

SOP: Fire Safety Equipment Inspection and Maintenance Schedules

This SOP details the **fire safety equipment inspection and maintenance schedules**, covering routine checks, proper upkeep, and timely servicing of all fire protection devices. It aims to ensure that fire extinguishers, alarms, sprinkler systems, and emergency lighting are fully operational and compliant with safety regulations, thereby enhancing workplace fire preparedness and minimizing risk.

1. Purpose

To provide a standard methodology for inspection, maintenance, and documentation of all fire safety equipment within the facility to ensure compliance with fire safety regulations and to enhance workplace safety.

2. Scope

This SOP applies to all fire safety equipment, including but not limited to:

- Fire extinguishers
- Fire alarms
- Sprinkler systems
- Emergency lighting
- Fire hoses and hydrants
- Fire blankets (where applicable)

3. Responsibilities

- **Facilities Manager:** Oversees execution of this SOP; ensures all staff are trained and resources allocated.
- **Maintenance Staff:** Conduct inspections, complete records, and report any malfunctions.
- **All Employees:** Report any observed defects or damage to fire safety equipment.

4. Inspection and Maintenance Schedule

Equipment	Inspection Frequency	Maintenance Frequency	Key Actions
Fire Extinguishers	Monthly	Annually (or per manufacturer)	<ul style="list-style-type: none">• Check pressure gauge and visible condition• Ensure accessibility and signage• Annual professional servicing
Fire Alarms	Weekly/Monthly (test function)	Annually	<ul style="list-style-type: none">• Test alarms and control panels• Inspect batteries and connections• Review log history
Sprinkler Systems	Quarterly (visual inspection)	Annually (full test)	<ul style="list-style-type: none">• Inspect for leaks, corrosion, obstruction• Check valves and pressure• Annual flow test
Emergency Lighting	Monthly (function test)	Annually (full duration test)	<ul style="list-style-type: none">• Check operation and battery status• Ensure correct placement• Annual full-load test
Fire Hoses/Hydrants	Monthly	Annually	<ul style="list-style-type: none">• Visual inspection for damage/leaks• Check hose reels/valves• Flow and pressure testing

5. Procedure

1. Use the inspection checklist (see Appendix) for each equipment type.

2. Record the inspection date, findings, and corrective actions in the Fire Safety Log.
3. Tag equipment indicating the last inspection and next scheduled check.
4. Report deficiencies immediately to the Facilities Manager for corrective action.
5. Arrange for qualified contractors for annual maintenance or repairs as required.
6. File maintenance and inspection reports for regulatory compliance and audits.

6. Documentation and Recordkeeping

- Maintain all inspection, maintenance, and repair logs for a minimum of 5 years.
- Ensure easy accessibility for all records during audits or inspections by authorities.

7. Training

- All maintenance staff must be trained in fire safety procedures and proper equipment handling.
- Conduct refresher training annually or when new equipment is introduced.

8. Review and Update

- Review this SOP annually or after any incident involving fire safety equipment.
- Update procedures as required to maintain compliance with applicable laws and standards.

Appendix: Sample Inspection Checklist

Equipment: _____

Location: _____

Date: _____

Inspector: _____

- Physical condition (no damage/corrosion): Yes / No
- Accessible and unobstructed: Yes / No
- Pressure (if applicable): Normal / Low / High
- Tag updated: Yes / No
- Correct signage: Yes / No
- Action required: _____