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# MONTHLY FIRE EXTINGUISHER INSPECTION GUIDE

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Fire extinguishers must be inspected when initially placed in service and thereafter at approximately 30-day intervals. Organization management may perform monthly inspections, or management may appoint sufficient personnel to perform monthly inspections of all fire extinguishers. The purpose is to provide assurance that all fire extinguishers are available, fully charged and operable.

## **INSPECTION RECORD KEEPING**

Personnel making inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action. At least monthly, the date the inspection was performed and the initials of the person performing the inspection shall be recorded. Records shall be kept on a tag attached to the fire extinguisher, or an inspection checklist maintained on file or by an electronic method that provides a permanent record.

## **PROCEDURES:**

This visual inspection constitutes a check for obvious problems. When an inspection of any fire extinguisher reveals a deficiency in any of the conditions listed below, immediate corrective action shall be taken:

- Located in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Safety seals and tamper indicators not broken or missing
- Fullness determined by weighing or “hefting”
- Examination for obvious physical damage, corrosion, leakage or clogged nozzle
- Pressure gauge reading or indicator in the operable range or position
- Condition of tires, wheels, carriage, hose and nozzle checked (for wheeled units)
- WHMIS label in place