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Revision: 1.0	Subject: Monthly Fire Extinguisher Inspection	

1.0 Introduction

This standard operating procedure (SOP) outlines a department's responsibility in regards to hose cabinet and fire extinguisher inspections. In accordance with provincial and federal legislation, the Department of Environmental Health & Safety has outlined the items that are to be checked when conducting monthly inspections on hose cabinets and fire extinguishers.

2.0 Scope

This SOP applies to all hose cabinets and fire extinguishers in all Queen's University buildings.

3.0 Applicable Legislation:

- The Ontario Building Code 1997 (O. Reg. 403/97)
- The Ontario Fire Code (O. Reg. 388/97) as amended by (O. Reg. 398/98 and 428/98)
- National Fire Protection Association (NFPA 10, Portable Fire Extinguishers)

4.0 Responsibilities

This section outlines the responsibilities within the university for the implementation of this standard operating procedure.

4.1 Department of Environmental Health & Safety

- Provide maintenance of all extinguishers.
- Provide tags for monthly extinguisher.
- Review and amend the standard operating procedure as necessary.

4.3 Department Safety Officers or Delegates

- Conduct monthly inspections of all fire extinguishers and hose cabinets in the department.
- The monthly check is intended to give a reasonable assurance that the fire extinguisher is fully charged and functional.
- If the extinguisher appears to require maintenance contact The Department of Environmental Health & Safety (32999) for replacement.

5.0 Monthly Fire Hose Cabinet Inspection Procedure

1. The fire hoses shall be checked to ensure they are in their locations and that they are secured to the standpipes.
2. That the nozzles are attached, and
3. That the hose cabinets are free of debris (pop cans, garbage etc.)



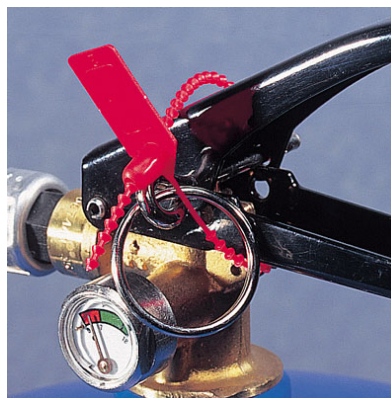
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6.0 Monthly Fire Extinguisher Inspection Procedure

1. Ensure access to extinguishers is not blocked and a clear path to the extinguishers is being maintained.
2. The pressure should be within the recommended level on extinguishers equipped with a gauge. The needle should be in the green zone. If the needle is not in green zone, the extinguisher requires professional maintenance.



3. Verify the locking pins are intact and the tamper seals are not broken.





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4. Visually inspect the hoses and nozzles to ensure they are in good condition and show no signs of cracking or dry rot.




5. Visually inspect the extinguishers for dents, leaks, rust, chemical deposits or other signs of abuse/wear. If an extinguisher is damaged report this information the Department of Environmental Health & Safety (32999).





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6. Check the inspection tags for previous and required inspections. Date and sign the cards to record your inspections. If a card is full, a new card can be requested from the Department of Environmental Health & Safety.



**Fire Extinguisher
In House Inspection Record**

Department _____

Building _____

Exting. No. _____

	Date	Signature
JAN.		
FEB.		
MAR.		
APR.		
MAY		
JUN.		
JUL.		
AUG.		
SEP.		
OCT.		
NOV.		
DEC.		

Revision History

1.0: April 2010 - Initial Release