

FIRE EXTINGUISHER INSPECTION CHECKLIST

Monthly Visual Inspection Record

INSPECTION DETAILS

Location: _____

Inspection Date: ____ / ____ / ____

Inspector Name: _____

Extinguisher ID Number: _____

Extinguisher Type: Water Foam CO₂ Powder Class F

VISUAL & PHYSICAL INSPECTION

<input type="checkbox"/>	Location & Accessibility	Extinguisher is in designated location, clearly visible, and easily accessible without obstruction
<input type="checkbox"/>	Signage & Mounting	Proper signage is visible above unit (BS 5499-10), mounting bracket is secure, and extinguisher is at appropriate height (1-1.5m to carrying handle)
<input type="checkbox"/>	Pressure Gauge Reading	Gauge needle is in the green "operating" zone (not applicable for CO ₂ extinguishers)
<input type="checkbox"/>	Safety Seal & Tamper Indicator	Safety seal and tamper indicator/safety pin are intact and unbroken, showing no signs of use or tampering
<input type="checkbox"/>	Physical Condition of Cylinder	No visible damage, dents, rust, corrosion, or leakage on cylinder body
<input type="checkbox"/>	Hose & Nozzle/Horn	Hose is free from cracks, blockages, and damage; nozzle/horn is clear and properly attached
<input type="checkbox"/>	Operating Instructions Label	Label with operating instructions is legible, undamaged, and facing outward
<input type="checkbox"/>	Inspection & Service Tags	Previous inspection tag is attached and current service label shows last annual service date

WEIGHT & CAPACITY CHECK

<input type="checkbox"/>	Weight Verification	Weight matches manufacturer specifications (particularly important for CO ₂ extinguishers - check for loss indicating discharge or leakage)
<input type="checkbox"/>	Correct Type for Location	Verify correct extinguisher type for location and fire risks present

MAINTENANCE & SERVICE RECORDS

<input type="checkbox"/>	Annual Service Due Date	Last annual service was performed within 12 months by competent person (ideally BAFE-registered engineer)
<input type="checkbox"/>	Extended Service Due Date	Extended service/internal examination is current (5 years for water/foam, 10 years for powder as per BS 5306-3)
<input type="checkbox"/>	Service Label Information	Service label shows all required information including service company name, engineer name, and service date
<input type="checkbox"/>	Compliance with BS 5306-3	All maintenance meets BS 5306-3:2017 requirements

ADDITIONAL NOTES & ISSUES FOUND

Document any deficiencies, corrective actions needed, or additional observations:

INSPECTION OUTCOME

Select one:

- PASS** - No action required, extinguisher serviceable
- MINOR ISSUE** - Schedule maintenance within 30 days
- FAIL** - Immediate service required, remove from service and label "DO NOT USE"
- REPLACE** - Unit must be replaced (beyond economic repair or end of serviceable life)

CORRECTIVE ACTION TAKEN (if applicable)

Action taken: _____

Date completed: _____ / _____ / _____

Completed by: _____

IMPORTANT INFORMATION

Monthly Inspections: Must be conducted by a competent person as required by the Regulatory Reform (Fire Safety) Order 2005 (England & Wales) or Fire (Scotland) Act 2005 (Scotland).

Annual Service: Must be conducted by a competent person, ideally BAFE-registered, in accordance with BS 5306-3:2017.

Record Retention: Maintain all inspection records for the life of the equipment plus 5 years for enforcement and insurance purposes.

Emergency Contact: Fire & Rescue Service: 999 | Non-emergency: 101

This checklist complies with:

- Regulatory Reform (Fire Safety) Order 2005 (England & Wales)
- Fire (Scotland) Act 2005 & Fire Safety (Scotland) Regulations 2006 (Scotland)
- BS 5306-3:2017 Code of Practice for Inspection and Maintenance of Portable Fire Extinguishers
- BS 5499-10:2013 Safety Signs Including Fire Safety Signs
