

Portable Fire Extinguisher Inspection Procedures

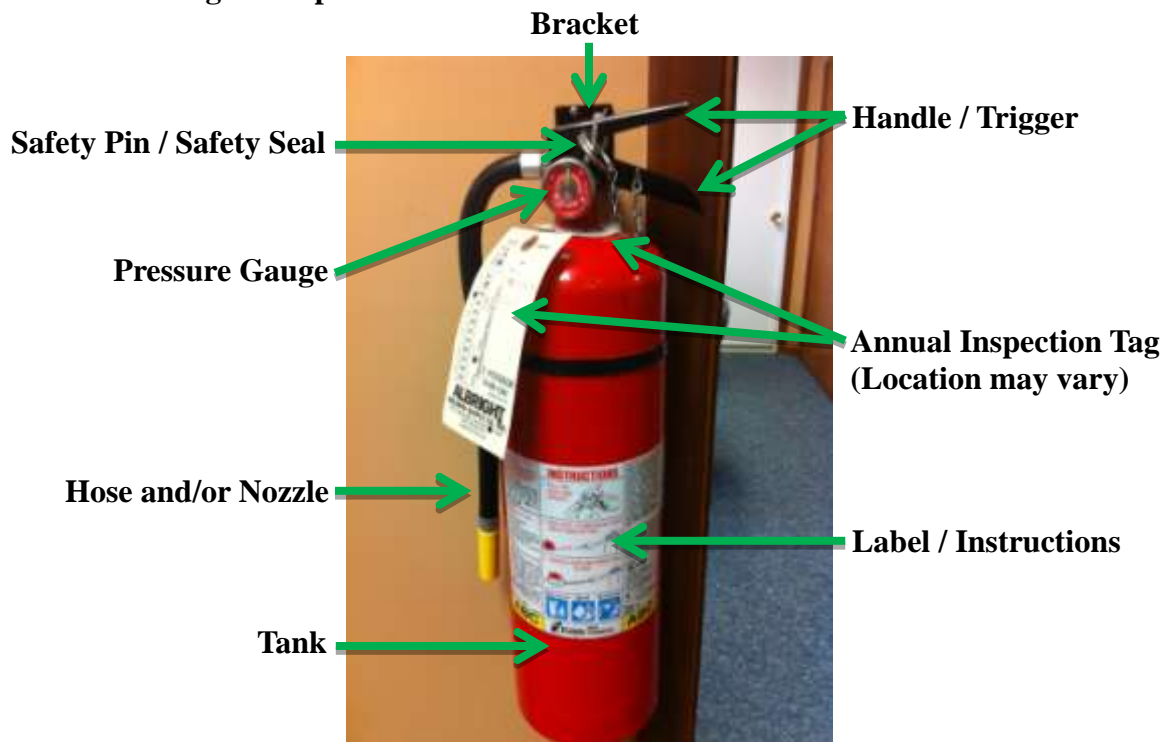
Monthly Inspection Procedures

Every fire extinguisher located on the premises must be inspected every month. The following steps must be followed when performing monthly fire extinguisher inspections:

1. **Determine who will be responsible for conducting the monthly inspections.**
 - a. The Fuel Mart Manager is ultimately responsible for the fire extinguisher inspections and servicing of the fire extinguishers, but the Manager may delegate the monthly inspection to a responsible employee. Only assign one individual to perform the monthly inspection. This individual needs to perform the inspection every month.

2. **Individual performing the inspection must be knowledgeable and understand the procedures for performing monthly fire extinguisher inspections.**
 - a. The Manager must review these procedures with the individual that will be performing the monthly fire extinguisher inspections and the Manager must also ensure the individual understands these procedures.
 - b. The individual performing the monthly fire extinguisher inspections is responsible for:
 - i. Performing monthly fire extinguisher inspections on all fire extinguishers located on the premises,
 - ii. Following the monthly inspection procedures,
 - iii. Completing the inspection form, and
 - iv. Reporting any identified issues immediately to the Manager.

3. **Fire extinguisher parts**



4. **Number each fire extinguisher.**

- a. Each fire extinguisher must have its own unique number. Those numbers then need to be transferred over to the fire extinguisher monthly inspection record form. This will identify the number of fire extinguishers located at the facility and will also ensure every fire extinguisher is checked on a monthly basis.
- b. Do not place the fire extinguisher number on top of the fire extinguisher label and/or instructions.

5. **Ensure the fire extinguisher is visible and unobstructed.**

- a. Ensure the fire extinguishers are not blocked by any objects.
 - i. There must be three feet of clearance in front of the fire extinguisher with an easy path to it.

6. **Fire extinguisher must be located in its designated location.**

- a. Ensure the fire extinguisher is located in its designated location.
- b. Fire extinguishers must be mounted or located inside a fire extinguisher cabinet.
 - i. Fire extinguisher cannot sit on the floor, counter, work bench, etc.
 - ii. Ensure the fire extinguisher bracket is secured in place or ensure the fire extinguisher cabinet is not damaged (i.e. door shuts properly; plastic / glass window is not broken or missing).
 - iii. Rule of thumb - fire extinguishers should be mounted at waist height for the average person.
 1. The top of fire extinguishers weighing 40 lbs. or less cannot be mounted more than 5 ft. above the floor.
 2. The top of fire extinguishers weighing greater than 40 lbs. cannot be mounted more than 3 ½ ft. above the floor.
 3. All fire extinguishers must be located at least 3 inches off of the floor.

7. **A fire extinguisher sign must be located above the fire extinguisher.**

Fire Extinguisher Sign



8. **Pick up the fire extinguisher and turn it upside down and right side up a maximum of two times (one time is ok).**
 - a. While handling the fire extinguisher look for dents, rust, oil, etc. If there is any substance on it, wipe it off.
 - b. If there is any rust or severe abuse report it to Management so it can be replaced.
 - c. Turning the fire extinguisher upside down prevents the powder from settling.
9. **Make sure the instructions and labels are legible and facing outward** when putting the fire extinguisher back where it was mounted.
10. **Check the hose to make sure it's not damaged such as cracked or dry rotted.**
11. **Check the pin or safety seal to ensure it's still intact.**
12. **Check the gauge to make sure it's still in the 'green' zone.**



13. **Make sure the annual inspection has been completed within the last year.**
 - a. Make sure the annual inspection tag or sticker is attached to the fire extinguisher.
 - b. The tag usually has a month and year that have been marked off or hole-punched. Most servicing companies mark the year and month that the check was PERFORMED, not when it's due again.
14. **After each fire extinguisher visual inspection complete the fire extinguisher inspection form.**
 - a. This proves that your monthly fire extinguisher inspections have been performed.
15. **When December's fire extinguisher inspection has been completed the fire extinguisher inspection form must be sent to the Safety Director for retention.**

Additional Information

If there are any issues identified with the fire extinguisher it must be immediately reported to Management. Management is responsible for immediately fixing the issue if possible, contacting maintenance for items such as a loose bracket or contacting the fire extinguisher service company for servicing or replacement. Only a licensed fire extinguisher maintenance contractor may perform maintenance or servicing on a fire extinguisher.

Fire extinguishers are mounted in locations to be in compliance with Local, State and Federal Regulations. Fire extinguishers may not be moved or re-located without approval from the Safety Director.

Annual Inspection Procedures

Every fire extinguisher located on the premises must have an annual inspection performed by a licensed fire extinguisher service company. The following steps must be followed when the annual fire extinguisher inspection occurs:

1. Notify and make arrangements with the fire extinguisher servicing company when the annual inspection is due.
2. Management or the individual performing the monthly inspections must identify each fire extinguisher location to the servicing company when they are onsite.

Additional Inspections

Fire extinguishers are also required to have a 6 and 12 year inspection. Only a licensed fire extinguisher maintenance contractor may perform these inspections. The contractor should identify if a 6 or 12 year inspection is required during the annual inspection. Fire extinguishers must be labeled to indicate compliance with the 6 and 12 year inspection.

These inspections typically require the fire extinguisher to be removed from the premises. Fire extinguisher servicing companies should carry spare fire extinguishers with them when they perform the annual inspections. If a fire extinguisher is being removed from its location ask the contractor if they have a spare fire extinguisher that could be used while our fire extinguisher is being inspected and/or serviced offsite.

