



CONTRACTOR SAFETY MANAGEMENT SYSTEM

CSMS - CORPORATE HSE & CONTRACTOR MANAGEMENT FRAMEWORK

PT FIRE PRATAMA SERVICE

Fire Protection Engineering | Multi-System | Multi-Brand

Document No.	FPS-HSE-CSMS-001
Revision	00
Effective Date	08 August 2026
Document Status	Controlled Public Summary
Classification	Website / Tender Prequalification Attachment



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PUBLICATION NOTE

Dokumen ini merupakan ringkasan publik CSMS perusahaan untuk menunjukkan kerangka pengendalian HSE dan kesiapan kontraktor. Dokumen ini bukan sertifikat eksternal dan tidak menggantikan CSMS, HSE Plan, JSA/HIRADC, Permit to Work, atau persyaratan spesifik milik klien/proyek.

DOCUMENT CONTROL & APPROVAL

Pengendalian dokumen, tanggung jawab, dan status publikasi.

Item	Detail
Company	PT Fire Pratama Service
Document Title	Contractor Safety Management System (CSMS)
Document Number	FPS-HSE-CSMS-001
Revision	00
Effective Date	08 August 2026
Prepared / Controlled By	HSE / K3 Function
Approved By	Director
Distribution	Website, Tender, Client Prequalification, Internal Reference
Review Cycle	At least annually or when significant legal, organizational, scope, incident, or client requirement changes occur.

A. Approval & Accountability

Role	Name / Position	Responsibility	Signature
Prepared / HSE	Rahmantio Feraldi - Manager K3	Control, update, implementation coordination and HSE performance review.	
Approved	Wibbi Eka Pratama - Director	Corporate approval, resources, leadership and accountability.	

B. Revision History

Rev	Date	Description	Approval
00	08 Aug 2026	Initial controlled public CSMS framework for website and prequalification attachment.	Director

Document Integrity

The official controlled copy is maintained by PT Fire Pratama Service. Printed or downloaded copies are considered uncontrolled unless specifically stamped/issued for a project.

1. PURPOSE, SCOPE & PRINCIPLES

Kerangka CSMS untuk seluruh pekerjaan fire protection engineering dan aktivitas kontraktor terkait.

1.1. Purpose

CSMS PT Fire Pratama Service establishes a systematic approach to identify, evaluate, control, monitor, and continuously improve health, safety, security, and environmental performance throughout the contractor/project lifecycle. The objective is to prevent injury, occupational illness, fire, release/discharge incidents, equipment damage, environmental impact, and business interruption.

1.2. Scope

This framework applies to company employees, temporary personnel, subcontractors, vendors, visitors, and project partners engaged in activities including:

- Fire alarm and MCFA installation, maintenance, troubleshooting, programming, testing and commissioning.
- Hydrant, sprinkler, fire pump, flow switch, valve, piping and related water-based fire protection work.
- Gas / clean-agent / CO₂ / N₂ suppression installation, maintenance, release system testing and commissioning.
- Electrical and control panel work, power supply, interface, relay, cause-and-effect, interlock and system integration.
- Site survey, engineering support, inspection, testing, reporting, corrective maintenance and emergency service.
- Workshop preparation, material handling, transportation, mobilization, demobilization and subcontracted activities.

1.3. CSMS Core Principles

Principle	Application
Leadership & Accountability	Management provides resources, defines expectations, and reviews HSE performance.
Risk-Based Planning	No work starts without understanding hazards, controls and residual risks.
Competency	Personnel are assigned according to competence, authorization and task requirements.
Stop Work Authority	Every worker may stop work when an unsafe condition or uncontrolled risk is observed.
Verification	Controls are checked through supervision, inspection, testing, audit and evidence records.
Learning & Improvement	Incidents, near misses, deviations and client feedback are converted into corrective action and lessons learned.

Zero Uncontrolled Release

For gas suppression/releasing systems, uncontrolled activation or agent discharge is treated as a critical risk. Isolation, release-circuit control, access restriction, evacuation readiness and test methodology must be defined before work starts.

2. HSE POLICY & COMPLIANCE FRAMEWORK

Komitmen perusahaan untuk keselamatan, kesehatan kerja, lingkungan dan kepatuhan.

2.1. Corporate HSE Commitment

- Comply with applicable Indonesian occupational safety, health and environmental requirements, client HSE rules, and contract obligations.
- Eliminate hazards where practicable and reduce risks using the hierarchy of controls.
- Provide competent personnel, suitable tools, calibrated test equipment where required, and appropriate PPE.
- Consult and communicate with workers regarding hazards, controls, changes and lessons learned.
- Prevent pollution, minimize waste, and manage chemicals, aerosols, batteries, oils and contaminated materials responsibly.
- Investigate incidents and near misses based on root causes rather than blame, and close corrective actions effectively.
- Continuously improve HSE performance through objectives, inspections, audits, training and management review.

2.2. Reference Framework

Reference	Use in CSMS
ISO 45001:2018	Occupational health and safety management system principles, hazard/risk control, consultation and improvement.
ISO 14001:2015	Environmental aspects, operational control, emergency preparedness and continual improvement.
ISO 9001:2015	Process control, competency, documented information, verification and corrective action.
PP No. 50 Tahun 2012	General reference for implementation of occupational safety and health management in Indonesia.
UU No. 1 Tahun 1970	General occupational safety reference for workplaces in Indonesia.
Client / Site Standards	Client-specific CSMS, PTW, LOTO, induction, PPE, access, security and emergency requirements take precedence when stricter.
Manufacturer / System Manuals	Brand-specific safety and technical instructions for panels, releasing systems, pumps, cylinders, detectors and electrical equipment.

Hierarchy of Requirements

When multiple requirements apply, the project shall use the stricter safe requirement unless formally approved otherwise by the authorized client/HSE representative.

3. CSMS GOVERNANCE & RESPONSIBILITY

Struktur tanggung jawab yang jelas dari manajemen hingga pekerja lapangan.

Role	Key CSMS Responsibilities
Director	Approve policy, allocate resources, review significant risks/incidents, ensure management accountability.
HSE / K3 Manager	Maintain CSMS, support project risk assessment, perform audit/inspection, monitor KPI, coordinate incident learning and compliance.
Operations Manager	Integrate HSE into planning, manpower, tools, schedule and client coordination.
Project Manager	Develop project HSE plan, ensure PTW/JSA, conduct coordination, verify competence and closeout evidence.
Supervisor / Team Leader	Conduct pre-job briefing, verify controls, supervise work, stop unsafe work, perform daily checks.
Technician / Worker	Follow JSA/PTW, use PPE, inspect tools, report hazards/near misses, exercise stop-work authority.
Subcontractor	Meet equivalent CSMS requirements, submit competency and HSE documents, follow project controls and reporting.

3.1. Stop Work Authority

Any person may stop an activity when there is immediate danger, an uncontrolled hazard, conflicting permit condition, unexpected energization, potential agent discharge, unsafe pressure condition, missing isolation, or uncertainty about the work method. Work may resume only after the hazard has been reviewed and controls are confirmed by the responsible supervisor/project representative.

3.2. Communication & Consultation

- Pre-job coordination / kick-off meeting.
- Site induction and daily toolbox talk.
- JSA/HIRADC review with the work team.
- Shift handover and status board for isolated/disabled fire systems.
- Client notification before impairment, bypass, disabling, testing or restoration.
- Lessons learned briefing after incident, near miss or major technical finding.

4. CONTRACTOR LIFECYCLE MANAGEMENT

Pengendalian CSMS dari tahap seleksi hingga penutupan pekerjaan.

Stage	Minimum CSMS Control
1. Prequalification	Legal status, capability, HSE record, competency, equipment, insurance/requirements, key personnel and prior performance.
2. Tender / Planning	Identify HSE scope, site hazards, permit needs, shutdown/impairment requirements, special competencies and emergency arrangements.
3. Pre-Mobilization	Approved method statement/JSA, manpower documents, tools/PPE readiness, calibration certificates, induction schedule, material SDS as applicable.
4. Mobilization	Site induction, access control, toolbox, work area inspection, permit verification, barriers/signage and emergency briefing.
5. Execution	Supervision, PTW, inspections, LOTO, test control, housekeeping, communication and change management.
6. Performance Review	Daily/weekly HSE observations, client feedback, nonconformity closure, KPI and corrective actions.
7. Closeout	Restore systems, remove temporary bypass/isolation, final test, housekeeping, waste removal, handover documents and lessons learned.

4.1. Prequalification Minimum Evidence

- Company legal documents and organization.
- HSE/CSMS policy and responsible person.
- Relevant competency/training evidence.
- List of tools, PPE and test equipment.
- Incident history / HSE performance information where required by client.
- Method statement, JSA/HIRADC capability, PTW and LOTO understanding.
- Subcontractor control mechanism.
- Emergency contacts and medical/first-aid arrangements appropriate to project.

5. HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

HIRADC/JSA sebagai dasar setiap pekerjaan dan perubahan kondisi lapangan.

5.1. Risk Assessment Process

1. Define task and work sequence.
2. Identify hazards, exposed persons and potential consequences.
3. Assess initial risk according to project/client risk matrix.
4. Select controls using hierarchy: elimination, substitution, engineering, administrative, PPE.
5. Assign responsible person and verify control readiness.
6. Assess residual risk and obtain approval before work.
7. Brief the team and confirm understanding.
8. Reassess when conditions change, an incident occurs, scope changes, or controls are ineffective.

5.2. Typical Critical Hazards in Fire Protection Work

Hazard / Activity	Typical Controls
Electrical / energized panel	LOTO where applicable, test-before-touch, insulated tools, qualified technician, controlled access, arc/electrical PPE per site risk.
Gas suppression release	Mechanical/electrical isolation, disable releasing circuit, remove/secure actuator as applicable, warning signage, evacuation control, two-person verification before restoration.
CO2 / inert gas exposure	Restricted access, ventilation assessment, pre-discharge alarm verification, evacuation route, cylinder/selector-valve isolation and specific client procedure.
Pressurized hydrant/fire pump	Depressurize before dismantling, verify gauge, secure hose/nozzle, controlled discharge direction, communication with pump operator.
Working at height	Approved access equipment, inspection, fall prevention/protection, exclusion zone, tool tethering where needed.
Hot work / piping	Hot work permit, fire watch, extinguisher, gas test where required, combustible control, post-work monitoring.
Drilling / cutting	Utility scan/permission, eye/hearing PPE, dust control, cable/piping check, secure work zone.
Battery / charger	Polarity control, insulated tools, ventilation, chemical exposure controls, lifting/manual handling, short-circuit prevention.
Testing alarms / horns	Client notification, hearing protection if necessary, occupant management, impairment/restoration log.

5.3. Management of Change (MOC)

Any significant change to scope, design, equipment, software configuration, cause-and-effect, releasing logic, isolation method, manpower, work sequence, site condition or client requirement shall be reviewed for new hazards and operational consequences before implementation. Critical changes require documented approval and updated test/commissioning evidence.

6. PERMIT TO WORK, ISOLATION & SYSTEM IMPAIRMENT

Pengendalian pekerjaan berisiko dan status fire protection system selama maintenance/testing.

6.1. Permit-to-Work Categories

Permit / Control	Typical Application
General Work Permit	Routine maintenance, inspection and installation where required by client.
Electrical Permit / LOTO	Panel, power supply, battery, MCC/fire pump panel, control circuit and energized work.
Hot Work Permit	Welding, grinding, cutting, brazing and heat-producing work.
Work at Height Permit	Scaffold, ladder/MEWP or elevated work according to site threshold.
Confined Space Permit	Tanks, pits, enclosed spaces or designated confined spaces.
Excavation / Penetration Permit	Wall/floor drilling, trenching, coring or work with hidden utility risk.
Fire System Impairment Authorization	Disabling/bypassing detectors, loops, NAC, pump, suppression release, valves or other protection functions.

6.2. LOTO / Isolation Minimum Steps

1. Identify all energy and release sources.
2. Notify affected persons / client representative.
3. Shutdown or isolate using approved method.
4. Apply lock/tag or equivalent site control.
5. Verify zero-energy / safe state and confirm no unintended activation path.
6. Perform work under approved JSA/PTW.
7. Inspect work area before restoration.
8. Remove isolation only by authorized person, restore in controlled sequence and function-test the system.
9. Document impairment and restoration time.

Fire Protection Impairment

Any fire alarm, hydrant, pump or suppression impairment must be communicated to the client and controlled according to site requirements. Temporary compensating measures may include fire watch, standby equipment, restricted work, additional patrol, or staged restoration.

7. FIRE PROTECTION SPECIFIC SAFE WORK CONTROLS

Kontrol teknis yang disesuaikan dengan karakter pekerjaan FPS.

7.1. Fire Alarm / MCFA / Programming

- Confirm panel/node/loop identity before disabling or downloading configuration.
- Back up existing configuration when technically possible before program changes.
- Record disabled points/zones, interfaces and outputs before work.
- Protect life-safety interfaces from unintended activation; coordinate elevator, HVAC, door, pump, shutdown and suppression interfaces.
- Use approved smoke/heat/flame test devices and avoid contamination/damage to detectors.
- Restore all bypass/disable conditions and verify normal status before handover.

7.2. Hydrant / Fire Pump / Water-Based System

- Verify pump mode, valve position, discharge route and personnel communication before test.
- Secure hoses and direct discharge to a safe area with erosion/flooding controls.
- Do not dismantle pressurized components; depressurize and verify before opening.
- Control rotating machinery, hot surfaces, fuel/oil and battery hazards in pump room.
- Record pressure, flow, cut-in/cut-out and abnormalities as applicable.

7.3. Gas / Clean Agent / CO2 / N2 Suppression

- Use a specific releasing-system JSA and impairment plan.
- Physically/electrically isolate actuator/release path as required before functional testing.
- Verify selector valve / solenoid / cylinder arrangement and affected protected area.
- Control access to protected area; confirm alarm, pre-discharge and evacuation functions.
- For CO2/inert gas, treat as life-safety critical due to asphyxiation hazard; verify evacuation and ventilation considerations.
- Use two-person verification before reconnecting or re-enabling release circuits.
- Complete cause-and-effect test and restoration checklist before handover.

7.4. Tools, Test Equipment & Calibration

- Visual pre-use inspection for hand tools, ladders, extension leads, test devices and PPE.
- Use calibrated/verified instruments where measurement accuracy affects acceptance or safety.
- Maintain records for multimeter, pressure gauge, test equipment and specialty instruments as required.
- Remove damaged or out-of-calibration equipment from service.

8. COMPETENCY, TRAINING, PPE & TOOLBOX

Personel yang kompeten dengan perlengkapan sesuai risiko.

8.1. Competency

Competency Area	Minimum Evidence / Expectation
Fire Alarm Technician	Product/system familiarity, electrical safety, loop/device testing, programming authorization where applicable.
Suppression Technician	Releasing-system understanding, cylinder/actuation safety, cause-and-effect and discharge prevention controls.
Hydrant / Pump Technician	Pump/piping/valve knowledge, pressure hazards, safe testing and isolation.
Work at Height	Site-required training/authorization and equipment inspection competence.
Electrical / LOTO	Authorized personnel according to client/project requirement.
HSE / Supervisor	JSA/HIRADC, PTW, toolbox, incident reporting, inspection and emergency response understanding.

8.2. Minimum PPE Philosophy

The minimum PPE is determined by site requirements and task risk assessment. Typical baseline includes safety helmet, safety footwear, work clothing, gloves and eye protection, with additional hearing protection, respiratory protection, face shield, arc/electrical protection, fall protection or chemical PPE as required by the hazard.

8.3. Toolbox Talk

- Task and work sequence.
- Main hazards and controls.
- Permit/isolation status.
- Emergency route and contact.
- Interface with other contractors/occupants.
- Special warning: releasing systems, energized panels, pressure testing, alarm audibility.
- Stop-work authority and questions from the team.

9. EMERGENCY PREPAREDNESS & INCIDENT MANAGEMENT

Respons cepat, komunikasi jelas, dan pembelajaran dari setiap kejadian.

9.1. Emergency Preparedness

Scenario	Minimum Response
Fire / Smoke	Raise alarm, stop work if safe, follow site evacuation, report to client/emergency team, do not obstruct firefighting access.
Unintended Agent Release	Evacuate protected area, prevent re-entry, notify client, isolate system only if safe/authorized, initiate medical response if exposure suspected.
Electrical Shock	Do not touch casualty until energy is isolated, call emergency response, provide first aid/CPR by trained personnel.
Pressurized Water / Hose Failure	Stop pump/close valve when safe, isolate area, control flooding/slip hazards, provide first aid.
Chemical / Battery Spill	Isolate source if safe, use suitable PPE/spill control, ventilate as required, dispose as controlled waste per site rules.
Medical Emergency	Call site emergency number, provide first aid, arrange transport/ambulance as required.

9.2. Incident / Near-Miss Reporting

1. Make the area safe and provide emergency response.
2. Notify supervisor/client according to site escalation requirements.
3. Preserve relevant evidence when safe.
4. Record event facts, persons involved, equipment and conditions.
5. Perform investigation appropriate to severity; identify immediate, underlying and system causes.
6. Define corrective/preventive actions with owner and due date.
7. Communicate lessons learned and verify action effectiveness.

Near Miss = Learning Opportunity

Near misses, unsafe conditions, false activations, unexpected alarms, pressure anomalies and configuration errors should be reported before they become injuries or major system failures.

10. ENVIRONMENTAL, HOUSEKEEPING & SITE SECURITY CONTROLS

Menjaga lingkungan kerja, aset klien, dan informasi sistem.

10.1. Environmental Controls

- Segregate general waste, electronic components, batteries, oil/filters, aerosol cans and contaminated material according to site requirements.
- Prevent oil, fuel, chemical or dirty water release to drains/soil.
- Use controlled discharge points for hydrant/fire pump testing.
- Minimize dust, noise and unnecessary alarm/horn testing disturbance.
- Store chemicals/aerosols in labeled containers and maintain SDS where applicable.
- Maintain good housekeeping and remove temporary cables, packaging and debris after work.

10.2. Security & System Information

- Protect panel passwords, configuration files, network information and client drawings from unauthorized disclosure.
- Only authorized personnel may modify programming, cause-and-effect, network or releasing logic.
- Maintain controlled backups and transfer files through approved media/methods where required.
- Do not publish client-sensitive project information or photos without authorization.

11. SUBCONTRACTOR, SUPPLIER & PERFORMANCE MANAGEMENT

Pihak ketiga tetap berada di bawah standar CSMS proyek.

11.1. Subcontractor Control

- Prequalify based on competence, HSE capability, scope and client requirements.
- Include HSE obligations in purchase order/subcontract where appropriate.
- Verify manpower, competency, PPE, tools and permits before work.
- Supervise proportionate to risk; subcontracting does not transfer HSE accountability.
- Record performance, violations, corrective actions and closeout feedback.

11.2. CSMS Performance Indicators

Indicator	Target / Expectation	Review Frequency
Fatality / Serious Uncontrolled Incident	Zero	Immediate / Monthly
Uncontrolled Suppression Agent Release	Zero	Immediate / Monthly
Lost Time Injury	Zero	Monthly
JSA / PTW Compliance	100% for applicable controlled work	Daily / Project
Toolbox / Induction	100% personnel before applicable work	Daily / Mobilization
Inspection Findings Closure	>= 95% within agreed due date	Weekly / Monthly
Incident / Near-Miss Action Closure	100% within approved due date	Monthly
System Restoration / Bypass Closure	100% before handover unless formally accepted by client	Each job

11.3. Audit & Inspection

HSE inspections and CSMS audits are performed according to project risk, duration, client requirements and performance. Findings are categorized, assigned, tracked to closure and verified for effectiveness. Significant repeat findings are escalated to management review.

12. DOCUMENTATION, RECORDS & PROJECT CLOSEOUT

Bukti implementasi harus dapat ditelusuri dan tersedia untuk verifikasi.

12.1. Minimum Project HSE Records

Record	Typical Retention / Handover
Approved HSE Plan / Method Statement / JSA-HIRADC	Project file / client requirement
PTW / LOTO / Fire System Impairment Record	Project file / client requirement
Induction / Toolbox / Attendance	Project file
Competency / Training / Authorization Evidence	Personnel/project file
Tool & Equipment Inspection / Calibration	Project/equipment file
Daily HSE Inspection / Observation	Project file
Incident / Near Miss / Corrective Action	HSE controlled record
Testing & Commissioning Checklist	Project handover
System Disable / Bypass / Restoration Log	Project handover
Waste / Environmental Records where applicable	Project file / client requirement

12.2. Closeout Verification

- Work completed and area clean.
- Temporary bypass, disable, isolation and test mode cleared.
- Valves, pump modes, detector zones, loops, NACs, outputs and release circuits restored as applicable.
- Panel/system status checked normal or outstanding issue formally documented.
- Final test/commissioning completed and witnessed as required.
- Outstanding punch list and risk communicated.
- Client handover / BAST / report completed.
- Lessons learned captured for future work.

Website Transparency

This public CSMS attachment demonstrates the company management framework. Project-specific confidential records, client forms, permits, JSA, incident data and personnel credentials are provided only through controlled project/tender channels.

APPENDIX A - CSMS PREQUALIFICATION CHECKLIST

Ringkasan dokumen yang dapat digunakan untuk proses vendor/client prequalification.

No.	Requirement	FPS Status / Method
A1	Company legal identity / organization	Available / Project submission
A2	Corporate HSE / CSMS policy	This document
A3	Responsible HSE/K3 person	Available
A4	Relevant competency / training certificates	Available per personnel
A5	Project HSE Plan capability	Prepared per project
A6	JSA / HIRADC capability	Prepared per task/project
A7	Permit-to-work / LOTO understanding	Implemented per client/site
A8	PPE and tool inspection system	Implemented
A9	Incident / near-miss reporting process	Implemented
A10	Emergency response process	Integrated with client/site ERP
A11	Subcontractor HSE control	Implemented
A12	HSE inspection / audit / corrective action	Implemented
A13	Environmental / waste control	Implemented per activity/site
A14	Testing & system restoration control	Implemented for fire protection work

APPENDIX B - PRE-JOB / DAILY START CHECKLIST

- ☐ Client/site induction completed and access valid.
- ☐ Approved work scope, method statement and JSA/HIRADC available.
- ☐ Applicable PTW issued and conditions understood.
- ☐ Energy / release / pressure isolation confirmed as required.
- ☐ Fire protection impairment approved and affected parties notified.
- ☐ Correct manpower and competency available.
- ☐ PPE inspected and appropriate for task.
- ☐ Tools/test equipment inspected; calibration status valid where required.
- ☐ Work area barriers, signage, lighting and access acceptable.
- ☐ Emergency route, alarm, muster point and contacts understood.
- ☐ Interface with occupants/other contractors coordinated.
- ☐ Toolbox talk completed and stop-work authority confirmed.

APPENDIX C - FIRE PROTECTION RESTORATION CHECKLIST

- ☐ All temporary jumper, bypass, disable/test-mode and software isolation removed or formally accepted by client.
- ☐ Loop/zone/device status normal and event history reviewed as applicable.
- ☐ Alarm, supervisory and trouble functions verified.
- ☐ NAC/horn/strobe/indicator outputs verified as applicable.
- ☐ Interfaces/interlocks/cause-and-effect tested and restored.
- ☐ Releasing actuator/solenoid/circuit restored using two-person verification where applicable.
- ☐ Hydrant valves/fire pump mode restored to required normal position.
- ☐ Pressure/leak condition checked after mechanical work.
- ☐ Outstanding defects clearly documented and communicated.
- ☐ Client representative informed and handover evidence completed.

CORPORATE CSMS STATEMENT

Komitmen akhir untuk klien, pekerja, dan mitra kerja.

PT Fire Pratama Service is committed to executing fire protection engineering work in a controlled, competent and responsible manner. Safety is integrated with technical quality: a system is not considered successfully serviced or commissioned if the work creates uncontrolled risk, leaves protection impaired without authorization, or does not provide traceable restoration evidence. For each project, this corporate framework is supplemented by client requirements, project-specific HSE plans, JSA/HIRADC, permits, method statements and emergency arrangements.

HSE / K3 Management

Approved by Director

Rahmantio Feraldi
PT Fire Pratama Service

Wibbi Eka Pratama
PT Fire Pratama Service



Verify company information and contact via firepratamaservice.com

Controlled Public Summary

For client-specific CSMS submission, PT Fire Pratama Service can issue a project-tailored package including organization, HSE Plan, JSA/HIRADC, method statement, manpower competency, tool/equipment list, PTW matrix, emergency contacts, inspection forms and KPI reporting.