Fire Extinguisher Inspection Checklist

A monthly visual inspection checklist and log for portable fire extinguishers in workplaces, shops and rental buildings.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Location and Access	OK	DEFECT	N/A
Confirm the extinguisher is in its assigned location	☐	☐	☐
Check nothing blocks the path to it or hides it from view	☐	☐	☐
Make sure it is mounted on its bracket or in its cabinet Under NFPA 10, units up to 40 lb should be mounted with the top no higher than 5 ft above the floor.	☐	☐	☐
Check the cabinet opens easily and any break glass is intact	☐	☐	☐

Signage and Labels	OK	DEFECT	N/A
Check the location sign is in place where the unit is hard to see	☐	☐	☐
Make sure the operating instructions on the label face out	☐	☐	☐
Confirm the label is readable and not peeling or faded	☐	☐	☐

Pressure, Pin and Seal	OK	DEFECT	N/A
Check the pressure gauge needle is in the green zone CO2 units have no gauge. Check them by weight against the full weight stamped on the valve or label.	☐	☐	☐
Confirm the safety pin is in place	☐	☐	☐
Confirm the tamper seal is intact	☐	☐	☐
Lift the unit to check it feels full	☐	☐	☐

Physical Condition	OK	DEFECT	N/A
Look for dents, cracks or other damage to the cylinder	☐	☐	☐
Check for rust or corrosion on the cylinder, valve and bracket	☐	☐	☐
Check the hose for cracks, cuts or blockage	☐	☐	☐
Make sure the nozzle is clear of dirt, nests or debris	☐	☐	☐
Look for leaks or powder residue around the valve and nozzle	☐	☐	☐
Check the handle and lever are not bent or broken	☐	☐	☐

Tag and Test Dates	OK	DEFECT	N/A
Initial and date the inspection tag for this month	☐	☐	☐
Check the last annual maintenance date is within 12 months OSHA requires the annual maintenance date to be recorded. It is usually on the back of the tag.	☐	☐	☐
Check the hydrostatic test date on the cylinder or label Water, foam and CO2 units are usually due every 5 years. Most stored-pressure dry chemical units are due every 12 years.	☐	☐	☐
Note when the next 6-year maintenance is due for dry chemical units	☐	☐	☐

Right Class for the Hazard	OK	DEFECT	N/A
Confirm Class A coverage for wood, paper, cloth and trash	☐	☐	☐
Confirm Class B coverage near flammable liquids and gases	☐	☐	☐
Confirm Class C rating near energized electrical equipment Never use a water extinguisher on a live electrical fire.	☐	☐	☐
Use a Class D unit for combustible metals such as magnesium	☐	☐	☐
Use a Class K unit in commercial kitchens with deep fryers	☐	☐	☐

Notes / defects found

Inspection Log

Building / floor / location: _____

Extinguisher ID or serial number: _____ Type and size: _____

Date: _____ Pass / Fail: _____

Problems found and action taken: _____

Inspector name and initials: _____