

FIRE EXTINGUISHER INSPECTION CHECKLIST

WHY THIS CHECKLIST EXISTS

Your building has fire extinguishers. But does your team know *who* checks them, *what* they are looking for, and *where* that information is recorded?

A fire extinguisher that has not been properly inspected and documented is a liability to your occupants, your insurer, and your compliance record.

HOW TO USE IT

This guide gives building owners and facility managers a practical framework for managing fire extinguisher inspections — from monthly walkthroughs performed by trained staff to annual maintenance and long-term service cycles completed by certified technicians.

Print it. Post it. Add it to your inspection binder.

KEY TAKEAWAYS

- ✓ **Compliance is the building owner's obligation.** Under OSHA 29 CFR 1910.157 and NFPA 10, the responsibility for monthly visual inspections and annual professional maintenance falls on the employer or building owner of record.
- ✓ **Monthly and annual inspections are not the same thing.** Monthly checks are quick visual walkthroughs that trained staff can perform. Annual maintenance is a thorough examination of internal components and must be completed by a certified technician.
- ✓ **The full maintenance lifecycle extends beyond annual service.** Stored-pressure extinguishers require 6-year internal maintenance and 12-year hydrostatic testing.
- ✓ **Documentation is compliance.** Missing records are a violation even when extinguishers are physically sound. A current inspection tag, a complete service history log, and a scheduled professional maintenance program hold up under scrutiny.

INSPECTION RECORD

FIRE EXTINGUISHER INSPECTION CHECKLIST

SOURCE: NFPA 10, STANDARD FOR PORTABLE FIRE EXTINGUISHERS | OSHA 29 CFR 1910.157

Building / property name:
_____Address:
_____Extinguisher ID / location:
_____Extinguisher type:
_____Manufacture date:
_____Inspection date:
_____Inspector name:
_____Inspection type:

MONTHLY INSPECTION

*NFPA 10 — 7.2 / OSHA 1910.157. Can be performed by trained facility staff.***◆ LOCATION & ACCESS**

PASS	FAIL	INSPECTION ITEM	NOTES / ACTION REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	Extinguisher is in designated location	
<input type="checkbox"/>	<input type="checkbox"/>	Extinguisher is visible or signage is present	
<input type="checkbox"/>	<input type="checkbox"/>	Extinguisher is readily accessible	
<input type="checkbox"/>	<input type="checkbox"/>	Mounted properly	
<input type="checkbox"/>	<input type="checkbox"/>	Mounting height appears compliant	

MONTHLY INSPECTION (CONTINUED)

◆ PHYSICAL CONDITION

PASS	FAIL	INSPECTION ITEM	NOTES / ACTION REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	No dents, corrosion, or damage	
<input type="checkbox"/>	<input type="checkbox"/>	Hose and nozzle intact and unobstructed	
<input type="checkbox"/>	<input type="checkbox"/>	Label legible and facing outward	

◆ OPERATING CONDITION

PASS	FAIL	INSPECTION ITEM	NOTES / ACTION REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	Safety pin present and properly inserted	
<input type="checkbox"/>	<input type="checkbox"/>	Tamper seal intact	
<input type="checkbox"/>	<input type="checkbox"/>	Handle / lever not damaged or obstructed	
<input type="checkbox"/>	<input type="checkbox"/>	No signs of discharge	

◆ PRESSURE / WEIGHT

PASS	FAIL	INSPECTION ITEM	NOTES / ACTION REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	Gauge in operable range	
<input type="checkbox"/>	<input type="checkbox"/>	Hefted or weighed extinguisher	
<input type="checkbox"/>	<input type="checkbox"/>	CO ₂ unit appears full	
<input type="checkbox"/>	<input type="checkbox"/>	No signs of pressure loss	

MONTHLY INSPECTION (CONTINUED)

◆ HAZARD & PLACEMENT

PASS	FAIL	INSPECTION ITEM	NOTES / ACTION REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	Correct extinguisher type for hazard	
<input type="checkbox"/>	<input type="checkbox"/>	No new hazards introduced	
<input type="checkbox"/>	<input type="checkbox"/>	Placement appropriate	

◆ DOCUMENTATION

PASS	FAIL	INSPECTION ITEM	NOTES / ACTION REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	Monthly inspection recorded	
<input type="checkbox"/>	<input type="checkbox"/>	Annual tag current	
<input type="checkbox"/>	<input type="checkbox"/>	Deficiencies reported	

ANNUAL MAINTENANCE

CERTIFIED TECHNICIAN REQUIRED. NFPA 10 — 7.3 / OSHA 1910.157. Must be performed by a certified fire protection technician.

◆ IDENTIFICATION & COMPLIANCE

PASS	FAIL	INSPECTION ITEM	TECHNICIAN NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Verify classification and rating	
<input type="checkbox"/>	<input type="checkbox"/>	Verify proper application for hazard	
<input type="checkbox"/>	<input type="checkbox"/>	Label legible	
<input type="checkbox"/>	<input type="checkbox"/>	Annual service current	
<input type="checkbox"/>	<input type="checkbox"/>	6-year service not past due	
<input type="checkbox"/>	<input type="checkbox"/>	Hydrostatic test not past due	

◆ EXTERNAL EXAMINATION

PASS	FAIL	INSPECTION ITEM	TECHNICIAN NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Cylinder inspected for damage	
<input type="checkbox"/>	<input type="checkbox"/>	Hose and nozzle inspected	
<input type="checkbox"/>	<input type="checkbox"/>	Valve assembly externally inspected	

ANNUAL MAINTENANCE (CONTINUED)

◆ PIN, SEAL & OPERATION

PASS	FAIL	INSPECTION ITEM	TECHNICIAN NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Remove tamper seal	
<input type="checkbox"/>	<input type="checkbox"/>	Remove and inspect safety pin	
<input type="checkbox"/>	<input type="checkbox"/>	Inspect lift handle and depression lever for damage	
<input type="checkbox"/>	<input type="checkbox"/>	Reinstall pin	
<input type="checkbox"/>	<input type="checkbox"/>	Install new tamper seal	

◆ PRESSURE / CHARGE

PASS	FAIL	INSPECTION ITEM	TECHNICIAN NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Gauge within range	
<input type="checkbox"/>	<input type="checkbox"/>	No pressure loss	
<input type="checkbox"/>	<input type="checkbox"/>	CO ₂ weight within tolerance	

◆ DISCHARGE PATH (EXTERNAL)

PASS	FAIL	INSPECTION ITEM	TECHNICIAN NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Nozzle clear	
<input type="checkbox"/>	<input type="checkbox"/>	Hose unobstructed	
<input type="checkbox"/>	<input type="checkbox"/>	No visible blockage	

ANNUAL MAINTENANCE (CONTINUED)

◆ HAZARD REVIEW

PASS	FAIL	INSPECTION ITEM	TECHNICIAN NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Matches hazard per A, B, C, D, K classifications	
<input type="checkbox"/>	<input type="checkbox"/>	Placement appropriate	
<input type="checkbox"/>	<input type="checkbox"/>	No occupancy changes affecting coverage	

◆ DOCUMENTATION

PASS	FAIL	INSPECTION ITEM	TECHNICIAN NOTES
<input type="checkbox"/>	<input type="checkbox"/>	New annual tag installed	
<input type="checkbox"/>	<input type="checkbox"/>	Service recorded	
<input type="checkbox"/>	<input type="checkbox"/>	Deficiencies documented	

LONG-TERM COMPLIANCE VERIFICATION

Per NFPA 10 — all services must be performed by a certified technician.

MILESTONE	APPLIES TO	MANUFACTURE DATE	DUE DATE	DATE COMPLETED	TECHNICIAN / COMPANY
6-Year Internal Maintenance	Stored-pressure extinguishers				
5-Year Hydrostatic Test	CO ₂ and water-based extinguishers				
12-Year Hydrostatic Test	Stored-pressure dry chemical extinguishers				

 INSPECTOR SIGNATURE

 DATE

 REVIEWED BY (FACILITY MANAGER)