.
8. The office must use the approved form attached within this guideline.

6.0 General Provisions:

1. This guideline does not replace the Saudi Building Code and its components. The Code is the main and basic reference.
2. The engineering office must comply with the regulations and directives of the General Directorate of Civil Defense, including the Regulation Governing the Practice of Engineering, Technical and Contracting Business, as well as the Regulation of Private Fire and Rescue Brigades.
3. The approved consulting engineering office in the field of fire protection and prevention shall be responsible for confirming the facility's compliance with the Saudi Building Code and the approved fire protection system plans. The systems must be tested and functional in accordance with the approved standards. The facility must be safe for the specified occupancy.
4. The Engineering Office is committed to delivering a copy of the report and other related documents to the owner for permanent keeping at the facility.
5. The Consulting Engineering Office for Fire Protection and Prevention must keep an electronic copy of the report and other related documents.
6. The General Directorate of Civil Defense reserves the right to take appropriate measures against the Engineering Consulting Office in case of technical observations or violations of the Saudi Building Code and Civil Defense regulations.
7. The safety officer is entitled to request additional information on the report within the scope of the consulting office's duties and responsibilities, in accordance with the nature of the project.
8. This guideline is updated as needed.

Sample Report for Conformity with Fire Protection and Prevention Requirements

7.0 Report Form:

Sample Report for Conformity with Fire Protection and Prevention Requirements

1. GENERAL DATA:

Building Name		Building Permit:	Date /	
		Plan Number:	Date/	
Location	City/	District & Street/		
	Plot Number/	National Address /		
(Building Status New-Standing)		Number of Elevators		
Occupancy Classification		Number of Fire Elevators		
(Hazard Classification)			yes	no
Type of Construction		High Rise Building		
Area (m2)		Atrium Provided		
Number of Floors		Below-Grade Building		
Height (meters)		Windowless Building		
Number of Basement levels		Earthing System is provided		
Underground Depth (m)		Lightning Protection System is provided		
Number of Exits		Stand-by Generator is provided		
Number of Stairs		Private fire and rescue Brigades are required		
Number of Stairs (insulated)		The Building is equipped with Central Gas System		
		Suitable location for the Central Gas Storage		
Number of Escalators		(*) Code Requirements Added or Exempted		

(*) If the answer is yes, Form No. 1 of the Plans Submission Guideline is attached

List of Entities that Design and Implement Fire Protection and Prevention Duties:

The Accredited Consulting Engineering Office for Fire Protection and Prevention Plans	License number	Expiry Date
Fire Protection and Prevention Contractors	License number	Expiry Date
1.		
2.		

2. General Site Requirements:

#	Item	Conforms to the Code		Conforming to approved schemes		Not required
		Yes	No	Yes	No	
1	Width and Height of Gates					
2	Access Routes and stationing for Civil Defense vehicles.					
3	Reach to the farthest point on the perimeter of the building from the outside					
4	Closed Ends and Maneuvering Areas					
5	Civil Defense Connections					
6	Loads Required for Emergency Routes					
7	Fire Hydrants					
		☐ Pressure and flow tested				
☐ All general site requirements are in accordance with the requirements of the Saudi Building Code		In case of non-conformity of an item to the code, Form 1 of the Plans Submission Guideline is attached				
☐ All general site requirements are in accordance with approved plans		In case of non-conformity of an item to the approved plans, it must be mentioned in the notes section, supported by illustrative images				

3. Requirements for Architectural Plans and Life Safety:

Floor and Space Schedule:

Floor	Area	Number of exits	Occupancy	Capacity
.....				
First Floor				
Ground floor				
Basement B1				
.....				

#	Item	Conforms to the Code		Conforming to approved plans		Not required
		Yes	No	Yes	No	
1	Vertical and Horizontal Smoke Sectors					
2	Vertical and Horizontal Fire Sectors					
3	(Exterior Walls Resistance)					
4	Emergency Exits					
5	Emergency Doors					
6	Transition distances, common path, and closed ends					
7	Diagonal spacing between stairs.					
8	Evacuation Elevators and Civil Defense Elevators					
9	Fire Pump Room, Generator Room and Fuel Tank					
10	Control Room					
11	Storage Locations and Hazardous Materials					
12	Interior Finishes (and Decorations)					
☐ All requirements of the architectural plan and the safety of life are in accordance with the fire protection and prevention requirements of the Saudi Building Code.		In case of non-conformity of an item to the code, Form 1 of the Plans Submission Guideline is attached.				
☐ All architectural plans and the safety of life requirements are in accordance with the approved plans.		In case of non-conformity of an item to the approved plans, it must be mentioned in the notes section, supported by illustrative images				

4. Fire Extinguishing System Requirements:

#	Item	Conforms to the Code		Conforming to approved plans		Not required
		Yes	No	Yes	No	
1	Manual fire extinguishers (types, sizes and location distribution)					
2	Vertical Standpipes					
3	Fire Cabinets					
4	Firewater Storage Tank					
5	Automatic Sprinkler System (extensions, valves, nozzles, ...)	☐ The necessary tests are done				
6	Clean Gas System (Size, Extensions, Control Panel, nozzles, ...) System Type:	☐ The necessary tests are done				
7	Other Fire Extinguishing Systems.....					
8	Fire Pump	☐ The necessary tests are done				
☐ All requirements of the Fire Extinguishing Systems are in accordance with the Requirements of the Saudi Building Code		In case of non-conformity of an item to the code, Form 1 of the Plans Submission Guideline is attached				
☐ All fire extinguishing system requirements are in accordance with the Approved Plans		In case of non-conformity of an item to the approved plans, it must be mentioned in the notes section, supported by illustrative images				

- (The location, type and specifications of the pump (vertical - horizontal) as well as the size of the firewater tank are explained)

5. Fire Alarm System Requirements:

#	Item	Conforms to the Code		Conforming to approved schemes		Not required
		Yes	No	Yes	No	
1	Manual Alarm Points					
2	Fire detectors					
3	Notification Systems (Audible and visual)					
4	Loudspeakers and two-way communication					
5	Repeater Panel					
6	(Clarification of systems integrated with the Alarm System)					
7	Control Panel (location, type, linking the systems to it)	☐ The necessary tests are done for the system				
☐ All requirements of the Alarm System are in accordance with the Requirements of the Saudi Building Code		In case of non-conformity of an item to the code, Form 1 of the Plans Submission Guideline is attached				
☐ All Alarm System Requirements are in accordance with Approved Plans		In case of non-conformity of an item to the approved plans, it must be mentioned in the notes section, supported by illustrative images				

6. Emergency Lighting Systems and Signage Requirements:

#	Item	Conforming to approved schemes		Conforms to the Code		Not required
		Yes	No	Yes	No	
1	Signage (their distribution, illumination, clarity, etc.)					
2	Emergency lighting (its distribution, illumination, duration of operation during emergencies, etc.)	☐ The necessary tests are done				
☐ All Emergency Lighting and Signage Requirements are in accordance with the Requirements of the Saudi Building Code		In case of non-conformity of an item to the code, Form 1 of the Plans Submission Guideline is attached				
☐ All Emergency Lighting and Signage Requirements are in accordance with the Approved Plans		In case of non-conformity of an item to the approved plans, it must be mentioned in the notes section, supported by illustrative images				

7. Ventilation and Smoke Control Systems Requirements:

#	Item	Conforming to approved schemes		Conforms to the Code		Not required
		Yes	No	Yes	No	
1	Approved Ventilation Systems					
2	Smoke Extraction					
3	Smoke Control					
4	Air Ducts and their Fire Resistance					
5	Fans, Dampers & System Parts/ associated components.					
☐ All requirements for ventilation, smoke removal and smoke control are in accordance with the requirements of the Saudi Building Code		In case of non-conformity of an item to the code, Form 1 of the Plans Submission Guide is attached				
☐ All ventilation, smoke removal and smoke control requirements are in accordance with approved plans		In case an item does not match the approved plans, mention the difference in the notes with illustrative images				

- The type of the ventilation system (natural or mechanical), smoke extraction, and smoke control (if any) are determined. This includes the number of air change rates and the system's operating mode. (Ventilation systems, smoke extraction systems, and smoke control systems are described separately for each system.)

8. Notes:

1	Note written here with notes with illustrative images attached
2	

9. IMAGE APENDEX:

The report is supported with images of the facades, fire protection and prevention systems, and observations.

Image	Image	Image	Image
Explaining such as: Front facades	Fire Pump	Control Panel	One of the automatic sprinklers
Image	Image	Image	Image
One of the Detectors	Note 1 "..."		

10. ATTACHMENTS:

- Quantity table for fire Extinguishing and Alarm Systems (including type, brand, model, and number) available at the site.
- A validated Certificate of Accreditation of Fire Protection and Prevention Systems Components.
- A copy of the building permit for the site.
- A certified copy of the national address for the site.
- Copy of the Consulting Engineering Office Accreditation License (valid).
- Contractor's license to practice the business.
- The contractor's commercial register.
- Installations and conformity works completion certificate.
- Other attachments.

11. SUMMARY AND DOCUMENTATION:

- The applicant confirms the office: ".....", Engineering Membership No. (.....) License No. (.....) that the establishment:
 - ☐ Comply with the requirements of the Saudi Building Code and all systems have been tested and the facility is safe for operation.
 - ☐ Not complying with the requirements of the Saudi Building Code or filing system tests.
- The applicant (Office: ".....") undertakes to keep a soft copy of the report with them, and deliver a copy to the owner to keep in the facility permanently, and hand over an soft and hard copy to the Civil Defense authority having jurisdiction over the area .

Office Name	License number and expiry date		Seal
Inspection Engineers	Engineering Membership	Signature	
1			
2			
3			
Report Number		Date	

