

Portable Fire Extinguisher Monthly Inspection Log

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 10 and OSHA 29 CFR 1910.157(e)(2) are US standards. The monthly visual inspection process is broadly applicable.

Inspection checklist

Inspection header

Facility name and address

Inspector name and date

Month and year of inspection

Monthly visual inspection (per unit)

☐ Extinguisher ID / location	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Accessibility: visible, unobscured, in designated location	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Signage: clearly readable	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Pressure gauge: needle in green operable range	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Safety pin: in place	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Tamper seal: completely unbroken	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐ Physical condition: no rust, corrosion, dents, or leakage	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Hose and nozzle: no cracks, debris, or dry rot	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Heft check: feels completely full	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Documentation

☐ Inspection tag: initialed and dated on each unit	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Electronic log: recorded if using digital tracking	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Defective unit resolution

☐ Defective unit removed from service	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Replacement unit of same type and equal rating installed	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Failed unit sent to certified service provider	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Replacement extinguisher installed before the location is returned to service	☐ 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 10: Standard for Portable Fire Extinguishers, §7.2.1.2 (2022)

OSHA 29 CFR 1910.157(e)(2) – Inspection and maintenance

NFPA 10 §7.3 – Maintenance

NFPA 10 §7.4 – Hydrostatic testing

Verify the current edition and local adoption before use.