

Routine Premises and Fire Safety checklist



QBE European Operations

Date of Inspection:

Weekly / Monthly / Quarterly (circle one)

Area / building:

General conditions

✓ as appropriate

OK

Comments / Action

Building & Structures

- Visually in good condition
- No damage to walls or floors
- Structural members undamaged
- Windows and Doors in good condition and water tight
- Roofs not damaged nor leaking
- Gutters / drains not damaged nor leaking
- Gutters Inspected and cleaned (Annual)
- Roofs inspected (Annual)

Outside Areas

- Walkways clearly marked and kept clear
- Paths and yard areas in good condition for pedestrians and vehicles
- Outdoor storage properly controlled
- Pallet storage away from buildings

General Housekeeping

- No excessive storage
- Storage only in designated areas
- Aisles kept clear
- Floors kept clear
- Waste removed regularly
- Dust / grease build-up removed

Electrical Equipment

- Visually in good condition
- No damaged cabling
- Trailing leads secured
- Sockets not overloaded
- Portable equipment OK

General conditions ✓ as appropriate

| | OK | Comments / Action |
|---|--------------------------|-------------------|
| Site Security | | |
| Intruder detection systems OK | <input type="checkbox"/> | |
| Alarm signalling OK | <input type="checkbox"/> | |
| CCTV functional and monitored | <input type="checkbox"/> | |
| Boundary fences and gates in good condition | <input type="checkbox"/> | |
| Watchman / Security tours OK | <input type="checkbox"/> | |

Fire Safety Specific ✓ as appropriate

| | OK | Comments / Action |
|------------------------------------|--------------------------|-------------------|
| Portable Fire Extinguishers | | |
| Correct types in place | <input type="checkbox"/> | |
| Not discharged | <input type="checkbox"/> | |
| Visually in good condition | <input type="checkbox"/> | |
| Accessible | <input type="checkbox"/> | |
| None missing | <input type="checkbox"/> | |

| | | |
|--------------------------------|--------------------------|--|
| Fire Hoses / Hose reels | | |
| Visually in good condition | <input type="checkbox"/> | |
| None leaking | <input type="checkbox"/> | |
| Accessible | <input type="checkbox"/> | |
| Operational | <input type="checkbox"/> | |

| | | |
|--|--------------------------|--|
| Fire & Smoke Doors/Shutters | | |
| Visually in good condition | <input type="checkbox"/> | |
| None damaged | <input type="checkbox"/> | |
| None obstructed | <input type="checkbox"/> | |
| Close fully | <input type="checkbox"/> | |
| Emergency Escape Doors | | |
| Visually in good condition | <input type="checkbox"/> | |
| None damaged | <input type="checkbox"/> | |
| None obstructed | <input type="checkbox"/> | |
| Open easily from inside | <input type="checkbox"/> | |

| | | |
|-------------------------------------|--------------------------|--|
| Emergency Procedures | | |
| Clearly posted | <input type="checkbox"/> | |
| Roles and Responsibilities assigned | <input type="checkbox"/> | |
| Drills carried out | <input type="checkbox"/> | |
| Fire Brigade Information pack OK | <input type="checkbox"/> | |

Fire Safety Specific

✓ as appropriate

OK

Comments / Action

Combustible Composite Panels

- All panels undamaged
- No exposed insulation materials
- All penetrations sealed
- Repairs undertaken promptly

Flammable Liquids

- Stored in proper places
- One shift's worth on shop-floor
- Vaults/cabinets/safety cans used
- Earth bonds used for dispensing
- Floor drainage unobstructed
- Bunding in good condition
- Adequate ventilation
- Appropriate electrical equipment in use
- Gas / vapour leak detection OK
- Non-sparking tools used

Other Ignition Sources

- Smoking rules obeyed
- Hot Work Permits used
- Electrics kept clear
- Friction - moving equip. OK
- Static - no evidence of build-up
- Hot surfaces kept clear
- Burners/heaters OK and clear
- No security breaches (arson)
- No fuels in yard for arsonists

Other Fire Alarm / Control Systems

- Visually in good condition
- Fire alarm system OK (no faults)
- Weekly fire alarm tests OK
- Fire Hydrants kept clear
- Weekly sprinkler checks OK
- Weekly fire pump checks OK
- Other fire / explosion systems OK

Additional observations & action planning comments

| | | | |
|---------------|--|--------------|--|
| Inspected by: | | Reviewed by: | |
| Signature: | | Signature: | |
| Date: | | Date: | |