Logo	Fire Safety Inspection Checklist QHSE Forms Organization Name	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 1 of 4

Checklist Sr. #: _____

Project Ref #		**Inspected By**	
Location		**Approved By**	
Inspected On		**Next Inspection**	

Tick (✔) the correct answer given against every question.

S/#	Criteria	Yes	No	Remarks
Firefighting Arrangements				
1	Firefighting arrangements available at the workplace?			
2	Overhead fire sprinklers installed for firefighting?			
3	Fire extinguishers available at the location?			
4	Jockey Pump available to maintain the pressure in the sprinkle system?			
5	Electric and Diesel Pump available for firefighting?			
6	Fire hoses and fire reels available at suitable location, easily identified?			
7	Fire detection, fire alarm, heat sensors available and working properly?			
8	The doors, windows are fire-resistant and have auto-locking ability?			
9	Fire Marshals are hired at location?			
Housekeeping & Facility Management				
1	Do employees consider neat and tidy workplace as their responsibility?			
2	The premises are free of all kind of flammable material and substance?			
3	Metal receptacles with auto closing lids are being used for waste dump?			
4	Dangerous material is dumped in segregated receptacles?			
5	There is enough space under and behind the fixed items, free of waste?			
6	Premises is free of easily combustible material?			
Storage Area				
1	Storage area is suitable for storage of flammable/ suitable material?			
2	Storage area is specially built for storage of flammable material?			
3	Storage area has all electrical systems behind the wall or underground?			
4	There is sufficient arrangement of fire detection & fighting?			
5	Firefighting equipment is available within the storage area?			
6	All the flammable materials are stored properly?			
7	MSDS of the hazardous materials available at storage facility?			

8	Clear space and passage for walking around the facility is available?			
9	Fire suppression system available and working?			
10	The doors and windows of the storage are fire-resistant?			
Machinery/ Work Equipment/ Tools				
1	All the equipment is inspected before start of job?			
2	In the storage area, intrinsically safe electric tools are used?			
3	All the equipment able to cause explosion are explosion proof?			
4	Worn/ damaged/ poorly maintained equipment is removed from site?			
5	Spark producing equipment are not used in the premises?			
6	Flame arrestor is used and installed on equipment before start of job?			
7	All kind of heat and spark producing activities are conducted in safe location?			
Smoking				
1	There is a designated area for smoking people?			
2	Smoking prohibited outside the smoking area?			
3	All the smoking areas are away from work area/ storage facility?			
Flammable Liquids				
1	All the flammable liquids are stored safely and in designated location?			
2	The container is free of corrosion, dent/ crack and able to hold liquid?			
3	The container is able to withstand the fire/ dent in case of emergency?			
4	The container is made-up of non-combustible material?			
5	The drip tray is used to collect the liquid falling out of container?			
6	All the containers are labelled and handled carefully?			
7	All spark/heat producing works take place away from storage?			
8	Flammable liquids/ chemicals are used in designated areas?			
9	Firefighting equipment are available at work location?			
10	All the flammable materials available at site are listed & MSDS present?			
11	Only minimum quantity is brought to worksite for job?			
12	After work, remaining substance is returned to storage safely?			
13	Spark reducing tool is used when working with flammable liquid?			
Gas Cylinders				
1	All the cylinders are stored in a pre-designated area?			

2	The storage area is equipped with fire detection/ suppression system?			
3	Is there any other element stored except cylinders?			
4	Only authorized person can enter the area/ storage facility?			
5	The walls of the storage facility are explosion proof?			
6	Safety signs placed at the entry point of the storage?			
7	All the cylinders are stored in upward direction?			
8	Any kind of ignition source is removed from the facility?			
9	Gas detection system is installed to detect accidental release of gas?			
Emergency Preparedness				
1	Contact Numbers of the emergency services are mentioned?			
2	There is a source of communication available at worksite/ storage?			
3	Workers are trained on regular basis for emergency conditions?			
4	Emergency Plan is prepared and available?			
5	Numbers/ details of the emergency response team available?			
6	Fire extinguishers available at premises for firefighting?			
7	For electrical/gas/fuel/ specific fire extinguishers are provided?			
8	All the workers are trained to operate the firefighting equipment?			
9	There is team of firefighters ready to act any time?			
10	Important documents' copies e.g., MSDS available at separate location?			
11	Proper emergency exit points are available, unblocked, & well lit?			
12	Special arrangements for disabled people are available, e.g., trembler?			
14	Refugee points are available with refugee time of 30minutes?			
Remarks				

Prepared By	Approved By