

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

☐

Alarm signalling OK

☐

CCTV functional and monitored

☐

Boundary fences and gates in good condition

☐

Watchman / Security tours OK

☐**Fire Safety Specific**

✓ as appropriate

OK

Comments / Action

Portable Fire Extinguishers

Correct types in place

☐

Not discharged

☐

Visually in good condition

☐

Accessible

☐

None missing

☐**Fire Hoses / Hose reels**

Visually in good condition

☐

None leaking

☐

Accessible

☐

Operational

☐**Fire & Smoke Doors/Shutters**

Visually in good condition

☐

None damaged

☐

None obstructed

☐

Close fully

☐**Emergency Escape Doors**

Visually in good condition

☐

None damaged

☐

None obstructed

☐

Open easily from inside

☐**Emergency Procedures**

Clearly posted

☐

Roles and Responsibilities assigned

☐

Drills carried out

☐

Fire Brigade Information pack OK

☐

Fire Safety Specific

✓ as appropriate

OK

Comments / Action

Combustible Composite Panels

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

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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

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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

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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

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Additional observations & action planning comments

Inspected by:		Reviewed by:	
Signature:		Signature:	
Date:		Date:	