

Fire Extinguisher Inspection Checklist — Australia

Bright, easy-to-read checklist for simple visual checks

Use this for simple visual checks

This checklist supports routine visual inspections only. It does not replace a competent service provider, manufacturer instructions, Australian Standards or workplace procedures.

Life safety comes first

If a fire occurs, raise the alarm, help people evacuate and call Triple Zero (000). Use an extinguisher only when the fire is small, the correct extinguisher is available and a safe exit remains behind you.

1. Site and equipment details

Site / workplace: _____

Inspection date: _____

Area / building: _____

Inspector: _____

Extinguisher type: _____

Band colour: _____

ID / location: _____

Last service tag checked: _____

2. Placement and access checks

☐ The extinguisher is in its correct assigned location.	☐ The extinguisher is mounted or stored securely.
☐ The extinguisher is visible and easy to reach.	☐ The location supports a safe approach.
☐ Access is clear. Nothing blocks it.	☐ The extinguisher type appears suitable for the nearby hazard.
☐ The nearby sign is present and easy to see.	☐ The operating instructions can be read clearly.

3. Condition checks

☐ Safety pin is fitted.	☐ Handle and fittings look secure.
☐ Tamper seal is intact.	☐ Label and fire-class information remain readable.
☐ Pressure gauge, if fitted, is in the normal range.	☐ The extinguisher does not appear partly discharged.
☐ Hose, horn and nozzle look clear and undamaged.	☐ The service tag or inspection label appears current.
☐ Cylinder has no obvious rust, dents, leaks or heat damage.	☐ There are no obvious signs of misuse or vandalism.

4. Quick action guide

If you find a problem	What to do
Blocked, damaged, partly discharged, unreadable or out of date	■ Tag and report ■ Remove from service if unsafe ■ Arrange competent assessment or service
Wrong extinguisher type or poor location	■ Review the nearby hazard ■ Reposition or replace equipment ■ Update site information if needed
After any use	■ Do not place it back in service ■ Arrange recharge or replacement ■ Record the incident

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Record, review and sign off

5. Optional nearby equipment checks

Use this section if these items form part of the local fire-safety setup.

Australian reminder

Read the extinguisher label. Colour bands and ratings can differ from overseas guides. Keep service arrangements aligned with site needs and manufacturer guidance.

5A. Optional nearby equipment and area checks

☐ Fire blanket, if provided, is in place.	☐ The extinguisher sign matches the extinguisher below it.
☐ Fire blanket pouch or container is intact.	☐ Workers in the area know where the extinguisher is located.
☐ Emergency exit path near this area is clear.	☐ Known hazards in the area have not changed since the last review.
☐ Emergency lighting or signs appear intact.	☐ Any vehicle or mobile extinguisher bracket appears secure.

6. Defects and corrective actions record

Area / equipment	Defect or note	Action taken
_____	_____ _____	_____ _____
_____	_____ _____	_____ _____
_____	_____ _____	_____ _____
_____	_____ _____	_____ _____

7. Inspector sign-off

Checked by: _____

Role: _____

Signature: _____

Date: _____

Supervisor / manager review: _____

Date: _____

8. 60-second refresher

Remember

Warn people. Raise the alarm. Call 000 when needed.

Before use

Use an extinguisher only if the fire is small, the correct extinguisher is available and you have a safe exit behind you.

After use

Do not return a used extinguisher to the bracket. Arrange recharge, replacement or service.

This checklist reflects general Australian fire-safety principles. Fire and Rescue NSW advises locating equipment near the exit door and following the manufacturer's instructions. CFA notes fire-equipment maintenance should be kept current. Check official guidance for site-specific requirements.

www.firerescue.com.au