Appendix 9 – CF - 05 FIRE SAFETY AUDIT CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstruction?				
Are escape route clear?				
Fire Warning Systems				
Is the main indicator panel showing “normal”?				
Are alarms / sirens / sounders in their correct place?				
Escape Lighting				
Are lights and exit signs in good condition?				
Is the emergency lighting and signs working normally?				
Firefighting Equipment				
Are all fire extinguishers in place?				
Are all fire extinguishers clearly visible?				
Are all fire hydrants accessible for the fire service?				
Weekly Checks				
Escape Routes				
Do all emergency fastening devices work correctly?				
Are fire doors clear of obstruction?				
Are all external escape routes clear?				
Fire Warning Systems				
Did the fire alarm work correctly when tested?				
Did staff and all others hear the alarm working?				
Did any linked fire protection system operate correctly?				
Escape Lighting				
Are charging indicators visible and illuminated?				
Fire fighting Equipment				
Are all fire fighting equipment in working order?				
Are all fire extinguishers mounted 1 - 1½ metres?				
Monthly Checks				
Escape Routes				
Are all door seals and intumescent strips in good condition?				
Are all external stairs in good condition and non-slip?				
Do all internal fire doors close against their rebate / stop?				
Escape Lighting				
Do all lights and exit signs working when tested?				

Are emergency generators working correctly?				
Firefighting Equipment				
Is the "pressure" in stored pressure extinguishers correct?				

Six Monthly Checks

General				
Has the emergency evacuation lift (if fitted) been tested?				
Have sprinkler systems been tested by a competent person?				
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?				
Fire Warning Systems				
Has the system been checked by a competent person?				
Escape Lighting				
Do all lights work for a third of their rated value?				

Annual Checks

Escape Routes				
Do all fire doors work correctly?				
Is escape route compartmentation in good condition?				
Fire Warning Systems				
Has the system been checked by a competent person?				
Escape Lighting				
Do all lights operate on test for their full duration?				
Has the system been checked by a competent person?				
Firefighting Equipment				
Has all equipment been checked by a competent person?				

Miscellaneous

Have dry / wet risers been tested by a competent person?				
Has smoke control systems been tested by a competent person?				
Has external access for the fire and rescue service been checked for availability at all times?				
Have any fire fighters switches been tested?				
Are fire assembly points clearly indicated by signs?				

Fire Plan Checks Daily

Is the Fire Plan available to all site staff?				
Are the waste stockpiles at required size?				
Are fire breaks and quarantine areas clear?				
Is the 1m freeboard clear?				
Has loose waste been cleared?				