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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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| **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: .....................................** |