

## **Duties of Fire Safety Officer – Specialist**

1. Issue fire safety certificate renewal upon compliance of all the mandatory requirements.
2. Give bi-annual declaration that fire prevention, life safety and fire protection measures provided in the building or premises are operational, in place and in efficient working condition.
3. Carry out bi-annual emergency mock drills and maintain record of the same. During the mock drill, provide basic information to occupiers and other security/maintenance staff with respect to basic fire prevention, fire-fighting and related aspects.