

## Portable Fire Extinguisher Monthly Inspection Record

**PURPOSE:** The monthly inspection of fire extinguishers provides a visual inspection of the condition of the extinguisher. The inspection is intended to give reasonable assurance that the fire extinguisher is available, fully charged and operable.

**INSTRUCTIONS:** Insert the fire extinguisher number across the top of the chart. Insert the date the inspection was performed next to the month. Indicate "OK" if no issues were identified or indicate "Needs Service" if an issue was identified. If an issue was identified insert a comment describing the issue. Refer to the portable fire extinguisher inspection procedures document for detailed instructions on how to perform the monthly fire extinguisher inspections. Use additional forms if necessary.

FACILITY NAME: Ports Petroleum Co., Inc. – Corporate Office

INSPECTION YEAR: 2015

Fire Ext. # Date	Number: 1	Number: 2	Number: 3	Number: 4	Number:	Comments	Inspected By
Jan. <u>2</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
Feb. <u>6</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
Mar. <u>6</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
Apr. <u>3</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
May <u>1</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
June <u>5</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
July <u>3</u>	OK	OK	OK	Missing tag	#4 missing annual tag. Annual scheduled for 7/21		Jennifer Mills
Aug. <u>7</u>	OK	OK	OK	Tag replaced		Annual performed 7/21.	Jennifer Mills
Sept. <u>4</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
Oct. <u>2</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
Nov. <u>6</u>	OK	OK	OK	OK		All are good.	Jennifer Mills
Dec. _____							