

# FIRE EXTINGUISHER INSPECTION CHECKLIST

## Monthly Visual Inspection Record

### INSPECTION DETAILS

Location: \_\_\_\_\_

Inspection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Inspector Name: \_\_\_\_\_

Extinguisher ID Number: \_\_\_\_\_

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

# MAINTENANCE & SERVICE RECORDS

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