

AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

Email: asp2jws@gmail.com, Phone: 0120-4245444, 0120-4245666

Ref. F&S/SOP/PRE-7

Dated 08.09.2024

Detailed Standard Operating Procedure (SOP) for Fire and Safety Committee

1. Objective

The primary objective of the Fire and Safety Committee is to assist and recommend actions to the Amrapali Sapphire Phase 2 Apartment Owners Association (AOA) Board of Management (BOM) for ensuring the safety and well-being of all residents. This is achieved by:

- Preventing fire hazards
- Promoting fire safety awareness
- Preparing for emergency situations

The committee plays a crucial role in fostering a safe living environment through education, planning, and coordination with local authorities.

2. Scope and Responsibilities

The committee's responsibilities include:

1. Reviewing and recording the completion of fire safety requirements in all towers.
2. Coordinating with BOM for the completion of fire safety requirements in the society.
3. Recommending fire safety enhancements within the current facilities in society.
4. Sharing short-term and long-term goals related to fire safety.
5. Educating residents about fire safety, identifying potential fire hazards, and recommending mitigations.
6. Creating a comprehensive emergency response plan.

7. Establishing communication protocols for emergencies.
8. Reviewing fire safety regulations and updating BOM on any shortcomings.
9. Establishing fire safety guidelines for functions and ensuring adherence to these guidelines.
10. Taking up any other issue or affair related to fire safety, with prior written approval from BOM or as referred by BOM from time to time.

3. Meeting Protocol

Frequency and Scheduling

- The committee is expected to meet at least once a month.
- Meetings can be held physically or virtually (online modes).
- The Convener/Co-convenor should inform members of the date and time at least 48 hours in advance.
- Meetings must be rescheduled if more than 25% of members have reservations about the initially notified schedule.
- The 48-hour notice may be dispensed with if a majority of the members agree.

Minutes

- Minutes of each meeting must be recorded.
- Minutes should be signed preferably by all attending members.
- Minutes should be shared with all committee members and BOM within 3 days of the meeting.

Quorum

- At least 1/3rd of the committee's strength (including Convener, Co-convenor, and members) is required to form a quorum.
- If quorum is not met, the meeting should be rescheduled to the earliest possible time/date after discussion with the majority of members.
- If quorum is still not met in the rescheduled meeting, present members may proceed with discussions.
- Minutes of such meetings must be circulated to the entire committee for majority approval/ratification.

Advisors and BOM Coordinator

- Advisor(s), if appointed, should be invited to meetings and their views captured in the minutes.
- The designated BOM Coordinator must be added to committee groups and communications.

4. Decision-Making Process

- All decisions and recommendations must be made by a majority of the committee's strength.
- Majority can be achieved through physical/virtual presence or by assenting to/ratifying decisions by circulation.
- In case of split views, voting may be conducted.
- In the event of a tie, the BOM will have the deciding vote.

5. Budgeting and Financial Management

- The committee must submit an annual budget proposal to the BOM by a specified deadline.
- All expenses must be pre-approved by the BOM.
- All expenses must be documented with receipts.

6. Reporting and Documentation

- Mr. Dushyant Gupta of BOM is designated as the coordinator from the board to the committee.
- If the committee requires any information or documents from BOM and/or the maintenance office, the Convener/Co-convener may coordinate with the Designated Board Member.
- The Convener must maintain records of all activities, communications, and transactions.
- The committee is required to submit a monthly report to the BOM summarizing activities.

7. Code of Conduct

Committee members must:

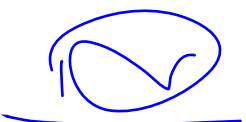
- Act in the best interest of the community.
- Maintain transparency in all operations.
- Disclose any conflicts of interest and abstain from voting on matters where a conflict exists.

- Maintain respect and professionalism in all committee interactions and with residents.
- Refrain from using or transferring resident data to personal possession (emails/drives) or to family members/friends.
- Refrain from disclosing any information in public without BOM approval.
- Obtain BOM approval for any decision before application or sharing with residents.

Note: "Member/s" also include Convener/Co-convener/s.

8. Conflict Resolution

- Any disputes within or between members/committees should be resolved internally through discussion and consensus.
- If a resolution cannot be reached, the issue should be escalated to the BOM for mediation and decision.
- The BOM's decision will be final and binding.



8.9.24
(DPS RAJESH)
PRESIDENT