

Fire Safety Inspection Checklist

SHEQX® fire safety inspection

INSPECTION CHECKLIST · YES / NO / N/A · COMMENTS

Use this checklist to inspect fire safety across the workplace. Mark each item Yes, No or N/A and record findings in the comments. Checks are grouped by area, from fire equipment and detection through to evacuation, electrical safety and housekeeping.

ITEM	Y	N	N/A	COMMENTS
A Fire Equipment				
EXTINGUISHERS Fire extinguishers are available in required areas	☐	☐	☐	
EXTINGUISHERS Extinguishers are clearly visible and accessible	☐	☐	☐	
INSPECTION Extinguishers are inspected and within service date	☐	☐	☐	
B Fire Detection				
ALARMS Fire alarms are installed	☐	☐	☐	
ALARMS Fire alarms are functional	☐	☐	☐	
TESTING Alarm systems are tested regularly	☐	☐	☐	
C Emergency Exits				
ACCESS Emergency exits are clearly marked	☐	☐	☐	
ACCESS Emergency exits are unobstructed	☐	☐	☐	
DOORS Exit doors open easily	☐	☐	☐	
D Evacuation				
PROCEDURES Evacuation procedures are displayed	☐	☐	☐	
PLANS Evacuation plans are available	☐	☐	☐	
ASSEMBLY Assembly points are clearly identified	☐	☐	☐	

ITEM	Y	N	N/A	COMMENTS
E Electrical Safety				
HAZARDS No overloaded electrical outlets	☐	☐	☐	
WIRING No exposed wiring	☐	☐	☐	
MAINTENANCE Electrical equipment maintained	☐	☐	☐	
F Flammable Materials				
STORAGE Flammable materials stored safely	☐	☐	☐	
CONTROL Proper labelling of flammable materials	☐	☐	☐	
HANDLING Safe handling procedures followed	☐	☐	☐	
G Training & Awareness				
TRAINING Employees trained in fire safety	☐	☐	☐	
DRILLS Fire drills conducted regularly	☐	☐	☐	
AWARENESS Employees aware of evacuation procedures	☐	☐	☐	
H Housekeeping				
GENERAL Work areas free of fire hazards	☐	☐	☐	
WASTE Waste disposed of properly	☐	☐	☐	

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