

WORK INSTRUCTION

- FIRE EXTINGUISHERS



MY SAFETY
SHOP

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1) Introduction

The fire extinguisher is probably the first tool that will be used if a fire breaks out in the workplace. That is why it is of vital importance that every fire extinguisher should be in perfect working order at all times, and why the monthly inspections should be carried out with great care.

The important points that need to be covered in the monthly inspections are –

1. Is the unit the correct type for the class of fire that may be expected in the particular area?
2. Can it be accessed and removed from its mounting easily and quickly?
3. Is it fully loaded and in perfect working order?
4. Does each unit have clear and easily readable instructions for anybody who has to operate it in an emergency?



The inspector should satisfy himself/herself that the fire extinguisher being inspected is in perfect readiness for doing its job when an emergency arises.

2) References

General Safety Regulations – Occupational Health and Safety Act
SANS 1990

3) Inspection Instructions

FE1 - Appointed Person

Question on checklist: Did the appointed person do the inspection?

All fire extinguishers need to be inspected on a monthly basis by a person appointed to do so. For the reasons stated above, it is of vital importance that every item on the checklist should be carefully checked.

The person carrying out the inspection must see to it that the report is properly signed and placed on record.

FE2 - Asset register

Question on checklist: Is the equipment reflected in the asset register with a unique asset number?

This check need, of course, only be carried out once until the particular extinguisher is replaced for some reason or other.

FE3 - Location

Question on checklist: Is the unit correctly located?

The location of the unit is of the utmost importance.

It should be located as closely as possible to the area which it is intended to serve, but not so that it will be inaccessible or difficult to reach should a fire occur in the area. One would not, for instance place the unit in the centre of a stationery store, but rather near or just outside the entrance.

FE4 - Accessibility

Question on checklist: Is the unit unobstructed and /or accessible?

There should be no obstructions such as furniture, equipment or empty containers in the way that would make access to the unit difficult or dangerous to the user.



This is an extreme example of bad cluttering of objects around units which makes them almost inaccessible



Beware of furniture and other necessary items which may make access to the unit difficult



Example of unit in clear, easily accessible situation

FE5 - Positioning

Question on checklist: Is the unit correctly positioned?

By positioning is meant that the user should be able to remove the unit quickly, safely and easily from its position in an emergency. This means that

Firstly, the unit should be mounted on the factory-supplied bracket which allows it to be removed quickly and safely, and

Secondly, it should be mounted at a height which best suits the average person, namely at a maximum height of 1,5 metres and a minimum height of 3 centimetres above the ground.



FE6 - Class of fire

Question on checklist: Is the unit the right one for the class of fire?

Using the wrong type of extinguisher could do more harm than the fire itself. The unit installed should be the recommended one for the class of fire that may be expected for the particular location.

Types of extinguishers

The chart below shows the fire extinguishers have been designed to use for the various types of fires. It will be seen that "A-B-C" fire extinguishers can be used on all types of fires, except Class D. Other types of extinguishers work only on specific types of fires.

Make sure that the extinguisher supplied is the correct one for the type of fire that may be expected in the area where it is situated.

TYPE OF FIRE	TYPE OF EXTINGUISHER
Class A: Ordinary combustible materials (wood, cloth, paper, etc.)	"A-B-C" Pressurized water
Class B: Flammable liquids (oil, petrol, diesel, etc.)	"A-B-C" "B-C" dry chemical Carbon dioxide
Class C: Where "live" electrical circuits are present (e.g., electric motors, transformers, electrical wiring, etc.)	"A-B-C" "B-C" dry chemical Carbon dioxide
Class D: Reactive metals	"D" extinguishers only

FE7 - Symbolic Signs

Question on checklist: Are the symbolic signs in place and undamaged?

The position of the unit should be clearly indicated by means of the correct symbolic sign(s), which should be in a good state of repair (in other words, one should be able to see and recognize the sign(s) from a distance.



FE8 - Condition

Question on checklist: Is the equipment corrosion and/or damage free?

The contents of fire extinguishers are under pressure. The main point therefore is to ensure that the unit has not been damaged through rough handling or neglect and is safe to use.

Visually inspect the entire unit for deep dents, serious corrosion or other damage to the exterior of the body, as well as the various parts.

FEg - Label

Question on checklist: Are the labels accounted for or fixed?

All reputable fire extinguishers are supplied with the correct labels. Any label that has been damaged to the extent that it will not be clear and legible in an emergency, should be replaced.



FE10 - Valid date

Question on checklist: Is the unit still valid to point of date?

The expiry date of each unit should be clearly indicated on the tag. The inspector should best not wait until the expiry date has passed before drawing management's attention to the fact and requesting that it be replaced.



FE11 - Hose/Nozzle

Question on checklist: Is the hose and/or nozzle accounted for and or fixed?

A fire extinguisher without a hose or nozzle, correctly fitted for instant use, is worthless. Each unit should be carefully checked to ensure that the hose/nozzle is, in fact, securely fitted.



FE12 - Pressure indicator

Question on checklist: Is the pressure indicator in an upright position and in the green zone?

The pressure indicator is the only sure means of establishing that the unit is full. It should always be in an upright position and at least in the green zone. If not, immediate steps should be taken to have the unit refilled or replaced by the supplier.



FE13- Seal

Question on checklist: Is the seal accounted for and fixed?

A broken or missing seal is a sure indicator that the unit has been used or tampered with. If no record is available of the circumstances giving rise to the breaking of the seal, the unit should be tested by the supplier and a fresh seal affixed.



FE14- Locking pin

Question on checklist: Is there a locking pin in place to prevent accidental activation?

If the locking pin is missing, the fire extinguisher could be activated accidentally, resulting in damage to property and even personal injury.



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Inspection Report



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Are all components of the fire extinguisher in good condition and free of any defects?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all fire extinguishers fixed at a maximum height of 1.5m and a minimum height of 3cm from the ground?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the service and unit type labels for the fire extinguishers present?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all fire extinguishers unobstructed and easily accessible?	Yes <input type="checkbox"/> No <input type="checkbox"/>

For Company

Date of Inspection

Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

Quality Checks (spot check)

Date of spot check

Compliance Officer Signature

Name and Surname

Inspection Report



Company Name: _____

Inspection Name: Fire Extinguisher Inspection Checklist	Department:
Are all fire extinguishers placed on an asset register with a unique number?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all fire extinguishers still valid to point of date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have the fire extinguishers been inspected monthly by the appointed fire fighter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the service seal of the fire extinguisher intact?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the fire extinguisher corrosion and damage free?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the symbolic signs for fire equipment present and undamaged?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the hose and nozzle of the fire extinguisher present and undamaged?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the pressure gauge of the fire extinguisher upright and visible when fire extinguisher is placed on the wall?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have the fire extinguishers been correctly located?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the correct type of class fire extinguisher been installed for the type of fire likely to be encountered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a locking pin in place to prevent accidental activation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the pressure indicator of the fire extinguisher (DCP only) in the green zone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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