FIRE EXTINGUISHER INSPECTION

01 / Unit grid (one row per extinguisher)

Frequency: monthly visual check of every unit (company rule on all sites; US 1910.157(e)(2)); annual maintenance, 6-year service and hydrostatic test by a qualified service company, dates read from the tag

Applies to: portable and wheeled extinguishers in buildings, yards, wharves and on vehicles; one sheet per floor or area

Revision: 2.0

A trained person walks the floor or area once a month and fills one row per unit, in site map order. In each check column write OK, X or NA. An X in B, C or D, or an overdue date, means out of service: take it down, tag it "Out of service", put a charged unit of the same class in its place now, and record it on the findings page. Initial and date each unit's own tag after checking it. Keep this sheet at least 1 year.

Site / location	Date	Floor / area / building	Inspector

Site map / unit list reference	Units on the map (number)	Units in service (number)	Units removed today (number)

Mount height required (fire code / NFPA 10)

OK = condition met. X = defect: B, C, D or overdue date = out of service now; A or E = fix today. NA = not on this unit.

Unit ID	Location	Type and size	A Access, mount	B Charge	C Pin, seal	D Shell, hose	E Label	Annual service (mo / yr)	6-yr / hydro due (yr)	In service (Y / N)	Initials (also on tag)

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01 / Unit grid (one row per extinguisher) (continued)

Unit ID	Location	Type and size	A Access, mount	B Charge	C Pin, seal	D Shell, hose	E Label	Annual service (mo / yr)	6-yr / hydro due (yr)	In service (Y / N)	Initials (also on tag)

What each column means

Column	OK means	X means
A Access, mount	At its map spot; visible or signed; nothing blocking; hanger or cabinet secure; mounted at the height the fire code / NFPA 10 requires (written above)	Clear or re-hang now. Missing: put a charged unit of the same class there now.
B Charge	Gauge needle in the green (operable) range. No gauge (CO_2, cartridge type): full as the label or manufacturer says. Not used or partly emptied	Out of service. Replace now; send for recharge.
C Pin, seal	Locking pin in place; tamper seal fitted and unbroken	Out of service (may be partly used). Replace now.
D Shell, hose	Shell: no dents, pitting rust, leaks, welded or soldered repairs, fire damage. Hose and nozzle not cracked or blocked; threads not damaged	Out of service. Send to the service company; it tests or condemns the unit.
E Label	Operating instructions readable and facing out; class rating (A, B, C, D) readable; service tag attached	Report. Service company relabels; unit stays in service if B, C and D are OK.
Annual service	Tag shows annual maintenance within the last 12 months	Out of service (company rule). Send for annual maintenance.
6-yr / hydro due	Year due on the tag or label is later than this month (see the next table)	Out of service (company rule). Send for 6-year service or hydro test.

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01 / Unit grid (one row per extinguisher) (continued)

Hydro test and 6-year service (US 1910.157 Table L-1)

Extinguisher type (read the label)	Hydro test every	Also
Water, antifreeze, wetting agent, loaded stream, AFFF, foam (stainless shell)	5 years	
Carbon dioxide (CO2)	5 years	
Dry chemical, stainless steel shell	5 years	
Dry chemical, stored pressure, mild steel, brazed brass or aluminum shell	12 years	Emptied and serviced every 6 years, counted from the last recharge or hydro test
Dry chemical or dry powder, cartridge or cylinder operated, mild steel shell	12 years	
Halon 1211 or 1301	12 years	
Dry chemical, non-refillable (disposable)	Not refilled	No 6-year service; replace by the date on the label
Welded, soldered or patched shell; damaged threads; pitting; burned in a fire	Not tested	Remove from service and from the workplace
Carbon tetrachloride or chlorobromomethane; soda acid, foam or water units worked upside down	Banned	Remove from the workplace

Canada federal sites: extinguishers are inspected and maintained to the National Fire Code (COHSR 17.3) and serviced by a qualified person; use the service company's dates on the tag.

C = critical: Fail means put a charged unit of the right class in place now and tell the supervisor.

	Check (observable condition)	Pass	Fail	N/A
Area checks (once per sheet)				
C	1. Every location on the site map has a unit; units on the map = units found	☐	☐	☐
C	2. Unit class matches the hazard: A ordinary, B liquids and gas, C electrical, D metals	☐	☐	☐
	3. General industry: travel to a unit 75 ft (22.9 m) max for Class A, 50 ft (15.2 m) Class B Add or move a unit; update the site map.	☐	☐	☐
	4. Metal dust, flakes or shavings made: Class D agent within 75 ft (22.9 m) travel Add Class D agent before that work continues.	☐	☐	☐
	5. Construction: one 2A unit per 3,000 sq ft (279 m2); 100 ft (30.5 m) max travel to a unit Add or move a unit; update the site map.	☐	☐	☐
	6. Construction: at least one 2A unit on each floor; multistorey: one beside a stairway Add or move a unit; update the site map.	☐	☐	☐
C	7. Construction: 10B unit within 50 ft (15.2 m) of over 5 gal fuel or 5 lb gas in use	☐	☐	☐
	8. Units that could freeze are protected or rated for the cold Move indoors, enclose or swap for a cold-rated unit.	☐	☐	☐
	9. Fuel trucks carry a 20-B:C unit; Canada: equipment moving flammables a 5-B,C dry chemical Do not use the vehicle for fuel until a unit is fitted.	☐	☐	☐

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01 / Unit grid (one row per extinguisher) (continued)

	Check (observable condition)	Pass	Fail	N/A
C	10. No banned units: carbon tetrachloride, chlorobromomethane, upside-down operated types Remove from the workplace; replace with an approved unit.	☐	☐	☐
C	11. Units used since the last check reported and recharged; none rehung partly empty	☐	☐	☐
C	12. Every unit away for service has an equivalent unit in its place	☐	☐	☐
	13. Annual service records and hydro certificates (date, tester, serial) on file Get the records from the service company this month.	☐	☐	☐
	14. Service tags name the service company or qualified person who did the work Report; use a qualified service company.	☐	☐	☐
	15. Workers expected to use extinguishers trained at hire and within the last 12 months Book training; until then only trained people use them.	☐	☐	☐

Result	Yes	No
All units in this area in service No = each removed unit tagged "Out of service", equivalent unit in place, listed on the findings page, service booked.	☐	☐

Inspector signature	Supervisor (if No)	Date / time completed

02 / Findings and disposition

Record each X and each Fail: unit ID, location, defect and what was done (replaced, sent for service, area cleared). Name who fixes it and by when. A removed unit goes back on its hook only after the service company returns it charged and tagged.

Item / finding	Required action	Responsible person	Due date	Completion / verified by

FIRE EXTINGUISHER INSPECTION

02 / Findings and disposition (continued)

Immediate controls / replaced / notified

Checks not completed / N/A reasons

Inspector acknowledgement

Supervisor / authorized reviewer

Review date

Site-specific additions

Record the service company, the annual service month and site items not listed above (special hazards, cooking areas, fixed suppression systems, vessel or wharf rules). Fixed systems are inspected by their own service company; record only what you can see.

Additional item

Details / result / value

Reference

Service company / contact

Annual service month

Next 6-year / hydro batch (year)

Additional notes / attachments