echelon Insurance

RiskIntel™

Portable Fire Extinguisher Inspection Form

Portable fire extinguishers are the first line of defence in controlling and extinguishing fires in their incipient stage. This form should be completed at monthly intervals to ensure the reliability and proper working order of portable fire extinguishers in a commercial facility. For further information pertaining to inspection, testing, and maintenance of portable fire extinguishers, please refer to National Fire Protection Association (NFPA) 10 – Standard for Portable Fire Extinguishers.

Portable fire extinguisher inspection forms should be organized and stored in an electronic database that is backed up at regular intervals.

Inspection Criteria

Item	Instructions
1. Unit number	To maintain accurate records, the hangar or cabinet for each portable fire extinguisher should be identified with a permanent number.
2. Location	The location of the unit should be indicated so that it can be readily located (e.g., for servicing, etc.).
3. Class	The extinguisher class (i.e., A, B, C, and/or D) should be indicated and adjacent areas reviewed, as any changes to operations may require extinguishers to be replaced with ones of a different class.
4. Proper positioning	Extinguishers weighing 40 lbs (18.14 kg) or less should be installed so that the top of extinguishers are not more than 5 ft (1.5 m) above the floor; extinguishers exceeding 40 lbs (18.14 kg) should be installed so that the top of extinguishers are not more than 3.5 ft (1.07 m) above the floor. Extinguishers should be positioned such that operating instructions are outward facing.
5. Accessible and visible	Portable fire extinguishers should be conspicuously mounted and unobstructed along normal paths of travel to ensure they are visible and readily accessible. The extinguisher class and operating instructions should be legible.
6. Seals/tamper indicators	Seals and/or tamper indicators should be inspected to verify they are in place and absent of any damage. Any signs of tampering would require immediate replacement of the extinguisher.
7. Safety pin placement	Safety pins should be in place and intact, with no improvised alternatives permitted.
8. Pressure gauge reading	Pressure gauges should be checked to ensure the extinguisher is fully charged and within the operable (green) range.
9. Fullness	The fullness of the extinguishers should be checked by weighing or hefting. Any indication of previous actuation would require immediate replacement of the extinguisher.
10. Damage-free	Extinguishers should be thoroughly checked for physical damage, corrosion, leakage, and any obstructions that would prevent extinguishers from discharging their contents. This includes checking the outer casing (shell), nozzle, hose assembly, pressure gauge, and handle.
11. Last maintenance date	Annual maintenance tags should be affixed to portable fire extinguishers and valid (i.e., most frequent service date must be within the past year).
12. Last hydrostatic test date	Evidence of hydrostatic testing must be in place and valid. Extinguishers should undergo hydrostatic testing at 5- or 12-year intervals, depending on the extinguisher type (Appendix A).

Reference: NFPA 10 – Standard for Portable Fire Extinguishers

Monthly Inspection Form

No.	Location	Class	Proper Postioning		Accessible and visible		Seals/tamper indicators in place		Safety pin in place		Adequate pressure gauge reading		Full		Damage-free		Last maintenance date (MM-YY)	Last hydrostatic testing date (MM-YY)
			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		

Additional Notes

Performed by	Date Completed

Appendix A: Hydrostatic Testing Intervals

Extinguisher Type	Testing Interval (Years)
Stored-pressure water, water mist, loaded stream, and/or antifreeze	5
Wetting agent	5
Aqueous film-forming foam (AFFF)	5
Film-forming fluoroprotein foam (FFFP)	5
Dry chemical with stainless steel shell	5
Carbon dioxide	5
Wet chemical	5
Dry chemical, stored pressure, with mild steel shells, brazed brass shells, or aluminum shells	12
Dry chemical, cartridge- or cylinder-operated, with mild steel shells	12
Halogenated agents	12
Dry powder, stored-pressure, cartridge- or cylinder-operated, with mild steel shells	12

echelon® Insurance