Example Fire Prevention 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.

Electrical Equipment	Yes / No / Action required
▪ Combustibles are a minimum of 1 metre from switchboards, battery chargers, electrical appliances and other electrical equipment.	
▪ No storage or combustibles in electrical areas or rooms.	
▪ Electrical Appliances, Switchboards and other electrical equipment are clean and in good condition.	
▪ Electrical equipment is being tested and maintained appropriately – including thermo scanning as appropriate.	
▪ No circuits are over-fused or no excessive use of power boards or double adaptors.	
▪ No temporary wiring.	

Arson	Yes / No / Action required
▪ Industrial bins, bins and other combustible material are adequately separated from buildings and building canopies.	
▪ Combustible yard storage is appropriately separated from buildings – guideline 10m.	
▪ No combustible wastes accumulated in yard.	
▪ Industrial bins and bins have lids locked and they are secured in position (ie to maintain separation from buildings).	
▪ Site perimeter security (ie fences, alarms, cameras, lighting, guards) is appropriate for arson risk.	

Hot Work	Yes / No / Action required
▪ Hot work procedures include: removal, covering or separation of combustibles in area (including combustibles under the work area). Appropriate manual fire fighting equipment made ready, formal fire watch during and after work.	
▪ Formal, documented Hot Work Procedure in place.	
▪ All employees and contractors are following procedures.	
▪ Permanent Hot Work Areas have are appropriately signed and maintained.	
▪ Prohibited Hot Work Areas have are appropriately signed and maintained.	

For more information on Hot Work controls - riskcentral provides an on line, Hot Work training module at www.riskcentral.com.au

Cooking	Yes / No / Action required
▪ Cooking equipment is in good condition.	
▪ Cooking equipment is appropriately separated from combustibles.	
▪ Hood filters and ducts are cleaned regularly to remove grease.	
▪ Cooking equipment is appropriately supervised when in use and / or fire detectors are fitted in the area.	
▪ Cooking area has appropriate extinguishers and fire blankets.	

Smoking	Yes / No / Action required
▪ No evidence of smoking in unauthorised areas.	
▪ Adequate ash reciprocals are provided in smoking areas.	
▪ No Smoking areas are properly identified, communicated and enforced.	

Other	Yes / No / Action required
▪ Open flames are eliminated or adequately controlled.	
▪ Heaters, especially portable heaters are eliminated or adequately controlled.	
▪ Ovens, Kilns, furnaces, incinerators and boilers are adequately controlled or separated from combustible materials.	
▪ Hot surfaces are eliminated, adequately controlled or separated from combustible materials.	

Hazardous Chemicals	Yes / No / Action required
▪ Hazardous Chemicals are being labelled, stored and separated correctly.	
▪ Hazardous Chemicals are being used appropriately.	
▪ Hazardous Chemical Signs are property displayed.	
▪ Flammable gas bottles are secured from falling over and are stored outside areas when not in use.	

Flammable and Combustible Liquids	Yes / No / Action required
▪ Are stored in Flammable Liquids Safety Room, Flammable Liquids Safety Storage Cabinet, approved containers, in a remote external area or other wise appropriately contained.	
▪ Quantities introduced into building areas are minimised.	
▪ Empty containers are removed from the building and/or to a safe area.	
▪ Bonding and grounding is being used where necessary to control static electricity during transfer.	
▪ 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.	
▪ Areas of use are clean of spills and residue.	
▪ Areas or use are clear of ignition sources and all equipment is approved for use in a flammable or combustible liquids area, including explosion proof electricals.	

Housekeeping	Yes / No / Action required
▪ Housekeeping is adequate throughout (ie clean equipment, floors, etc).	
▪ Combustibles are adequately separated from potential ignition sources.	
▪ Combustible wastes are disposed of as scheduled.	
▪ All mechanical and auxiliary services rooms and buildings are clear of storage and combustibles.	
▪ Storage and transient storage is neatly and systematically arranged.	
▪ No combustible dust build-up.	

Fire Extinguishers, Hose Reels and Hydrants	Yes / No / Action required
▪ Appropriate size and types are protecting all locations.	
▪ Are unobstructed.	
▪ Are not damaged and operational.	
▪ Locations are clearly visible.	
▪ Are being tested and maintained to Australian Standards.	

Fire Doors	Yes / No / Action required
▪ Are unobstructed.	
▪ Are not damaged and operational.	
▪ Are being tested and maintained to Australian Standards.	

Fire Detection Systems	Yes / No / Action required
▪ Systems are being tested and maintained to Australian Standards.	
▪ Testing Contractor is notifying the business of problems and is completing maintenance logbook.	
▪ Systems are undamaged and operational.	

Fire Sprinkler Systems	Yes / No / Action required
▪ Systems are being tested and maintained to Australian Standards.	
▪ Testing Contractor is notifying the business of problems and is completing maintenance logbook.	
▪ Systems are not damaged and operational.	
▪ Sprinkler Risers are accessible.	
▪ No Sprinkler Heads are obstructed.	

Fire Pumps	Yes / No / Action required
▪ Systems are being tested and maintained to Australian Standards.	
▪ Testing Contractor is notifying the business of problems and is completing maintenance logbook.	
▪ Fire Pumps are not damaged and operational.	
▪ Fuel supplies are above 2/3.	
▪ Fire Pumps set to start automatically.	
▪ Fire Pumps are accessible and clear of storage and combustibles.	
▪ If applicable, Water Tank Reservoir is above minimum required level.	

Building Maintenance	Yes / No / Action required
▪ Roof surface is in good condition.	
▪ No evidence of any water leaks.	
▪ Roof drains are cleared of blockages and trash which could block drains.	
▪ Building is generally in good condition.	