

Routine Premises and Fire Safety

Checklist

Date of Inspection:

Weekly / Monthly / Quarterly (circle one)

Area / building:

General Conditions

✓ as appropriate

Building & Structures

- Visually in good condition
- No damage to walls or floors
- Structural members undamaged
- Windows and Doors in good condition
- Roofs not damaged nor leaking
- Gutters / drains not damaged nor leaking
- Gutters Inspected and cleaned (Annual)
- Roofs inspected (Annual)

OK

Comments / Action

External Areas

- Walkways clearly marked and kept clear
- Paths and yard areas in good condition for pedestrians and vehicles
- Outdoor storage properly controlled
- Pallet storage away from buildings

Electrical Equipment

- Visually in good condition
- No damaged cabling
- Trailing leads secured
- Sockets not overloaded
- Portable equipment inspected

General Housekeeping

- No excessive storage
- Storage only in designated areas
- Aisles kept clear
- Floors kept clear
- Waste removed regularly
- Dust / grease build-up removed

General Conditions ✓ as appropriate

Site Security	OK	Comments / Action
Intruder detection systems in working condition Alarm signalling function	<input type="checkbox"/>	
CCTV functional and monitored	<input type="checkbox"/>	
Boundary fences and gates in good condition	<input type="checkbox"/>	
Security guard present	<input type="checkbox"/>	
	<input type="checkbox"/>	

Fire Safety Specific ✓ as appropriate

Portable Fire Extinguishers	OK	Comments / Action
Correct types in place	<input type="checkbox"/>	
Not discharged	<input type="checkbox"/>	
Visually in good condition	<input type="checkbox"/>	
Accessible	<input type="checkbox"/>	
None missing	<input type="checkbox"/>	

Hose reels	OK	Comments / Action
Visually in good condition	<input type="checkbox"/>	
None leaking	<input type="checkbox"/>	
Accessible	<input type="checkbox"/>	
Operational	<input type="checkbox"/>	

Fire rated door/roller shutter	OK	Comments / Action
Visually in good condition	<input type="checkbox"/>	
None damaged	<input type="checkbox"/>	
None obstructed	<input type="checkbox"/>	
Close fully	<input type="checkbox"/>	
Door open easily from inside	<input type="checkbox"/>	

Emergency Procedures	OK	Comments / Action
Roles and Responsibilities assigned	<input type="checkbox"/>	
Drills carried out	<input type="checkbox"/>	
Fire Brigade Information available	<input type="checkbox"/>	

Combustible Composite Panels <i>(if available)</i>	OK	Comments / Action
All panels undamaged	<input type="checkbox"/>	
No exposed insulation materials	<input type="checkbox"/>	
All penetrations sealed	<input type="checkbox"/>	
Repairs undertaken promptly	<input type="checkbox"/>	

Fire Safety Specific ✓ as appropriate

OK **Comments / Action**

Flammable Liquids

- Stored in proper places
- One shift's worth in production area
- Designated flammable liquid cabinet used
- Earth bonds used during dispensing
- Floor drainage unobstructed
- Bunding in good condition
- Adequate ventilation
- Gas / vapour leak detection working condition
- Non-sparking tools used

Other Ignition Sources

- Smoking rules obeyed
- Hot Work Permits used
- Electrical panel kept clear
- Friction - moving equip. OK
- Static - no evidence of build-up
- Hot surfaces kept clear

Other Fire Alarm / Control Systems

- Monthly fire alarm checks
- Fire alarm system OK (no faults)
- Fire Hydrants kept clear
- Monthly sprinkler checks
- Monthly fire pump checks

Additional observations & action planning comments

Inspected by:	Signature & Date :
Reviewed by:	Signature & Date :

