

Fire door inspection checklist

A fire door is an assembly, not a leaf. Gaps are measured and written down, never ticked.

One sheet per door. Record the gaps as measurements: the gap a door is permitted to have depends on its own certification, so a figure written here can be read against the right limit later by somebody who knows which limit applies. A tick cannot be re-read at all.

PREMISES	DOOR REFERENCE	LOCATION
WHAT IT PROTECTS	INSPECTED BY	DATE

IDENTITY AND CERTIFICATION

Whatever is still legible. Do not infer a rating that is not evidenced.

Label, plug or marking found, and where	
Certification or scheme reference, if legible	
Leaf material and construction, if known	
Single or double leaf; leaf and a half	
Date installed or last replaced, if known	
Previous inspection date and reference	

GAPS – MEASURED

Write the measurement. Do not tick. Record the unit you used.

HEAD	HINGE JAMB	LEADING JAMB
THRESHOLD	MEETING STILES (DOUBLES)	UNIT OF MEASUREMENT USED

THE LEAF

	OK	DEFECT	N/A
No damage, splitting or delamination	☐	☐	☐
Not distorted, bowed or binding	☐	☐	☐
No holes, cut-outs or apertures other than certificated ones	☐	☐	☐
Nothing fixed through the leaf	☐	☐	☐
No added locks, bolts, cat flaps or letterplates uncertificated	☐	☐	☐
Leaf has not been trimmed or planed	☐	☐	☐
Surface finish sound; no excessive coats of paint	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

FRAME, SEALS AND PERIMETER

	OK	DEFECT	N/A
Frame secure, undamaged and square	☐	☐	☐
Frame fixings correct, present and tight	☐	☐	☐
Architrave sound and secure	☐	☐	☐
Perimeter seal between frame and wall intact	☐	☐	☐
No gaps, voids or missing fire stopping around the frame	☐	☐	☐
Intumescent strip present, continuous and undamaged	☐	☐	☐
Intumescent strip not painted over or clogged	☐	☐	☐
Cold smoke seal present where required, continuous and in contact	☐	☐	☐
Threshold seal or drop seal present where required	☐	☐	☐

	OK	DEFECT	N/A
	☐	☐	☐
	☐	☐	☐

IRONMONGERY

	OK	DEFECT	N/A
Hinges: correct number, all screws present and tight	☐	☐	☐
Hinges not distorted, worn or binding	☐	☐	☐
Self-closing device fitted and secure	☐	☐	☐
Door closes fully from any open position	☐	☐	☐
Door engages the latch or keep without being pushed	☐	☐	☐
Latch and strike plate aligned and functioning	☐	☐	☐
Hold-open device, where fitted, releases on alarm	☐	☐	☐
Any electro-magnetic device fails safe	☐	☐	☐
Handles, lever furniture and escape hardware operate correctly	☐	☐	☐
No unauthorised locks, hasps, bolts or keeps	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

GLAZING AND SIGNAGE

	OK	DEFECT	N/A
Glazing intact and not cracked	☐	☐	☐
Glazing beads and seals secure and complete	☐	☐	☐
Glazing appears to be fire-resisting and appropriately marked	☐	☐	☐
Correct signage present on the correct face	☐	☐	☐
Signage legible and not obscured	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

DEFECTS AND REMEDIAL ACTION

What is wrong, what it needs, who owns it and the target date. A door taken out of use must be recorded here.

SIGN-OFF

INSPECTED BY	DATE
COMPETENCE OR SCHEME REFERENCE	DATE OF NEXT INSPECTION
DEFECTS REPORTED TO	DATE REPORTED