

Fire safety audit checklist

Legislation sets out a legal obligation to ensure the safety of any person in a building in the event of a fire or hazardous materials emergency. This document is designed to assist in managing compliance with the *Fire and Rescue Service Act 1990* and the *Building Fire Safety Regulation 2008*.

This checklist is for guidance only and not all sections of it may be applicable to each facility. More extensive information may be required during a QFRS compliance audit or any investigation following a fire or other emergency.

School or location (block/campus/room):	
Person/s completing checklist:	Date:

Item	Complies?	
	Yes	No
Evacuation routes		
Evacuation routes clear of obstructions.		
Final exits clear of obstruction for two metres on outside of doors.		
Exit doors		
Door hardware is the correct type (able to be opened by single downward hand motion by person evacuating through the door).		
Each door along the fire exit route is unlocked and unobstructed (no deadbolts, etc.).		
Doors locked to keep children secure (e.g. special needs unit/child care centre) can be unlocked in an emergency.		
Fire/smoke doors		
All fire/smoke doors are unobstructed and undamaged.		
Current maintenance records for fire/smoke doors can be produced if requested.		
Evacuation signs/diagrams		
Evacuation signs/diagrams securely fastened to the wall surface.		
Evacuation signs/diagrams visible and unobstructed.		
Evacuation signs/diagrams correctly orientated for the building/site.		
Evacuation signs/diagrams contain the information required by regulation.		
Exit signs/emergency lighting		
All emergency signs/emergency lighting is undamaged.		

Current maintenance records for illuminated exit signs and emergency lighting can be produced if requested.		
Fire appliances (extinguishers/hose reels/fire blankets)		
All fire extinguishers correctly maintained and stamped.		
All fire hose reels correctly maintained and stamped.		
All fire blankets correctly maintained and stamped.		
All fire appliances are visible, unobstructed and affixed to wall.		
Current maintenance records for all appliances can be produced upon request.		
Fire detection and alarm system		
Fire alarm panel is operating with no unexplained isolations or faults indicated.		
(If fire panel is not connected to local fire service)- Manual call point alarms signed 'ring 000'.		
Current maintenance records for alarm panel and smoke alarms can be produced.		

Item	Complies?	
	Yes	No
Housekeeping		
Rubbish is removed or stored at least eight metres from building/s after hours.		
Flammables are secured when not in use.		
Procedure is in place to report and rectify electrical faults.		
Gas bottles correctly stored and secured.		
Fire and evacuation plans (FEP)		
There is a written fire and evacuation plan for each building.		
There is a procedure in each FEP to evacuate persons with special needs.		
There is a procedure available to complete a personal emergency evacuation plan (PEEP) for any disabled person requesting one.		
(If site is used after hours)- the FEP has procedures to cover use of building in hours of darkness/weekends.		
Written procedure in FEP for doors locked in special needs areas/child care centres.		
All fire and evacuation plans are current and reviewed annually.		

Copies of the evacuation signs/diagrams for the building are attached to the plans.		
A copy of the FEP is kept in the building and can be produced if requested.		
Fire and evacuation instruction		
General evacuation instruction given to all staff as per fire regulations.		
First response evacuation instruction has been given to all staff as per fire regulations.		
Evacuation coordination instruction been given to all persons on site responsible for carrying out the evacuation plan as per fire regulations.		
Procedure for unlocking security doors in special needs/child care centres given to relevant staff/contractors at induction and every 12 months.		
Record/s containing names of persons who received instruction can be produced.		
Evacuation practice (fire drills)		
Fire drills have been conducted in accordance with DoE policy.		
Evacuation practice records are kept on site and available on request.		
The designated assembly area is at least 80 metres from nearest building.		
If required, evacuees can safely exit from the assembly area to another safe place.		
Persons with disabilities can safely use exit pathways and access the assembly area.		
Fire hydrants		
Fire hydrants and hydrant boosters/pumpsets not obstructed.		
Current maintenance records for fire hydrants/pumpsets can be produced.		
Sundry		
A current annual occupiers statement is kept on site.		
All on-site fire records are kept in a way that is reasonably safe from the effects of fire?		
(If building is available for after hour use or hire)- Written procedure is in place to notify persons using building of fire evacuation procedures prior to use.		
Other		