

Standard Operating Procedure (SOP)

Fire Safety Inspections and Alarm System Checks

1. Purpose

This SOP outlines the procedures for conducting **fire safety inspections and alarm system checks**, including regular examination of fire extinguishers, smoke detectors, sprinkler systems, and emergency exits. The goal is to ensure all fire safety equipment is functional, alarm systems are regularly tested, and deficiencies are promptly addressed to maintain a safe environment and comply with fire safety regulations.

2. Scope

Applies to all personnel responsible for fire safety inspections and maintenance within the facility.

3. Responsibilities

- **Safety Officer:** Oversees fire safety program, ensures inspections are completed, and maintains records.
- **Designated Inspectors:** Carry out inspections, tests, and report any deficiencies.
- **Maintenance Department:** Address and resolve any deficiencies or equipment failures reported.

4. Procedures

4.1 Fire Extinguisher Inspection

- Visually inspect each extinguisher to confirm accessibility, proper mounting, and clear labeling.
- Check pressure gauge to ensure it is in the operable range.
- Inspect for damage, corrosion, or leakage.
- Ensure inspection tag/signature is current.
- Document findings and report deficiencies immediately.

4.2 Smoke Detector and Alarm System Checks

- Test each smoke detector and alarm system for proper operation following manufacturer guidelines.
- Check batteries and replace as needed.
- Verify audible alarms are functioning and audible in all required areas.
- Log test results and any issues found.

4.3 Sprinkler System Inspection

- Inspect sprinkler heads for blockage, physical damage, or corrosion.
- Verify control valves are in the correct position and sealed or locked as necessary.
- Check water pressure and flow alarms (if applicable).
- Document condition and test results.

4.4 Emergency Exit Inspection

- Ensure exits are clearly marked with illuminated signage.
- Verify that all exits are unobstructed and doors are operational.
- Check for the presence and functionality of emergency lighting.
- Report and record any obstructions or malfunctions.

4.5 Deficiencies and Corrective Actions

- All discovered deficiencies must be reported to the Safety Officer immediately.
- Maintenance department to address deficiencies within 24 hours or as soon as possible based on risk.
- Document all actions taken and inform relevant stakeholders upon resolution.

5. Documentation

- Maintain inspection logs for all equipment.
- Retain reports for a minimum of 3 years.
- Archive records electronically or physically as per organization policy.

6. Frequency

Item	Inspection Frequency
Fire Extinguishers	Monthly
Smoke Detectors/Alarm Systems	Monthly/Quarterly (as per manufacturer and regulation)
Sprinkler Systems	Quarterly
Emergency Exits	Monthly

7. References

- Local Fire Safety Regulations
- National Fire Protection Association (NFPA) Standards
- Manufacturer Manuals for Fire Equipment

8. Revision History

Version	Date	Description
1.0	2024-06-21	Initial version