



## Fire Extinguisher Inspection Tip Sheet



- Check that the extinguisher is located in its proper place.
- The extinguisher should be mounted, or in an approved storage box.
- Ensure that it is readily available; it cannot be blocked by any objects or difficult to get to. If anything is blocking access to the fire extinguisher, now is the time to resolve it.
- Check that the pin is properly seated, and the safety seal to ensure it is still intact.
- Check the gauge to verify that the needle indicator is in the 'green' zone' or operable range.
- Pick the fire extinguisher up. Tip the extinguisher upside down. This prevents the powder from settling.
- Ensure it doesn't feel lighter than usual or lighter than others of the same size.
- Check the extinguisher for visible signs of damage such as dents, rust or dirt.
- Make sure to check the hose and the nozzle. If there is any substance on the extinguisher, wipe it off with a damp rag.
- Place the fire extinguisher back where it was mounted. Check to make sure the instructions are legible and the label is facing outward.
- Make sure the yearly service has been completed.
- Verify that the tag indicates that the service has been performed.
- If the extinguisher has not had annual service, contact your supervisor.
- Your final step is to sign your initials and date on the side of the tag that has spaces for monthly inspections.