**Fire Safety Inspection Checklist**

Location: Date:

Area: Completed by:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | YES | NO | N/A | COMMENTS & ACTION TAKEN |
| A | MEANS OF WARNING |  |  |  |  |
| 1. | Call Points accessible |  |  |  |  |
| 2. | Fire Action Notice present at Call Points |  |  |  |  |
| 3. | Testing of Alarm System carried out |  |  |  |  |
| B | EXTINGUISHERS |  |  |  |  |
| 1. | Charged / Serviced |  |  |  |  |
| 2. | Accessible |  |  |  |  |
| 3. | All Present at defined locations |  |  |  |  |
| C | MEANS OF ESCAPE |  |  |  |  |
| 1. | Emergency Routes clear of obstruction |  |  |  |  |
| 2. | Escape Route adequately identified (Signs) |  |  |  |  |
| 3. | All Fire Doors Open Easily |  |  |  |  |
| 4. | Emergency Lighting Tested |  |  |  |  |
| D | COMBUSTIBLE WASTE |  |  |  |  |
| 1. | Removed promptly |  |  |  |  |
| 2. | Stored away from building |  |  |  |  |
| 3. | Skips located away from building (1 metre) |  |  |  |  |
| E | ELECTRICAL EQUIPMENT |  |  |  |  |
| 1. | In Safe Condition |  |  |  |  |
| 2. | PAT tested |  |  |  |  |
| 3. | Fixed wire / Installation inspected |  |  |  |  |
| F | FLAMMABLE SUBSTANCES |  |  |  |  |
| 1. | Safe storage |  |  |  |  |
| 2. | Securely stored away from heat source |  |  |  |  |
| 3. | Excessive quantity in work area |  |  |  |  |
| G | STORAGE OF COMBUSTIBLE MATERIAL |  |  |  |  |
| 1. | Clear of all electrical equipment |  |  |  |  |
| 2. | Clear of ignition source |  |  |  |  |
| H | STORAGE |  |  |  |  |
| 1. | Well arranged |  |  |  |  |
| 2. | Aisles clear |  |  |  |  |
| I | SMOKING POLICY |  |  |  |  |
| 1. | Satisfactorily observed |  |  |  |  |
| 2. | Safe disposal of cigarette ends |  |  |  |  |
| J | HOT WORK |  |  |  |  |
| 1. | Permits used |  |  |  |  |
| **TOTAL** | |  |  |  |  |
| **Percentage %** | |  |

Inspected by: Review by Management:

Date: Date: