Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

#### **BUREAU OF FIRE PROTECTION**

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#### Fire Station

## **MEMORANDUM**

FOR : (Respective Head of Office)

SUBJECT : **FINAL INVESTIGATION REPORT**

DATE : (Date of FIR was completed)

|  |  |  |  |
| --- | --- | --- | --- |
| **FINAL INVESTIGATION REPORT**  **(F.I.R.)** | | (Complete address of the respective Investigation and Intelligence Office) | |
| **1.** | **PLACE OF FIRE:**  (Complete address where the fire incident occurred) | **2.** | **TIME AND DATE OF ALARM:**  (Date and Time of the fire incident)  Format: 0000H Date/ Month/ Year |
| **3.** | **ESTABLISHMENT BURNED:**  (Name of establishment gutted by fire and the type of occupancy) | **4.** | **FIRE VICTIM(S):**  (State the complete name of the fire victim(s) |
| **5.** | **DAMAGE TO PROPERTY:**  (Amount of damage in PESO based on the Affidavit of Loss and Sworn Statement of Loss submitted) |  |  |
| **6.** | **ORIGIN OF FIRE:** (Clearly state where the fire originated) | | |
| **7.** | **CAUSE OF FIRE:** (Clearly state how the fire occurred) | | |

**SUBSTANTIATING DOCUMENTS:**

(Ideal documents to be gathered by the fire and arson investigator in relation to CHAPTER IV, Section 5 of BFP SOP Nr 2006-01)

1. Spot Investigation Report
2. Progress Investigation Report
3. Affidavit of Loss
4. Sworn Statement of Loss submitted to insurance adjusters/ companies
5. Latest complete inventory of stocks prior to the fire incident
6. Complete inventory of salvaged items after the fire incident
7. Complete copies of insurance policies to include co-insurances
8. Sworn Statements of witnesses
9. Income Tax Return (ITR) for the last three (3) years
10. Financial Statements for the last three (3) years
11. Balance Sheets for the last three (3) years
12. Mayor’s permit and Business license
13. Occupancy permit
14. Department of Trade and Industry (DTI) Registration
15. Securities and Exchange Commission (SEC) registration
16. Latest Fire Safety Inspection Certificate (FSIC)
17. Complete List of employees
18. Approved Floor, Building and Electrical Plans
19. Copy of Lease Contract Agreement
20. Land Title/ Tax Declaration
21. ALS BFP National Headquarters Laboratory Report
22. Photographs of the Fire Scene

**FACTS OF THE CASE:**

This section should contain:

* + - Details of the fire incident
    - Physical details of the burned premises
    - All matters concerning to the SUBSTANTIATING DOCUMENTS as attached in the FIR
    - Narration of the witness(es)
    - Interpretation of the documents submitted
    - Other affected structures/ establishment(s)
    - Other important/ relevant matters concerning to the exhaustive investigation conducted and the scene of the fire and on the documents submitted.

**DISCUSSION:**

This section should contain:

* The conversation and the line of reasoning of the Fire and Arson Investigator on how he/ she arrived in the result of the investigation conducted.
* Arguments on the matters concerning the FINDINGS of the FIR.
* Details and explanation on the photographs taken at the fire scene

**FINDINGS:**

This section should contain:

* + - The complete details on how the fire occurred, the CAUSE OF FIRE, to include the IGNITION SOURCE and the FIRE SPREAD PATTERN.
    - The result whether the fire was ACCIDENTAL or INTENTIONAL in nature.
    - Any other pertinent data of the FINDINGS.

**RECOMMENDATION:**

This section should contain:

* The recommendation of the Fire and Arson Investigator pertaining to the case investigated.

**SIGNED** this (date of FIR completed) at the (complete name of office to include the address), Philippines.

(Name and Signature

of the Fire and Arson Investigator)

Noted by:

(Name and Signature of the

Chief of the Investigation and Intelligence Office)

**(ANNEX – “H”)**