

Monthly Portable Fire Extinguisher 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.

Inspection checklist

Accessibility and Placement

☐ Is the fire extinguisher located in its designated place, as indicated on the fire safety plan?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the fire extinguisher readily accessible and unobstructed? Ensure a minimum clearance of 3 feet around the extinguisher.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the fire extinguisher visible and not hidden behind objects or in obscured locations?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the fire extinguisher mounted at the correct height? The top of the extinguisher should be no more than 5 feet above the floor for extinguishers weighing less than 40 lbs.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is there appropriate signage indicating the location and type (Class ABC) of the fire extinguisher?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the fire extinguisher protected from environmental conditions (e.g., excessive heat, cold, moisture) that could affect its operation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the fire extinguisher the correct type (Class ABC) for the potential fire hazards in the area?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the number of fire extinguishers adequate for the size and occupancy of the area?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the bottom of the extinguisher at least 4 inches off the floor?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Physical Condition

☐	Inspect the extinguisher for any signs of physical damage, such as dents, corrosion, or leakage.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check the hose and nozzle for cracks, blockages, or damage. Ensure the nozzle is securely attached.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure the handle and lever are in good working order and not damaged or corroded.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the extinguisher shell for any signs of rust, corrosion, or other deterioration.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the extinguisher clean and free from dust, dirt, or other contaminants?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are the operating instructions clearly legible and facing outward?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Does the extinguisher feel approximately full by lifting it? Note any significant weight difference.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all labels and markings legible and securely attached?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Pressure and Seals

☐	Verify the pressure gauge is within the operable range (green zone). Note any extinguishers with low or high pressure.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the tamper seal intact and unbroken? If broken, the extinguisher may have been used or tampered with.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the locking pin securely in place and easily removable in case of emergency?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure the discharge valve is free from obstructions and operates smoothly.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If applicable, check the regulator for proper function and settings.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	For cartridge-operated extinguishers, verify the cartridge is properly installed and not punctured.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Inspection and Maintenance Records

☐	Is the monthly inspection tag attached and properly filled out with the date and initials of the inspector?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Verify the extinguisher has undergone an annual inspection within the past year, as indicated on the inspection tag.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check the hydrostatic test date. Ensure the extinguisher is within its required hydrostatic test interval (typically every 5 or 12 years, depending on the type).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Review maintenance records to ensure any necessary repairs or servicing has been performed.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If the extinguisher has been discharged, verify the recharge date and ensure it was performed by a qualified technician.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm the extinguisher's location matches the facility's fire safety plan and extinguisher location map.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

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

Signature

Inspector signature _____

Name _____

Date _____