

Fire Extinguisher Inspection Record

A fire extinguisher inspection record: each extinguisher with its ID, location, type and service dates, the monthly checks, overdue service and extended service warnings, and pass or fail.

1. Inspection details

Project

Client

Site *

Site address

Date of the check *

Time

Checked by, name and role *

Responsible person for the premises

Type of check * (choose one)

- ☐ Monthly check by the premises
- ☐ Annual basic service by a competent person
- ☐ Extended service or overhaul

Home Office guidance. Carry out brief checks to make sure extinguishers remain serviceable; in normal conditions a monthly check should be enough. Maintenance by a competent person should be carried out annually.

If applicable: BS 5306-3 maintenance intervals. Every extinguisher has a basic service every year. Water-based and powder extinguishers also have an extended service every 5 years (every 10 years for primary sealed powder). Carbon dioxide extinguishers have an overhaul every 10 years.

In England and Wales the Regulatory Reform (Fire Safety) Order 2005, article 17, requires the responsible person, where necessary to keep people safe, to make sure equipment provided for fire safety, such as extinguishers, is subject to a suitable system of maintenance and is kept in an efficient state, in efficient working order and in good repair.

2. Extinguishers

Floors and areas (copy this block for each one)

Floor or area *

Extinguishers in this area (copy this block for each one)

Extinguisher ID or number *

Scan the service label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, asset number.

Type * (choose one)

- ☐ Water
- ☐ Water mist
- ☐ Foam
- ☐ Carbon dioxide (CO2)
- ☐ Dry powder
- ☐ Dry powder, primary sealed
- ☐ Wet chemical
- ☐ Lithium-ion battery (specialist)
- ☐ Fire blanket

Size (litres or kg)

Year of manufacture

Date of the last service (from the label)

Days since the last service (if applicable; worked out automatically in the app)

If applicable: Service overdue. The service label is more than 12 months old. Arrange a service by a competent person.

Date of the last extended service or overhaul (if applicable)

If applicable: Extended service due. More than 5 years since the last extended service.

If applicable: Extended service due. More than 10 years since the last extended service of this primary sealed powder extinguisher.

If applicable: Overhaul due. More than 10 years since the last overhaul of this carbon dioxide extinguisher.

Services overdue (worked out automatically in the app)

Counts an annual service more than 12 months ago, and an extended service or overhaul past its interval.

In its place, visible and easy to reach (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Identification sign or label present (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Safety pin and tamper seal in place (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Pressure gauge in the green (stored pressure types) (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

No damage, dents, corrosion or leaks (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Hose, horn and nozzle not cracked or blocked (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Operating instructions readable and facing outwards (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Bracket or stand secure, handle at a height that is easy to lift off (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Checks with a defect (worked out automatically in the app)

Has it been used or partly discharged?

☐ Yes ☐ No

If applicable: Used or seal broken. Treat it as out of service. Replace it or have it recharged by a competent person, and record it in the fire log book.

Result * (choose one)

☐ Pass ☐ Fail

Photos of the fault (if applicable; photos: attach, or note the file names)

What was done, and what is still needed? (if applicable)

Replacement or spare left in place (if applicable)

This area: extinguishers checked (worked out automatically in the app)

This area: checks with a defect (worked out automatically in the app)

This area: services overdue (worked out automatically in the app)

This area: extinguishers failed (worked out automatically in the app)

This area: extinguishers passed (worked out automatically in the app)

Extinguishers checked (worked out automatically in the app)

Extinguishers failed (worked out automatically in the app)

Extinguishers passed (worked out automatically in the app)

Passed (%) (worked out automatically in the app)

Checks with a defect (worked out automatically in the app)

Services overdue (worked out automatically in the app)

If applicable: Services overdue. Book them with a competent person, and record the booking as a further action.

Were all extinguishers on the premises checked?

☐ Yes ☐ No

Which were missed, and when will they be done? (if applicable)

Has this check been entered in the fire safety log book?

☐ Yes ☐ No

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Next basic service due

BS 5306-3: a basic service by a competent person every 12 months.

Days until the next service (if applicable; worked out automatically in the app)

If applicable: Check the date. The next date is before the date of this visit.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.