



Example

Flammable and Combustible Liquid – Self Inspection Checklist

This example is designed to demonstrate the concept of a property self inspection procedure and can be customised for your specific conditions.

The purpose of this self inspection checklist is to identify hazardous conditions and ensure that fire safety features are being maintained. The self inspections should be conducted on a scheduled basis (weekly or monthly) and the checklist kept on file for review. Rectification of any items of non compliance will be the responsibility of the person completing the inspection or relevant manager.

Inspected by: _____

Date: _____

Area 1

(Please Tick)

Area in compliance

Area not in compliance

Comments: _____

Area 2

(Please Tick)

Area in compliance

Area not in compliance

Comments: _____

Area 3

(Please Tick)

Area in compliance

Area not in compliance

Comments: _____

Items to be checked in the areas are listed on the following pages.

All Flammable and Combustible Liquid Storage	Yes / No / Action required
<ul style="list-style-type: none"> ▪ Are all stored in Flammable Liquids Safety Room, Flammable Liquids Safety Storage Cabinet, approved containers, in a remote external area or other wise appropriately contained. 	
<ul style="list-style-type: none"> ▪ Quantities introduced into building areas are minimised. 	
<ul style="list-style-type: none"> ▪ Amounts of Flammable and Combustible liquids removed from approved rooms and cabinets are minimised. Eg - Maximum of one shift supply. 	
<ul style="list-style-type: none"> ▪ All Flammable and Combustible liquids are returned to approved rooms and cabinets at the end of the job / shift / day. 	
<ul style="list-style-type: none"> ▪ All containers sealed when not in use. 	
<ul style="list-style-type: none"> ▪ Empty containers are removed from the building and/or to a safe area. 	
<ul style="list-style-type: none"> ▪ Appropriate ventilation is in place in storage sheds, rooms, other areas where Flammable and Combustible liquids are used or vapours could exist. 	
<ul style="list-style-type: none"> ▪ Areas where vapours could exist are clear of ignition sources and all equipment is approved for use in a flammable or combustible liquids area, including explosion proof electricals. 	
<ul style="list-style-type: none"> ▪ Appropriate size and types of Fire Extinguishers are protecting all locations. 	

Storage Rooms and Sheds	Yes / No / Action required
<ul style="list-style-type: none"> ▪ Bunds and drains are installed to contain liquids to the area. 	
<ul style="list-style-type: none"> ▪ Walls or distance are used to maintain separation from other areas, equipment or buildings. 	

Dispensing	Yes / No / Action required
<ul style="list-style-type: none"> ▪ Grounding and bonding is being used, to control static electricity, during dispensing and transferring including all metal containers, pumps and tubes. 	
<ul style="list-style-type: none"> ▪ Only approved pumps used. 	
<ul style="list-style-type: none"> ▪ Gravity transfers from drums and tanks are controlled with approved self closing taps or approved dead man nozzles or switches. 	
<ul style="list-style-type: none"> ▪ Dispensing only conducted in approved rooms or areas. 	

Spontaneous Combustion	Yes / No / Action required
▪ Areas using Flammable and Combustible liquids are clean of spills and residue.	
▪ Other hazardous materials are separated from Flammable and Combustible liquids.	
▪ Contaminated rags are disposed of in safety cans and the cans removed from the building or to a safe area at the end of each shift.	