

Risk Management Inspection

Weekly Checklist

Inspector:

Date:

Category	Acceptable	Unacceptable	Comments/action required	Action taken - signature and date
<p>Sprinklers:</p> <p>Valve tests made and test cards completed correctly.</p> <p>Pump tests made and test cards completed correctly.</p> <p>Installation valves secured open and free of obstruction.</p>				
<p>Fire hydrants:</p> <p>Clear, well maintained, flushed within the past 12 months.</p> <p>Standpipes, hoses, nozzles and bars correctly positioned and in good condition.</p>				
<p>Hose reels:</p> <p>Clear of obstruction.</p> <p>In good condition with maintenance label dated within the past 12 months.</p>				
<p>Fire alarms:</p> <p>All local bells/sirens are working.</p> <p>Mains supply is healthy.</p> <p>Annunciator panel alarms are all working.</p> <p>The central station/fire brigade connection is in order.</p> <p>All equipment has been serviced within the past 12 months.</p>				

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<p>Smoking:</p> <p>The site smoking rules are adequate and are being observed.</p>				
<p>Extinguishers:</p> <p>All are in good condition, correctly positioned and hung, with a maintenance label dated within the past 12 months.</p> <p>Clear of obstruction.</p>				
<p>Security to the premises:</p> <p>All mechanical protection in good order.</p> <p>The intruder alarm is fully operational with no false alarm problems.</p> <p>Security fences/walls and gates are in good order and gates are adequately secured.</p>				
<p>Fire resistive doors and shutters:</p> <p>Are all unobstructed</p> <p>Are closed at nights and other idle periods.</p> <p>Are all in good condition and have been tested to ensure that they will automatically close fully.</p>				
<p>Flammable liquids:</p> <p>Only the minimum requirement is in the working area.</p> <p>All storage is in an approved cabinet or an approved external store.</p> <p>There is no damaged or loose earthing or bonding equipment.</p> <p>No accumulation of empty or partly filled cans.</p> <p>No accumulation of soiled rags or waste.</p>				

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<p>Gas cylinders:</p> <p>All are kept in approved, designated areas.</p> <p>All are secured in the upright position.</p> <p>There are no damaged fittings or hoses.</p> <p>The number stored is not excessive.</p>				
<p>Housekeeping:</p> <p>Yards are tidy, with no combustibles stored closer than 10m to building walls.</p> <p>All areas within the buildings are tidy and uncongested.</p> <p>There are no combustible materials adjacent to switchgear, battery chargers or heaters.</p> <p>All fire exits, staircases and passageways are free of obstruction and correctly signed.</p> <p>All sprinkler heads, fire detectors and intruder alarms are free of obstruction.</p>				
<p>Maintenance:</p> <p>There is no temporary wiring.</p> <p>There are no damaged electrical fittings.</p> <p>There are no heater fuel leaks.</p> <p>Oil tank catchpits are free of rubbish and drain valves are fully closed.</p> <p>There are no unprotected openings in fire barrier walls.</p> <p>All portable electrical equipment is tagged as having been inspected/tested within the past 12 months.</p> <p>All drains/downpipes are clear.</p>				