

Fire safety audit checklist

An assessment asks what could go wrong. An audit asks whether what we said we would do is being done.

Every row asks to see something. 'Yes, we do that' is the answer this exists to go behind. Nothing is in date or overdue by any interval printed here — it is judged against this premises' own regime, which you record as you go.

PREMISES	AUDITED BY	DATE
RESPONSIBLE PERSON	PREVIOUS AUDIT DATE	AUDIT REFERENCE

FIRE RISK ASSESSMENT

Evidence seen, not assurance given.

	SEEN	GAP	N/A
A fire risk assessment exists for these premises	☐	☐	☐
It covers the whole premises and its current use	☐	☐	☐
It records its significant findings	☐	☐	☐
It names who made it and when	☐	☐	☐
The assessor's competence is evidenced	☐	☐	☐
It has been reviewed, and the review is recorded	☐	☐	☐
Changes to the premises since it was made are reflected in it	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

ACTIONS FROM IT

	SEEN	GAP
Every finding has an owner	☐	☐
Every finding has a target date	☐	☐
Completed actions have evidence of completion	☐	☐
Open actions are visible to the responsible person	☐	☐
Overdue actions have been escalated	☐	☐
	☐	☐
	☐	☐

OPEN ACTIONS – COUNTED

A number cannot be written around, and is comparable with the last audit.

OPEN	OF WHICH OVERDUE	OLDEST OPEN, DATE RAISED
OPEN AT LAST AUDIT	CLOSED SINCE LAST AUDIT	RAISED SINCE LAST AUDIT

TESTING AND SERVICING RECORDS

Present, complete, and in date against this premises' own regime.

	SEEN	COMPLETE	IN DATE
Fire alarm test log	☐	☐	☐
Fire alarm servicing and certificates	☐	☐	☐
Emergency lighting tests, both kinds	☐	☐	☐
Emergency lighting servicing	☐	☐	☐
Portable firefighting equipment inspections	☐	☐	☐
Portable firefighting equipment servicing	☐	☐	☐
Fire door inspections	☐	☐	☐
Suppression system checks and servicing	☐	☐	☐
Escape route inspections	☐	☐	☐

	SEEN	COMPLETE	IN DATE
Fire stopping and compartmentation surveys, where held	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

PEOPLE

	SEEN	GAP	N/A
Induction records for current staff	☐	☐	☐
Refresher training records	☐	☐	☐
Fire drill records, with findings and actions	☐	☐	☐
Warden arrangements, with areas and hours	☐	☐	☐
Warden training records	☐	☐	☐
PEEPs for everybody who needs one	☐	☐	☐
Arrangements for contractors and visitors	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

THE WALK

An audit that never leaves the office audits paperwork. Reconcile the records against the building.

	AS RECORDED	DISCREPANCY
Escape routes clear, as the inspection records claim	☐	☐
No wedged or propped fire doors	☐	☐
Final exits open from the inside	☐	☐
Signage present and correct	☐	☐
Escape lighting apparently healthy	☐	☐
Firefighting equipment in place and in date	☐	☐
Fire doors in the condition the register claims	☐	☐
Fire action notices current and correct	☐	☐
Storage and housekeeping as the assessment assumes	☐	☐
Alterations since the assessment that affect it	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

FINDINGS

Priority, owner and date against each. A discrepancy between the records and the building goes here.

ESCALATION

What was escalated, and to whom

Date

Anything requiring immediate action, and what was done

Date of next audit

SIGN-OFF

AUDITED BY	DATE
RESPONSIBLE PERSON	DATE