



Fire Safety Audit Checklist

Name of Occupier: _____

Name of Factory: _____

Location: _____

Date of Audit: _____

Number of Employees: _____

Number of Floors: _____

Covered area of floor: _____

Sr. No.	Details	Remarks/Findings
General Requirements of the Premises		
1	Verification that the area surroundings the building presents no visible evidence of unhealthy conditions: discarded materials, stagnant waters etc.	
2	Check that entrances to buildings are suitably connected to the external access road and that there are no obstacles, bottlenecks or other impediments for emergency and rescue vehicles.	
3	Check that any window, doors etc, that open into a void have suitable railings or that they are inaccessible.	
4	Check the surfaces are in non skid material.	
5	Check that the building has no communicating routes with activities entailing high fire or explosion risk.	
6	Check that the structures are all incombustible.	
7	check the basement or underground areas used for work activities have permanent natural ventilation or air exchange system.	
Stairs, Transit Areas and Emergency Exits		
1	Check that stairs connecting floors are illuminated and ventilated from outdoors.	
2	Check that the stairways are provided with artificial and emergency lighting.	
3	Check that the stair ramps are straight, that there is no narrowing, that the steps are rectangular	
4	Check that the ramps of the stairs have a minimum width of 90 cm.	
5	Check that doors leading to stairs do not open directly onto the ramps	
6	Check that the stair railings are at least 1 m high.	
7	Check that the useful width of the emergency routes is not less than 1.20 m	
8	In case of more then one exist the maximum length of the emergency exits is : 45 meters to reach a safe place.	
9	Check that the length of dead-end corridors is not more than 15 meters.	
10	Check that the emergency routes do not pass through rooms with specific fire risks.	

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11	Check that the emergency doors open outwards and that they are fitted with anti-panic handles.	
12	Avoid using revolving, sliding or roller as emergency exits.	
13	Check that none of the emergency exits lead out onto areas where there is traffic.	
14	Check if offices are too crowded.	
Workplaces.		
1	Check that meeting rooms have 1.20 m exit up to 50 people Two 1.20 m exits for more than 51 people	
2	There are specific deposit areas for flammable substances.	
Electrical Installations		
1	Check that there are safety and emergency systems for illumination of emergency routes	
2	Check that the main electrical panel is installed in a separate, accessible location, is identified and is protected against fire.	
3	Circuit breaker panel and emergency shut offs unobstructed and labeled	
4	Check the emergency power system (UPS)	
4	Are portable hand-held electrical tools and equipment grounded or else are they of the double-insulated type?	
5	Do extension cords have a grounding conductor?	
6	Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	
7	Are flexible cords and cables free of splices or taps?	
8	Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come into contact with energized parts of equipment, fixtures, or circuit conductors?	
Compressed Gas Cylinders		
1	Are cylinders with water-weight capacity over 30 pounds equipped (with means for connecting a valve protector or device, or with a collar or recess to protect the valve?	
2	Are cylinders legibly marked to clearly identify the gas contained?	
3	Are compressed gas cylinders located or stored in areas where they will not be damaged by passing or falling objects or be subject to tampering by unauthorized persons?	
4	Are low-pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service?	
Power Generation Sets		
1	The room is isolated from other activities	
2	The room is accessed directly from outdoors	
3	the room has an adequate naturally ventilated surfac area	
Air Conditioning and Ventilation Systems		

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1	If there is a centralized air conditioning or ventilation system check that: the air treatment units and refrigeration groups are installed in separate locations used exclusively for that purpose. The fluids used in the refrigeration units are non toxic or inflammable. The pipes have fire shutters at the ducts of fire-proof compartments.	
Boiler Room		
1	The room is isolated form other activities.	
2	The room is accessed directly from outdoors	
4	The boiler is inspected and serviced periodically.	
Chemical Handling and Storage		
1	Chemical containers properly labeled, stored, & closed when not in use.	
2	Chemicals segregated and stored by compatibility.	
3	Chemical storage areas free of ignition sources.	
4	Flammable liquids in containers over 4 L are in approved safety cans.	
5	Are MSDS's available for all chemical present at work site	
6	Is proper PPE's available for the handling of Chemical	
7	Ventilation system operational and adequate for removal of hazardous vapours	
Fire Prevention and protection		
1	Are combustible scrap, debris, and waste materials stored in covered metal receptacles, and removed from the work site promptly?	
2	Are all flammable liquids kept in closed containers when not in use?	
3	Do storage rooms for flammables and combustible liquids have mechanical or gravity ventilation?	
4	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?	
5	The fire extinguishers are adequate in type and the number is in compliance with the fire risk assessment	
6	There is a fire-fighting connection with relate fittings close to each emergency exit (towards outdoors or onto stairs).	
7	In each working area there is a fixed fire detection system an automatic alarm system	

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8	The following signs are posted around the building indication of emergency routes and exits muster points and temporary safe spaces location of fixed and portable fire fighting equipments no smoking prohibition of the use of lifts in the event of fire power shutdown buttons manual alarm buttons floor plan of emergency routes extracts of the emergency plan	
9	Check the fire water system (pumps, tank etc.)	
Organizational and management Measures		
1	Order and cleanliness	
	Do employees know the safety and health hazards specific to their job assignments?	
2	No smoking rules	
3	Emergency Plan	
4	Regulation or instruction on compulsory safety measures	
5	Information and training for workers	
6	Emergency drills.	
7	Internal emergency and evacuation team	
8	Specific training of internal emergency and evacuation team	
9	Fire-fighting crew (internal or external) or agreement with local fire brigade	
10	Specific training and / or skills of fire fighting crew	
11	Procedures for fire -fighting crew	
12	Maintenance and test program of safety system	
13	Supervisory personnel.	

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