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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Fire Safety Checklist** | | | | | |  | | | |
| **FREQUENCY** | | | | | | | | | **DATE** | | | |
| **WEEKLY / MONTHLY / QUARTERLY (Select as applicable)** | | | | | | | | |  | | | |
| **Location .......................................................................** | | | | | | | | | | | | |
| Fire Safety - ITEMS TO CHECK | | | | | | | | | **YES** | **NO** | **IMP.** | |
| 1,.Fire extinguishers are wall-mounted or positioned correctly. | | | | | | | | |  |  |  | |
| 2..Fire extinguisher locations are marked clearly and readable. | | | | | | | | |  |  |  | |
| 3..Fire extinguishers are installed as per standard and site requirements. | | | | | | | | |  |  |  | |
| 4..Fire extinguishers are fully charged and operable. | | | | | | | | |  |  |  | |
| 5..Fire extinguisher pressure gauge is in good condition. | | | | | | | | |  |  |  | |
| 6..Fire extinguishers are readily accessible and unobstructed. | | | | | | | | |  |  |  | |
| 7..Fire extinguishers are appropriate for the class of fire expected. | | | | | | | | |  |  |  | |
| 8. Fire extinguishers do not show signs of wear, damage, or rust. | | | | | | | | |  |  |  | |
| 9.Fire extinguisher hose and nozzle are secured and free from defects. | | | | | | | | |  |  |  | |
| 10.Fire extinguishers have inspection tags attached and updated. | | | | | | | | |  |  |  | |
| 11.Emergency exit routes are marked, illuminated, and unobstructed. | | | | | | | | |  |  |  | |
| 12.Fire alarms and detectors are in working condition and tested. | | | | | | | | |  |  |  | |
| 13.Sprinkler systems and fire suppression systems are functional. | | | | | | | | |  |  |  | |
| 14.Emergency lighting and exit signs are operational. | | | | | | | | |  |  |  | |
| 15.Fire doors are closed, undamaged, and functional. | | | | | | | | |  |  |  | |
| 16.Fire evacuation plan is displayed and up to date. | | | | | | | | |  |  |  | |
| 17.Employees are trained on fire safety procedures and evacuation. | | | | | | | | |  |  |  | |
| 18.Fire drills are conducted as per schedule. | | | | | | | | |  |  |  | |
| 19.Flammable materials are stored safely and away from heat sources. | | | | | | | | |  |  |  | |
| 20.Electrical panels and wiring are in good condition with no overheating signs. | | | | | | | | |  |  |  | |
| **Comments:** | |  | | | | | | | | | |  |
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|  |  | | | | | | | | | | |  |
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| **Fire Equipment Condition and Quantity Check** | | | | | | | | | | | | |
| Equipment | | | | Location | Qty | OK | Not OK | Remarks (Mention Check No.) | | | | |
| Fire Extinguishers (CO2) | | | |  |  |  |  |  | | | | |
| Fire Extinguishers (DCP) | | | |  |  |  |  |  | | | | |
| Fire Hose Reels | | | |  |  |  |  |  | | | | |
| Fire Alarms | | | |  |  |  |  |  | | | | |
| Smoke Detectors | | | |  |  |  |  |  | | | | |
| Emergency Lighting | | | |  |  |  |  |  | | | | |
| Sprinkler System | | | |  |  |  |  |  | | | | |
| **Inspected By;**  **Name: .............................................. Designation: ..................................... Signature: .....................................** | | | | | | | | | | | | |