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Fire Safety Checklist

A structured checklist for reviewing fire exits, extinguishers, alarms, lighting, flammable materials, routes, training, and housekeeping.

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General guidance document. Professional review is required before operational use.

Purpose

This checklist helps organizations review core fire safety controls, identify blocked or missing emergency arrangements, and record follow-up actions before incidents or inspections.

When to Use

Use weekly or monthly, before audits, after layout changes, after maintenance work, during contractor activities, and following any fire alarm or emergency drill.

Who Should Use It

HSE managers, facility managers, supervisors, fire wardens, site managers, employer representatives, and contractor managers.

Checklist / Form Table

Item / Requirement	Yes	No	N/A	Comments	Corrective Action	Responsible Person	Due Date
Emergency exits are visible, accessible, and unlocked when occupied							
Evacuation routes are clear and adequately marked							
Fire extinguishers are present, accessible, and inspected							
Alarm points and emergency communication are available							
Emergency lighting is functional where required							
Flammable materials are controlled and stored safely							
Employees know evacuation routes and assembly points							
Housekeeping reduces combustible waste and ignition risks							

Key Review Areas

- Emergency exits and escape doors
- Evacuation routes, stairways, and assembly information
- Fire extinguishers, hose reels, and signage
- Fire alarm points, detection, and emergency communication
- Emergency lighting and backup visibility
- Flammable materials storage and ignition control
- Fire training, drills, and worker awareness
- Housekeeping and combustible waste control

Common Red Flags

- Blocked emergency exits or locked escape doors
- Missing or inaccessible extinguishers
- Flammable materials stored near ignition sources
- No recent fire drill or unclear evacuation roles
- Poor housekeeping in storage or waste areas

Recommended Follow-Up

Record all deficiencies, remove immediate obstructions, assign responsible persons, verify corrective actions, update emergency information, and repeat review after changes to layout, materials, or occupancy.

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