



Fire Safety Check Sheet

This example of a **Fire Safety Maintenance Check Sheet** can be used to assist you in the development of your fire safety management policy for your business. The check list can also assist you in ensuring that the critical fire safety elements and equipment are inspected periodically.

This example is not intended to be comprehensive; you can modify and tailor the example to suit your business premises and needs. You may need to incorporate the needs, recommendations and manufactures instructions in respect of the fire safety equipment in your business. You also need to decide on the appropriate time period for carrying out fire drills, and the number of trained persons required.

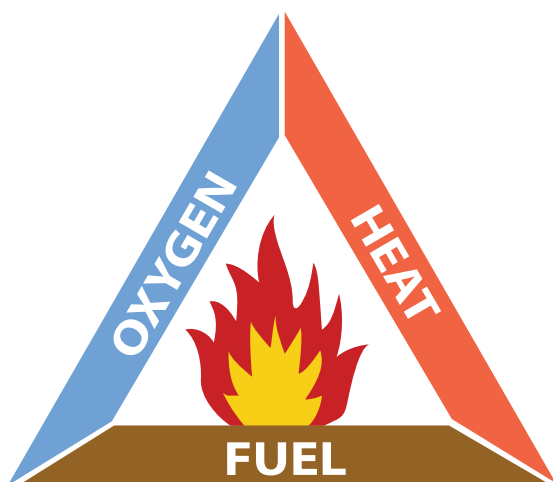
Any ticks in the 'No' box should result in further investigation and the undertaking of appropriate action as necessary. If necessary, consider using the assistance of a competent person when undertaking some of the checks.

Business name: _____

Date of Inspection: _____

Date of next inspection: _____

Inspection undertaken by: _____



Trained Persons Log

Name	Trained in the use of Equipment Type	Date of Training and Signed

	Yes	No	N/A	Comments
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Escape Routes

Are you familiar with all your escape routes and –Are they clear?				
Are all escape doors clear of obstructions?				
Can all fire escape doors be opened immediately and easily?				
Are all push bars and pads on emergency doors in good working order?				
Are all External Emergency routes clear of obstructions?				
Does all electronic release mechanism on fire doors work correctly?				
Do all internal self closing devices work correctly?				
Are fire seals and self closing devices in good condition?				
Do all roller shutters provided for compartmentation work correctly?				
Are all external escape stairs safe?				
Has escape route compartmentation being effected by other works? (if Yes please Investigate)				

	Yes	No	N/A	Comments
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Fire Detection and Warning Systems

Is the indicator on the fire alarm panel showing “normal”				
Do the manual call points work correctly?				
Last tested on date _____ by _____				
Is certificate of test available?				
Do the automatic detectors operate correctly?				
Have you tested the detectors every ____ weeks? (Remove battery operated detectors)				



Did the alarm system work correctly when tested? Last tested on date _____ by _____ Is certificate of test available?				
Did your employees and others present hear the fire alarm?				
Do all visual alarms work correctly?				
Do all the electronically linked mechanisms operate correctly? – Magnetic door holders – Smoke / Fire curtains – Others				

	Yes	No	N/A	Comments
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Escape Lighting

Escape Lighting				
Are emergency light fittings and exit signs working and in good condition?				
When tested did all the emergency lights work? Last tested on date _____ by _____ Is certificate of test available?				
Has the system been checked by a competent person?				

	Yes	No	N/A	Comments
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Fire Fighting Systems

Are you satisfied that you have the appropriate firefighting equipment for your premises? (Obtain expert advice if necessary)				
Are you aware of the manufacturer's instructions and recommendations in respect of the firefighting equipment in your premises?				
Are all fire extinguishers in place and clearly visible?				
Is all firefighting equipment in good working order?				
Has the portable firefighting equipment been tested? Last tested on _____ by _____ Is certificate of test available?				
Has the Sprinkler system been tested by a competent person? Last tested on date _____ by _____ Is certificate of test available?				
Are all internal fire fighting raisers unobstructed?				
Are your staff members familiar with the firefighting equipment of your business?				
Are your staff trained in the use of firefighting equipment?				
Are the external Fire Hydrants unobstructed?				

	Yes	No	N/A	Comments
Management Systems				
Are fire drills carried out every _____ weeks? (please complete) Date of last fire drill _____				
Is the emergency evacuation plan prepared?				
Are staff members trained and familiar with their role in the emergency evacuation plan?				
Are staff members familiar with their role and responsibility in the event of a fire?				
Is the external access for the fire services readily available and free of obstructions?				
Are all staff trained and familiar with the fire hazards and risk assessment associated with your business?				

	Yes	No	N/A	Comments
Management Systems				
Fire Fighting lifts Last tested on _____ by _____ Test Certificate Available				
Dry / Wet Risers Last tested on _____ by _____ Test Certificate Available				
External Fire Hydrants Last tested on _____ by _____ Test Certificate Available				
Smoke and Heat Ventilation Systems Last tested on _____ by _____ Test Certificate Available				

