

Fire Extinguisher Monthly

Inspection Checklist

In house extinguisher inspections are to be conducted monthly and the report filed.

Steps

1

Create a "walk list".

To do this, establish an efficient route around your building depending on its size and layout. This is the route to be taken every time the extinguishers are checked.

2

Mark each extinguisher with a consecutive number for that floor

Using a felt pen or label. For example G1, G2, G3, 1-1, 1-2 and so on.

3

Note the locations of each extinguisher or group of extinguishers

4

Note the type and size of each extinguisher

For example:

C2 = 2kg Carbon dioxide extinguisher

C5 = 5kg Carbon dioxide extinguisher

W6 = 6 litre water extinguisher

P6 = 6kg powder extinguisher

F3 = 3 litre foamspray extinguisher

5

Note down anything that is correct (or faulty) such as

- Extinguisher is present and matches walk list
- Pressure gauge needle should be in green area (not in red area)
- Broken or missing tamper seal or headcap pin.
- Inspection label completed by technician within last 12 months
- Instruction label legible
- No sign of damage

What the checklist should look like:

No.	Location	Type	OK	Fault	Notes and action required	Date rectified
G1	Reception	F6	✓		Extinguisher present and all ok	
G1	Reception	C2	✓		No sign of damage	
G3	Workshop	P6		✓	Low pressure. Call service company	
1-1	Rear exit stairwell	C2		✓	Seal broken. Call service company	

Date

Initials

Actions taken: Called service company 1/11/21. They will attend within 2 days and notify first

RED BOX

FIRE CONTROL

