

FREE MANUFACTURING FIRE SAFETY TEMPLATE

Fire Safety Inspection Checklist

Use this 60-point checklist to inspect fire prevention, exits, alarms, extinguishers, sprinklers, flammables, hot work, housekeeping, emergency readiness, and corrective-action closure.

Facility / area

Audit date

Auditor / reviewer

Fire-safety scope

Internal manufacturing fire-safety template. Apply applicable law, fire codes, approved engineering design, insurer requirements, and authority-having-jurisdiction requirements as controlling references.

1. Fire safety program, prevention plan, responsibilities, and risk review

1

Record the facility, audit date, auditor, buildings, production areas, warehouses, utilities, outdoor storage, and fire-protection systems included in the inspection.

FIRE SAFETY

FACILITY / AREA | Enter

AUDIT DATE | Enter

AUDITOR / REVIEWER | Enter

Execution tip: Confirm the fire-prevention boundary, current plans, responsible roles, previous events, and changes that can alter fire risk before scoring...

2

Confirm the site maintains the required fire prevention and emergency action plans, and that employees can access or understand the parts relevant to their work.

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Confirm the fire-prevention boundary, current plans, responsible roles, previous events, and changes that can alter fire risk before scoring...

3

Verify the fire prevention plan identifies major fire hazards, handling and storage procedures, ignition sources and their control, combustible-waste controls, and the roles responsible for fire prevention.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Confirm the fire-prevention boundary, current plans, responsible roles, previous events, and changes that can alter fire risk before scoring...

4

Identify responsible persons for fire-protection system oversight, emergency coordination, fire warden duties, impairment management, hot-work authorization, and corrective-action approval.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Confirm the fire-prevention boundary, current plans, responsible roles, previous events, and changes that can alter fire risk before scoring...

5

Review previous fires, smoke events, false alarms, extinguisher discharges, hot-work incidents, sprinkler or alarm impairments, fire-department findings, and repeated audit issues.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Confirm the fire-prevention boundary, current plans, responsible roles, previous events, and changes that can alter fire risk before scoring...

6

Confirm plant-specific fire hazards are reviewed when layouts, materials, equipment, processes, storage heights, occupancy, utilities, or fire-protection systems change.

FIRE SAFETY

REQUIREMENT / REF | Enter

CURRENT STATUS | Enter

APPROVAL | Enter

Execution tip: Confirm the fire-prevention boundary, current plans, responsible roles, previous events, and changes that can alter fire risk before scoring...

2. Exit routes, exit doors, signs, lighting, and emergency egress

7 Verify the number and arrangement of exit routes are adequate for the facility and that alternative routes are available where required if one route is blocked by fire or smoke. FIRE SAFETY

C PC NC NA

Execution tip: Walk every primary and alternate route to the exterior. Check temporary storage, security devices, doors, signs, lighting, stairs, and...

8 Confirm exit routes, aisles, stairs, ramps, and exit discharges are continuously free and unobstructed by stock, pallets, equipment, waste, parked vehicles, or temporary work. CRITICAL FIRE SAFETY

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Walk every primary and alternate route to the exterior. Check temporary storage, security devices, doors, signs, lighting, stairs, and...

9 Inspect exit doors for ready opening from the inside without keys, tools, or special knowledge where required, and confirm security devices do not prevent emergency escape. CRITICAL FIRE SAFETY

C PC NC NA

Execution tip: Walk every primary and alternate route to the exterior. Check temporary storage, security devices, doors, signs, lighting, stairs, and...

10 Verify exit doors and routes are clearly identified, exit signs are visible and illuminated, and any door or passage that could be mistaken for an exit is appropriately identified. FIRE SAFETY

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Walk every primary and alternate route to the exterior. Check temporary storage, security devices, doors, signs, lighting, stairs, and...

11 Check emergency lighting and backup power for required egress areas are functional and that route changes, construction, or racking have not reduced visibility or access. FIRE SAFETY

C PC NC NA

Execution tip: Walk every primary and alternate route to the exterior. Check temporary storage, security devices, doors, signs, lighting, stairs, and...

12 Confirm fire doors, self-closing doors, rated openings, stair enclosures, and other egress safeguards are not wedged open, damaged, blocked, or altered in a way that defeats their protective function. CRITICAL FIRE SAFETY

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Walk every primary and alternate route to the exterior. Check temporary storage, security devices, doors, signs, lighting, stairs, and...

3. Employee alarms, fire detection, reporting, and notification systems

13

Confirm the employee alarm provides enough warning for the emergency actions and safe escape defined in the emergency action plan.

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Test reporting and warning pathways using the approved method. Review alarm audibility, detector condition, pull-station access, outage...

14

Verify alarm signals are distinctive, recognizable, and perceptible above ambient noise or light levels by employees in all affected work areas, including workers needing alternative alert methods.

CRITICAL

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test reporting and warning pathways using the approved method. Review alarm audibility, detector condition, pull-station access, outage...

15

Check manual pull stations, emergency reporting devices, public-address systems, emergency phones, and other actuation methods are conspicuous, accessible, and not obstructed.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test reporting and warning pathways using the approved method. Review alarm audibility, detector condition, pull-station access, outage...

16

Verify fire detectors and detection systems are maintained operable, protected from damage or contamination, tested as needed for reliable operation, and promptly restored after tests or alarms.

CRITICAL

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Test reporting and warning pathways using the approved method. Review alarm audibility, detector condition, pull-station access, outage...

17

Confirm employee alarm systems are maintained in operating condition, required reliability tests are documented, backup alarm methods are available during outages, and deficiencies are escalated.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Test reporting and warning pathways using the approved method. Review alarm audibility, detector condition, pull-station access, outage...

18

Verify emergency telephone numbers, reporting instructions, alarm response expectations, and communication priorities are posted or otherwise available where employees may need them.

FIRE SAFETY

REQUIREMENT / REF | Enter

CURRENT STATUS | Enter

APPROVAL | Enter

Execution tip: Test reporting and warning pathways using the approved method. Review alarm audibility, detector condition, pull-station access, outage...

4. Portable fire extinguishers, access, inspection, maintenance, and training

19

Verify portable fire extinguishers provided for employee use are selected and distributed for the anticipated fire hazards and applicable travel-distance requirements.

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Inspect representative extinguishers in production, warehouse, utility, office, and outdoor risk areas. Verify access, condition, inspection,...

20

Confirm extinguishers are mounted or located where they are readily accessible, clearly visible or identified, and not blocked by pallets, machines, stock, doors, or temporary materials.

CRITICAL

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect representative extinguishers in production, warehouse, utility, office, and outdoor risk areas. Verify access, condition, inspection,...

21

Inspect extinguisher condition, pressure or charge indication, safety pin and seal, hose or nozzle, mounting, labels, corrosion, damage, and evidence of discharge or tampering.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect representative extinguishers in production, warehouse, utility, office, and outdoor risk areas. Verify access, condition, inspection,...

22

Verify portable extinguishers receive the required monthly visual inspections and annual maintenance checks, with records or tags current and traceable.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Inspect representative extinguishers in production, warehouse, utility, office, and outdoor risk areas. Verify access, condition, inspection,...

23

Confirm extinguishers requiring hydrostatic testing are tested at the applicable intervals and any unit removed for service is replaced or the area is otherwise protected as required.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Inspect representative extinguishers in production, warehouse, utility, office, and outdoor risk areas. Verify access, condition, inspection,...

24

Where employees are expected or permitted to use extinguishers, verify they receive initial and recurring education or training appropriate to the facility's emergency policy and assigned duties.

FIRE SAFETY

C

PC

NC

NA

Execution tip: Inspect representative extinguishers in production, warehouse, utility, office, and outdoor risk areas. Verify access, condition, inspection,...

5. Sprinklers, standpipes, fixed suppression, water supply, and impairments

25

Verify sprinkler control valves and other critical fire-protection valves are in the required operating position, accessible, identified, and protected against unauthorized closure or damage.

CRITICAL

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Check valves, sprinkler clearance, piping, alarms, water supply, fixed systems, impairment controls, and service records against the installed...

26

Confirm sprinkler heads are unobstructed, protected from damage, and maintain at least 18 inches of vertical clearance above stored material where the OSHA sprinkler rule applies.

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Check valves, sprinkler clearance, piping, alarms, water supply, fixed systems, impairment controls, and service records against the installed...

27

Inspect sprinkler piping, hangers, drains, gauges, alarms, valves, hose connections, and exposed components for leakage, corrosion, impact, freezing risk, or unauthorized modification.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Check valves, sprinkler clearance, piping, alarms, water supply, fixed systems, impairment controls, and service records against the installed...

28

Verify required sprinkler maintenance and testing records are current, including annual main-drain flow testing and applicable inspector's test-valve operation for OSHA-required systems.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Check valves, sprinkler clearance, piping, alarms, water supply, fixed systems, impairment controls, and service records against the installed...

29

Confirm standpipe, hose, foam, gaseous, dry chemical, water-spray, kitchen, paint-booth, or other fixed suppression systems are maintained, accessible, identified, and suitable for the protected hazard.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Check valves, sprinkler clearance, piping, alarms, water supply, fixed systems, impairment controls, and service records against the installed...

30

Verify fire-protection impairments have a named owner, affected area, compensatory controls, required notifications, repair priority, and formal return-to-service verification.

CRITICAL

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Check valves, sprinkler clearance, piping, alarms, water supply, fixed systems, impairment controls, and service records against the installed...

6. Flammable liquids, combustible materials, gases, and ignition-source control

31

Identify flammable liquids, combustible liquids, aerosols, gases, solvents, paints, fuels, and other readily ignitable materials used or stored in the inspected areas.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace flammable and combustible materials from receipt and storage through transfer, use, waste, and disposal. Verify ignition separation...

32

Verify containers, cabinets, storage rooms, tanks, dispensing points, and transfer areas are suitable for the material, properly closed when not in use, protected from damage, and controlled under the applicable fire code or procedure.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace flammable and combustible materials from receipt and storage through transfer, use, waste, and disposal. Verify ignition separation...

33

Confirm quantities in work areas are limited to operational needs and excess flammable or combustible material is moved to approved storage locations.

FIRE SAFETY

C

PC

NC

NA

Execution tip: Trace flammable and combustible materials from receipt and storage through transfer, use, waste, and disposal. Verify ignition separation...

34

Inspect flammable-liquid transfer and dispensing arrangements for required bonding, grounding, ventilation, spill control, ignition separation, and safe handling procedures applicable to the process.

CRITICAL

FIRE SAFETY

REQUIREMENT / REF | Enter

CURRENT STATUS | Enter

APPROVAL | Enter

Execution tip: Trace flammable and combustible materials from receipt and storage through transfer, use, waste, and disposal. Verify ignition separation...

35

Verify compressed-gas cylinders and fuel-gas systems are secured, protected from damage and excessive heat, correctly segregated where required, and kept away from incompatible ignition or fire hazards.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace flammable and combustible materials from receipt and storage through transfer, use, waste, and disposal. Verify ignition separation...

36

Confirm smoking, open flames, spark-producing work, heaters, temporary electrical equipment, battery charging, static discharge, and other ignition sources are controlled in or near areas with flammable or combustible...

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Trace flammable and combustible materials from receipt and storage through transfer, use, waste, and disposal. Verify ignition separation...

7. Hot work, welding, cutting, permits, and fire watch

37

Confirm welding, cutting, brazing, grinding, torch-applied work, and other hot work are restricted to designated fire-safe areas or controlled through an approved hot-work authorization process.

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Observe or review a recent hot-work job. Confirm authorization, combustible control, spark travel, extinguishing equipment, fire watch, and...

38

Verify combustibles are relocated at least 35 feet from hot work where practicable, or are otherwise effectively protected when they cannot be moved.

CRITICAL

FIRE SAFETY

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Observe or review a recent hot-work job. Confirm authorization, combustible control, spark travel, extinguishing equipment, fire watch, and...

39

Check floor openings, wall penetrations, ducts, conveyors, hidden spaces, opposite sides of partitions, and adjacent levels for routes through which sparks, slag, heat, or flame could ignite remote combustibles.

FIRE SAFETY

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Observe or review a recent hot-work job. Confirm authorization, combustible control, spark travel, extinguishing equipment, fire watch, and...

40

Confirm suitable fire-extinguishing equipment is immediately available at hot-work locations and a trained fire watch is provided whenever the hazard assessment or site procedure requires one.

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Observe or review a recent hot-work job. Confirm authorization, combustible control, spark travel, extinguishing equipment, fire watch, and...

41

Verify supervisors or designated authorizers inspect the area before hot work, confirm conditions are safe, coordinate with operations and contractors, and stop work when fire conditions change.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Observe or review a recent hot-work job. Confirm authorization, combustible control, spark travel, extinguishing equipment, fire watch, and...

42

Confirm used drums, tanks, vessels, piping, or other containers are not welded, cut, or heated until they are cleaned, isolated, vented or purged, and made safe for the work.

CRITICAL

FIRE SAFETY

Execution tip: Observe or review a recent hot-work job. Confirm authorization, combustible control, spark travel, extinguishing equipment, fire watch, and...

8. Housekeeping, combustible waste, storage, electrical heat, and fire loading

43

Inspect production floors, warehouses, mezzanines, utility rooms, roofs, docks, and external storage for unnecessary combustible loading, accumulated packaging, scrap, oily waste, dust, or debris.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect hidden fire-load locations such as under machines, mezzanines, electrical rooms, chargers, roof spaces, utility areas, dust collectors,...

44

Verify combustible waste is collected in suitable containers, removed at a frequency that prevents accumulation, and handled according to the fire prevention plan and site waste procedures.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Inspect hidden fire-load locations such as under machines, mezzanines, electrical rooms, chargers, roof spaces, utility areas, dust collectors,...

45

Confirm storage arrangements do not block sprinklers, detectors, alarms, extinguishers, hose stations, fire doors, exit routes, electrical panels, gas shutoffs, or emergency access.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect hidden fire-load locations such as under machines, mezzanines, electrical rooms, chargers, roof spaces, utility areas, dust collectors,...

46

Inspect heat-producing equipment, ovens, dryers, furnaces, motors, bearings, temporary heaters, chargers, exhaust systems, and similar equipment for maintenance conditions that could create ignition or overheating hazards.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Inspect hidden fire-load locations such as under machines, mezzanines, electrical rooms, chargers, roof spaces, utility areas, dust collectors,...

47

Verify electrical panels, cords, temporary wiring, overloaded receptacles, damaged equipment, exposed conductors, and unauthorized electrical repairs are not creating ignition sources or obstructing fire response...

CRITICAL

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect hidden fire-load locations such as under machines, mezzanines, electrical rooms, chargers, roof spaces, utility areas, dust collectors,...

48

Check combustible dust or lint-generating areas for accumulation, escape from collection systems, ignition sources, ineffective housekeeping, and any process-specific explosion or fire controls required by the facility.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect hidden fire-load locations such as under machines, mezzanines, electrical rooms, chargers, roof spaces, utility areas, dust collectors,...

9. Emergency action, evacuation, drills, assembly, and employee readiness

49

Verify the emergency action plan defines procedures for reporting a fire or emergency, evacuation, assigned emergency duties, accounting for employees, and the contacts employees need during an incident.

CRITICAL

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Validate the emergency plan through worker interviews and drill evidence. Check alarms, routes, assembly, accountability, special...

50

Confirm employees know their primary and alternative evacuation routes, alarm signals, assembly points, reporting methods, and the conditions under which they should evacuate rather than attempt firefighting.

FIRE SAFETY

C

PC

NC

NA

Execution tip: Validate the emergency plan through worker interviews and drill evidence. Check alarms, routes, assembly, accountability, special...

51

Inspect posted maps, route assignments, assembly instructions, warden information, emergency contacts, and other emergency information for accuracy after layout or staffing changes.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Validate the emergency plan through worker interviews and drill evidence. Check alarms, routes, assembly, accountability, special...

52

Review fire drills and evacuation exercises for participation, alarm audibility, route use, evacuation time, accountability, contractor and visitor handling, and closure of identified gaps.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Validate the emergency plan through worker interviews and drill evidence. Check alarms, routes, assembly, accountability, special...

53

Confirm employees assigned evacuation assistance, shutdown, firefighting, first aid, rescue coordination, or other emergency duties receive suitable training and understand the limits of their role.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Validate the emergency plan through worker interviews and drill evidence. Check alarms, routes, assembly, accountability, special...

54

Verify arrangements address visitors, contractors, night shifts, lone workers, people who may need assistance, remote areas, and communication with external emergency responders.

FIRE SAFETY

C

PC

NC

NA

Execution tip: Validate the emergency plan through worker interviews and drill evidence. Check alarms, routes, assembly, accountability, special...

10. Inspection records, deficiencies, corrective action, verification, and sign-off

55

Confirm inspection, testing, maintenance, drill, training, hot-work, impairment, extinguisher, alarm, detector, and suppression-system records are current, legible, protected, and retrievable.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Keep fire-safety actions open until objective evidence confirms the hazard is controlled and impaired protection is fully restored and...

56

Classify fire-safety findings according to approved severity rules and immediately control conditions such as blocked exits, disabled alarms, impaired suppression, active ignition hazards, or uncontrolled hot work.

CRITICAL

FIRE SAFETY

C

PC

NC

NA

Execution tip: Keep fire-safety actions open until objective evidence confirms the hazard is controlled and impaired protection is fully restored and...

57

Assign every corrective action to a named owner with priority, due date, temporary or compensatory control, required evidence, escalation path, and affected area or system identified.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Keep fire-safety actions open until objective evidence confirms the hazard is controlled and impaired protection is fully restored and...

58

Verify closure through repeat inspection, live photo or video, service report, alarm or suppression test, completed repair, updated plan, training evidence, or other objective proof appropriate to the finding.

FIRE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Keep fire-safety actions open until objective evidence confirms the hazard is controlled and impaired protection is fully restored and...

59

Review repeat deficiencies, overdue actions, false alarms, hot-work deviations, extinguisher issues, impairment history, drill observations, storage changes, and fire incidents during management review.

FIRE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Keep fire-safety actions open until objective evidence confirms the hazard is controlled and impaired protection is fully restored and...

60

Record the final inspection score or status, unresolved critical risks, systems out of service, emergency-service follow-up, next inspection date, facility representative, auditor, reviewer, date, time, and approvals.

FIRE SAFETY

REQUIREMENT / REF | Enter

CURRENT STATUS | Enter

APPROVAL | Enter

Execution tip: Keep fire-safety actions open until objective evidence confirms the hazard is controlled and impaired protection is fully restored and...