

Premises: _____	Responsible Person: _____	Nominated Fire Warden: _____
Log Period: Month: _____ Year: _____		

Use this register to record routine fire safety checks. Record defects/actions promptly and retain the completed register with the site's fire safety records.

SECTION 1 - WEEKLY FIRE SAFETY CHECKS

#	Inspection item / task	Week 1	Week 2	Week 3	Week 4	Week 5	Actions / defects
W1	Fire alarm test - test a manual call point from a different zone each week; confirm the alarm sounds clearly throughout the premises.						
W2	Automatic door hold-open devices - verify acoustic/electromagnetic retainers release automatically when the alarm sounds.						
W3	Escape routes & means of escape - corridors, stairwells and emergency exits clear of obstructions, trip hazards and combustibles.						
W4	Final exit doors & ironmongery - final exits open easily; push pads/panic bars and fast-release mechanisms function without keys.						
W5	Emergency lighting visual check - check charge indicators and illuminated exit signs; report unit indicators.						
W6	Fire extinguishers & fire blankets - designated, visible and accessible; tamper seals intact; pressure gauges in green zone.						
W7	Hazardous substances & flammables - medical gases, cleaning chemicals and high-risk items stored securely in designated areas.						

SECTION 2 - MONTHLY FIRE SAFETY CHECKS

#	Inspection item / task	Month: _____	Actions / defects
M1	Emergency lighting discharge test - simulate power failure using test key switches; confirm emergency lamps illuminate.		
M2	Fire door assemblies & intumescent seals - inspect smoke seals, intumescent strips, self-closing/latching and door gaps.		
M3	External escape routes & lighting - check fire escape stairs, pathways and external lighting for hazards, moss, clutter or darkness.		
M4	Fire safety signage & action notices - check Fire Exit, Fire Door Keep Shut and Fire Action signs are clear and undamaged.		
M5	Fire rescuing & evacuation equipment - check evac chairs, ski sheets and rescue mats for damage, cleanliness and accessibility.		
M6	Fire suppression/sprinkler systems where fitted - check valves, gauges, backflow preventers and normal system status.		

SECTION 3 - BI-ANNUAL FIRE DRILL RECORD

FIRE DRILL RECORD: Complete twice each year. Record everyone involved, the start and completion times, observations and any remedial actions.

Drill date: ____ / ____ / ____	Alarm / scenario: _____
Time started: _____ Time completed: _____	Assembly point: _____
Persons involved (staff / residents / visitors): _____ _____	
Observations / evacuation performance: _____ _____	
Actions arising from fire drill: 1. _____ 2. _____ 3. _____	

SECTION 4 - PERIODIC & CONTRACTOR INSPECTION TRACKER

Ref	Service / periodic inspection	Required frequency	Last completed	Next due	Contractor / certificate ref
P1	Fire Risk Assessment (FRA) comprehensive review	Annual / post-change	____/____/____	____/____/____	_____
P2	Fire alarm & detection system servicing - qualified contractor	6-monthly	____/____/____	____/____/____	_____
P3	Emergency lighting full 3-hour annual discharge test	Annual	____/____/____	____/____/____	_____
P4	Fire extinguisher maintenance & annual service	Annual	____/____/____	____/____/____	_____
P5	Fire evacuation drill	6-monthly	____/____/____	____/____/____	_____

Monthly management sign-off

Staff name: _____	Role / title: _____	Inspection date: ____ / ____ / ____
Signature: _____	Defects / remedial actions reference: _____	Action closed date: ____ / ____ / ____