

Emergency Light Inspection Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Jurisdiction: US. NFPA 101 and OSHA 29 CFR 1910.37 are US standards. The checklist is US-focused but the testing principles are broadly applicable.

Inspection checklist

Inspection header

Facility name and address

Inspector name and date

Inspection type (Monthly 30-second / Annual 90-minute)

Weather / ambient conditions

Unit identification and location

Unit ID / asset number

Location (building, floor, room, zone)

Fixture type (exit sign, egress light, combination unit)

Battery type and install date

Monthly functional test (30-second)

☐	Visual inspection: physical damage, loose mounting, blocked light path, clear lens	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Test button activated – light illuminates within 10 seconds	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Light remains on without flickering for full 30 seconds	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Result: Pass / Fail (with defect description if Fail)	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Annual full-duration test (90-minute)

☐	Power supply disconnected (simulated power failure)	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Light illuminates within 10 seconds	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Illumination maintained for full 90 minutes	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Illumination level: average "e 1 foot-candle (10.8 lux) at floor level along egress path	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Result: Pass / Fail	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Corrective action and sign-off

☐	Failed units: specific defect noted	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Corrective action assigned (repair / replace / electrician call)	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Target repair date	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Inspector signature and date	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____

References consulted

NFPA 101: Life Safety Code, §7.9 Emergency Lighting (2024)

OSHA 29 CFR 1910.37 – Exit routes

NFPA 101 §7.9.3 – Testing and maintenance

UL 924 – Standard for Emergency Lighting and Power Equipment

Verify the current edition and local adoption before use.