

Loss Prevention Standards – Cross Classes

# Fire Extinguishers - Checklist

Version: 1.1

Date: 24<sup>th</sup> October 2024

Fire extinguishers checklist



# Fire Extinguishers Checklist



Location	
Date	
Completed by (name and signature)	

	General Overview	Y/N	Comments
1.	<p>Fire Risk Assessment:</p> <ul style="list-style-type: none"> <li>Have your requirements in respect of the number, type and location of fire extinguishers been assessed, installed and commissioned by a competent company/supplier accredited to a third-party UKAS accreditation scheme such as BAFE SP101?</li> <li>Has this been documented in your Fire Risk Assessment?</li> </ul>		
2.	<p>Training:</p> <ul style="list-style-type: none"> <li>Has sufficient fire extinguisher training been provided to designated fire safety personnel?</li> <li>Are all new starters trained on the location of fire extinguishers and basic fire extinguisher operating procedures?</li> <li>Is training repeated annually?</li> <li>Are formal records of such training maintained?</li> </ul>		
3.	<p>Inspections, Location and Servicing:</p> <ul style="list-style-type: none"> <li>Are monthly visual inspections of all fire extinguishers undertaken?</li> <li>Is there a service contract in place with a third-party, accredited company?</li> <li>Is fire extinguisher servicing up to date?</li> <li>Is there a written record in place of all fire extinguishers in use within the premises?</li> </ul>		

	<ul style="list-style-type: none"> <li>• Is the written record up to date?</li> <li>• Is the location of the fire extinguishers outlined in a suitable site plan?</li> <li>• Is the fire extinguisher site plan up to date?</li> </ul>		
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	Scheduled Inspection Checklist	Y/N	Comments
1.	Obstructions: <ul style="list-style-type: none"> <li>• Are all fire extinguishers located in their designated locations?</li> <li>• Are any fire extinguishers located in unobscured or unobstructed areas e.g. behind furniture, display stands, doors or other equipment?</li> </ul>		
2.	Are operating instructions on all fire extinguishers legible and facing outward?		
3.	Is suitable and correct signage provided to all fire extinguishers indicating the type of fires on which the appliance can be used?		
4.	Are the locking pins intact and the tamper seals unbroken on all fire extinguishers?		
	Signs of Use: <ul style="list-style-type: none"> <li>• Have any fire extinguishers been used or partly discharged?</li> <li>• If so, have you arranged for a replacement appliance to be installed with your fire extinguisher maintenance company?</li> </ul>		
5.	Are all fire extinguishers elevated off the floor either by metal wall brackets, or alternatively on a suitable fire extinguisher stand?		
6.	Are all fire extinguishers free from dents and/or rust and in good physical condition?		
7.	Are all pressure gauges (or indicators) in the operable range?		
8.	Method of Operation: <ul style="list-style-type: none"> <li>• Do fire extinguishers have the same method of operation as far as achievable e.g. same carry handles and operating levers ?</li> </ul>		

	<ul style="list-style-type: none"> <li>If not, have you discussed changing appliances with your fire extinguisher maintenance company?</li> </ul>		
9.	Are fire extinguishers located in hostile environments, e.g., corrosive, or dusty work areas, suitably protected by sleeves or cabinets?		
10.	<p>If any wheeled fire extinguishers (typically for large industrial usage with significant fire hazards) are present:</p> <ul style="list-style-type: none"> <li>Have the trolleys along with tyres and wheel carriages been checked?</li> <li>Are hoses and nozzles in good condition with no signs of damage?</li> </ul> <p>Are they in their designated location?</p>		
	Comments:		

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