



A FIRE PREVENTION INSPECTION GUIDE

Risk evaluation in industry defines high risk areas and highlights weaknesses within a fire defence system. The continuing monitoring of fire safety standards in industry is paramount if they are to be successful. An inspection procedure is vital to this function.

Inspections will also:

- Improve fire safety
- Improve workers' attitudes towards fire safety
- provide a comprehensive record of fire safety development.

Effective inspections need to be both orderly and thorough. This is easily achieved by using checklists which have been formulated according to the risk. Examples of information which may be included in checklists is given in this bulletin.

FIRE SAFETY CHECKLIST		
	YES	NO
ELECTRICAL FIRE HAZARDS		
1. Have all electrical sockets and portable equipment been inspected recently?		
2. Do electrical faults receive prompt attention by a qualified electrician?		
3. Has any temporary extension wiring been in position more than six months?		
4. Are all electrical installations in hazardous locations the correct type for the risk?		
5. Are all electrical heaters located in safe positions and fixed so that they cannot be moved?		
6. Are all electrical installations rendered safe in idle periods?		
7. Is it possible for combustible materials to be stacked close to electric lights, heaters, air conditioning units, fuse boxes or switchboards?		
8. Is all electrical process heating fitted with adequate controls and thermal cut-outs?		
9. Are oil filled transformers or switchgear installed in suitable locations?		
STATIC ELECTRICITY		
	YES	NO
1. Has all new equipment which may be subject to generation of static charge been tested and where necessary fitted with suitable bonding and/or earthing devices?		
2. Are all bonding and earthing devices properly maintained in good order?		
3. Are adequate precautions taken in hazardous locations to prevent the build-up of a static charge?		
4. Are bonding clips available and regularly used when decanting flammable liquids or powders from one container to another?		
5. Are personnel working in hazardous locations issued with		



anti-static clothing and footwear?		
------------------------------------	--	--



STRUCTURAL FIRE HAZARDS	YES	NO
1. Are there any structural defects which may aid the development and spread of fire?		
2. Are combustible finishings and linings present in quantities sufficient to cause concern?		
3. In areas of high fire load is there any unprotected steelwork which is load bearing?		
4. Have all openings in fire resisting walls such as those for cables, pipes, air conditioning ducts and doorways been suitably protected?		
5. Does adequate fire separation exist between critical process areas and storage areas?		
6. Are all fire doors in good working order, free from obstruction and closed at night?		
7. Do you have any external fire exposures to buildings with non-fire resisting walls?		
8. Before any alterations or additions are carried out, do you have consultations with your municipal fire department and insurers on fire precaution measures to be incorporated?		
FLAMMABLE LIQUIDS & GASES	YES	NO
1. Is there a list of all flammable liquids and gases used or stored?		
2. Are stocks of flammable liquids and compressed gas cylinders kept in approved storage areas or magazines?		
3. Is the issue of flammable liquids and gas cylinders under strict supervision and control?		
4. Are precautions taken for the conveyance of flammable liquids and gas cylinders?		
5. Are adequate precautions exercised in the storage and disposal of waste flammable liquids?		
6. Is there an emergency shut-down procedure with adequate control valves for flammable liquid or gas pumping and piping systems?		
7. Are flammable solvents used? Are suitable non-flammable types available?		
8. Are employees working in hazardous locations trained in the precautions to be observed?		
9. Is there adequate ventilation in areas where flammable liquids or gases are used?		
10. Is housekeeping maintained at a very high standard in all areas where flammable liquids or gases are used or stored?		
11. Are the means of escape adequate?		
DUST HAZARDS	YES	NO
1. Does any manufacturing process or operation present a dust problem?		
2. Are suitable precautions being taken to control the dust?		
3. Are cleaning operations for the removal of dust frequently carried out in a safe manner?		
4. Is dust collection plant located in a safe position?		
5. Have suitable precautions been taken to eliminate in the area concerned, all possible sources of ignition, ie electrical hazards, static sparks, smoking etc?		
6. Have ways to limit the effects of a potential dust explosion been considered?		



HOUSEKEEPING & STORAGE	YES	NO
1. Are your premises kept clear of all kinds of refuse or process waste?		
2. Is waste swept up daily and removed from the building before closing?		
3. Are metal bins with lids provided for combustible waste?		
4. Are the waste collection areas safely located clear of building and stock?		
5. Do you control smoking in fire danger areas?		
6. Are the areas where smoking is prohibited clearly defined?		
7. Are there adequate receptacles for discarded smoking materials in areas where smoking is not prohibited?		
8. Do you allow open flame fires or braziers in areas where combustible materials are used or stored?		
9. Do you know where on your premises employees consort for breaks, luncheon or rest periods and are you satisfied with the fire precautions?		
10. Are materials stored which: <ul style="list-style-type: none"> - are easily ignitable? - burn fiercely giving off great heat? - may melt or flow when involved? - may explode when heated? - may liberate large quantities of smoke or toxic gases? - may absorb large quantities of water? - may heat up spontaneously? - may react with other materials eg: oxidising agents? - If any of the above are stocked: <ul style="list-style-type: none"> - are they stored safely? - is the storeman fully aware of the potential dangers? 		
FIXED INSTALLATIONS	YES	NO
1. Are your sprinkler and other installations checked weekly to ensure they are operational?		
2. Are systems regularly maintained by fire engineers?		
3. Do you know the action to be taken when your installation is not operational for any reason?		
4. Is your sprinkler installation inspected by the ASIB?		
5. Is there any hazardous process or plant which could usefully be protected by an automatic fire extinguishing installation?		
6. Are hose and branches at hydrants in good working order?		
7. How much water is available in your hydrant installation and is a fire brigade booster connection available?		
8. Have there been any alterations or additions which would adversely affect the operation of any installation?		
9. Is there adequate stack height between commodity and sprinkler heads?		



PORTABLE FIRE EQUIPMENT	YES	NO
1. Are the fire extinguishing appliances at your premises all approved types?		
2. Can the location of your fire appliances be clearly seen throughout the premises?		
3. Would a person have to travel more than 23 m to secure a fire extinguisher or hose reel?		
4. Are your fire extinguishers located on escape routes from the building?		
5. Are your fire extinguishers the correct type for the risk?		
6. Would it be possible to improve standardisation of fire extinguisher types within a department or building by carrying out an overall redistribution of existing extinguishers?		
7. Are all fire extinguishers including hose reels serviced regularly by competent servicemen?		
PUBLIC FIRE SERVICE	YES	NO
1. Do you know the location of the fire station nearest to your premises?		
2. Do you have the emergency telephone number of the public fire service prominently displayed at every telephone likely to be used for calling the fire brigade?		
3. Do you know how quickly and in what strength the fire brigade can be in attendance at your premises in response to a call?		
4. Do you have information readily available on hazardous sections of the plant, water supplies and special equipment for use by the fire brigade in the event of a fire?		
5. Have the fire brigade ever visited your premises to see the risk?		
6. Do you discuss alterations or adaptations to your premises or hazardous plant, with the fire prevention officer or the public fire service?		
7. Could the fire hydrant most likely to be used by the public fire service be obstructed by parked motor vehicles?		
8. Are you satisfied with the existing liaison with the public fire service?		
FIRE DEFENCE ORGANISATION	YES	NO
1. Do you have a fire defence organisation?		
2. Do you know the person responsible for the organisation?		
3. Do you have any vital plant or material not adequately protected from fire?		
4. Are responsibilities for fire precautions clearly defined, preferably in writing?		
5. Is there a close-down procedure for each department?		
6. Are employees in hazardous areas instructed in safe practices to be observed?		
7. Do you have a pre-planned preventive maintenance programme?		
8. Do you use "Permits to Work" for hazardous operations?		
9. Is anyone responsible for the control of contractors working on the premises?		
10. Are fire safety inspections frequently carried out?		
11. Do you have a fire alarm with a distinctive signal?		



12. Do you have instructions on the action to be taken in the event of fire prominently displayed?		
13. Is there an emergency plan?		
14. Do employees, receive regular fire training?		
15. Have security guards written instructions on the action they are to take in the event of a fire?		
16. Have security guards adequate facilities for calling the fire brigade?		
17. If you have a works fire brigade are you satisfied that it is adequately equipped and trained?		
18. Have you any special risks requiring pre-planned fire drills?		
19. Has any provision been made for recovering from the effects of a fire?		
20. Is your company a member of the Fire Protection Association?		

Published by

Fire Protection Association of Southern Africa
(Incorporated Association not for Gain)
(Reg. No. 73/00022/08)
P O Box 15467
Impala Park
1472

