

**WEEKLY
FIRE SAFETY CHECK LIST
Safe Operating Procedure**



AREA / ITEM TO BE CHECKED	DATE AND CHECKED BY (Initials)				COMMENTS
FIRE DOORS AND FIRE EXITS	Are all fire doors free from obstruction and operational?	YES	YES	YES	YES
		NO	NO	NO	NO
FIRE EXTINGUISHERS	Visual inspection, Is it in designated place, visible and accessible?	YES	YES	YES	YES
		NO	NO	NO	NO
	Are pins in place and undamaged?	YES	YES	YES	YES
		NO	NO	NO	NO
	Showing correct pressure.	YES	YES	YES	YES
		NO	NO	NO	NO
EMERGENCY LIGHTING	Are all emergency signs lighting and are LED's illuminated?	YES	YES	YES	YES
		NO	NO	NO	NO
EVAC CHAIRS	Is the EVAC chair in position and unobstructed?	YES	YES	YES	YES
		NO	NO	NO	NO
BREAK GLASS UNITS	Are all break glass units undamaged and unobstructed?	YES	YES	YES	YES
		NO	NO	NO	NO
FIRE ALARM SYSTEM	Operate one call point (break glass unit/ detector) to test the ability of the alarm system?	YES	YES	YES	YES
		NO	NO	NO	NO
	Do FIRE DOORS operate with Alarm?	YES	YES	YES	YES
		NO	NO	NO	NO
SIGNS	Are 'fire safety signs' in place, are they clearly visible.	YES	YES	YES	YES
		NO	NO	NO	NO
FIRE HYDRANTS	Check that Fire Hydrants are kept clear and are clearly marked.	YES	YES	YES	YES
		NO	NO	NO	NO

Record in the comments column any faults, defects or problems found during inspections and bring to the attention of the 'Responsible Person' for fire safety. Write in actions to be taken and file this record in the 'Fire Register'. Bring this record to the monthly safety committee meeting for consideration by the committee.