



Checklist for Fire Safety

	Yes	No	Action Required
Does the factory have any kind of fire safety certificate e.g. from the local Fire Department?			
Is the factory regularly inspected by the competent authority which issues the certificate?			
Does the factory have an emergency plan in case of fire or other emergency? It should cover evacuation routes, assembly areas, fire extinguishers and first aid locations, telephone numbers for fire brigade and hospital, etc.			
Are all workers familiar with the emergency plan, trained in its use and regularly involved in testing it?			
Are the procedures to be followed clearly indicated throughout the factory and in a format and language that the workers can understand?			
Are there regular evacuation drills and alarm tests to evaluate the effectiveness of the emergency plan?			
Are records of the drills and tests maintained and available for inspection?			
Can existing means of detection (e.g. smoke detectors) discover a fire quickly enough to raise the alarm in time so that all workers can escape to a safe place?			
Can the fire alarm be heard clearly throughout the entire factory even when initiated from any single point?			
If the alarm system is electrically-powered, does it have a back-up power supply?			
Do all workers know how to operate the fire alarm system?			
Are there clear instructions, strategically placed, reminding workers on how to operate the fire alarm system?			
Are there enough fire exits and in the correct location for all workers to escape in the case of an emergency? (e.g. at least two on each floor)			
Are the type and size of the exits suitable and sufficient for the number of workers?			
In the event of a fire, could all available exits be affected or will at least one route remain available?			
Are all escape routes easily identifiable, free from obstructions and clearly illuminated?			
Have all workers been trained in using the means of escape?			
Are all exit doors labelled/lit, unlocked and designed to open outwards?			
Are the extinguishers suitable for the type of fire (e.g. class A and B) and of sufficient capacity?			

Are there sufficient extinguishers sited throughout the factory?			
Are the right types of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?			
Are the locations of extinguishers and fire hoses clearly identified and unobstructed?			
Have key personnel been trained in the correct use of these extinguishers and fire hoses?			
Are the fire extinguishers fully charged and inspected weekly/monthly?			
Are the fire extinguishers fully checked and tested periodically by an external competent authority?			
Are there fire/safety wardens on each floor of the factory who have been specifically trained in firefighting?			
Do these fire wardens wear identifying clothes so that all workers know who they are?			
If the factory has an automatic sprinkler system does it have a separate water supply and is it tested regularly?			
Have warning signs been placed on all elevators/lifts indicating that they must not be used in case of fire?			
Is smoking prohibited in all working areas and "No Smoking" signs posted clearly and prominently throughout the factory?			



Fire alarms and equipment, and emergency exits should be part of the pre-fire plan.