

Fire Safety Checklist

Job Details		Client Details	
Inspector		Client	
Reference		Site	
Scheduled Date		Site Address	

Fire Safety Management		
Fire risk assessment current		
Responsible person appointed		
Fire records up to date		
Escape Routes		
Escape routes unobstructed		
Final exits accessible		
Exit doors open correctly		
Fire Detection		
Fire alarm operational		
Call points accessible		
Alarm tests completed		
Fire Fighting Equipment		
Extinguishers in place		
Extinguishers inspected		
Equipment unobstructed		
Emergency Lighting		
Emergency lights working		
Test records available		
Defects addressed promptly		
Fire Doors		
Fire doors undamaged		
Self-closing devices work		
Fire doors unobstructed		
Housekeeping		
Combustibles controlled		
Staff aware of procedures		

Completion	
Completion Date	
Completion Time	
Signature	

Note: This is an example of a fire safety checklist and may not cover all equipment, safety or regulatory requirements. Always follow official documentation and consult qualified personnel before performing fire safety checks.