FIRE EXTINGUISHER CHECKLIST

Company Name:_____

Performed By:_____ **Date:**_____

Extinguisher Inspection List:

(Monthly routine visual checks recommended)

_____ **CONFIRM LOCATION: Extinguisher is in its designated place, visible, and accessible.**

_____ **CHECK THE INSPECTION TAG: Verify the last inspection date is recorded and current.**

_____ **EXAMINE THE PRESSURE GUAGE: Needle should be in the green (operable) range.**

_____ **INSPECT THE SAFETY PIN AND SEAL: Pin is installed and seal is intact (not broken or missing)**

_____ **LOOK FOR PHYISCAL DAMAGE: No dents, corrosion, cracks, or leaks.**

_____ **CHECK THE HOSE ADN NOZZLE: Free of cracks, blockages, or deterioration.**

_____ **VERIFY LABELING: Operating instructions and labels are legible and facing outward.**

_____ **CONFIRM WEIGHT (if applicable): Extinguisher feels full; no signs of loss of contents.**

_____ **ENSURE TAMPER INDICATORS ARE INTACT: No evidence of unauthorized use.**

_____ **RECORD THE INSPECTION: Initial and date the inspection tag or log.**

Fire Extinguisher Maintenance Steps:

(Performed by trained personnel or certified technicians)

_____ **1. Remove extinguisher from service: Tag as "Out of Service" if maintenance is required.**

_____ **2. Discharge remaining pressure (if necessary): Follow manufacturer and safety procedures.**

_____ **3. Conduct a thorough external examination: Inspect cylinder, base, handle, and welds for damage or corrosion.**

_____ **4. Disassemble components: Remove valve assembly, hose, nozzle, and internal parts as required.**

_____ **5. Inspect internal condition: Check for corrosion, moisture, or contamination inside the cylinder.**

_____ **6. Check and replace parts: O-rings, seals, hoses, and other worn or damaged components.**

_____ **7. Refill or recharge: Use the correct extinguishing agent and pressure per manufacturer specs.**

_____ **8. Leak and pressure testing: Ensure no leaks and proper pressurization.**

_____ **9. Hydrostatic testing (when due): Perform according to required intervals and standards.**

_____ 10. Reassemble and clean: Ensure all parts are correctly installed and secure.

_____ 11. Update maintenance records: Attach new service tag with date, technician ID, and test details.

_____ 12. Return to service: Place extinguisher back in its designated location.

Steps to Operate a Fire Extinguisher:

(Use the PASS Method)

_____ 1. Assess the situation: Ensure the fire is small, contained, and you have a clear exit behind you.

_____ 2. Pull the pin: Break the tamper seal and pull the safety pin.

_____ 3. Aim at the base of the fire: Point the nozzle or hose at the base, not the flames.

_____ 4. Squeeze the handle: Release the extinguishing agent.

_____ 5. Sweep side to side: Move the nozzle from side to side across the base of the fire.

_____ 6. Watch for re-ignition: Continue until the fire is fully out.

_____ 7. Back away carefully: Keep facing the fire while maintaining a safe distance.

_____ 8. Evacuate if fire grows: Stop if the fire spreads or becomes unsafe and exit immediately.

AlaCAMP