

**QUARTERLY AND ANNUAL  
FIRE SAFETY CHECK LIST**



AREA / ITEM TO BE CHECKED		YES	NO	COMMENTS	INSPECTED / TESTED / CERTIFIED BY
FIRE EXTINGUISHERS	<b>Annual</b> test and certification.				
EMERGENCY LIGHTING	<b>Quarterly</b> Inspection, testing and certification as specified in IS 3217 13.3.3.				
	<b>Annual</b> Inspection, testing and certification as specified in IS 3217 13.3.4.				
FIRE ALARM SYSTEM	<b>Quarterly</b> Inspection, testing and certification as specified in IS 3218. 29.2.6.				
FIRE DOORS	<b>Annual</b> Inspection of Fire Doors for any damage e.g. damage to closure unit, damage to or painting over intumescent strip.				
SMOKE ALARM UNITS	<b>5 Yearly.</b> Vacuum units to clear dust particles.  Also after any works etc that may have created a dusty atmosphere.				