Fire Extinguisher Inspection Checklist and Log

Use page 1 for the monthly visual inspection and page 2 for the annual maintenance record. OSHA 29 CFR 1910.157(e)(2) requires a visual inspection every month. 1910.157(e)(3) requires an annual maintenance check, with the date recorded and kept for one year after the last entry or the life of the shell, whichever is less.

Company:	**Site / building:**	**Year:**	**Person responsible:**

Monthly Visual Inspection: What to Check

1. In its assigned place, mounted or in its cabinet
2. Nothing blocks access to it or the view of it
3. Operating instructions on the label are readable and face outward
4. Safety pin in place and tamper seal unbroken
5. Pressure gauge needle in the operable (green) range
6. No dents, rust, leaks, or cracked or clogged hose and nozzle
7. Feels full when lifted (no obvious loss of weight)
8. Annual maintenance tag or record is within the last 12 months

Mark each month with the inspector's initials and the date if all checks pass. If any check fails, write the number of the failed check, take the unit out of service, and put a working unit in its place until it is fixed (1910.157(e)(5)).

Unit #	Location	Type / rating	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Annual Maintenance Record

Record every annual maintenance check. Keep each record for one year after the last entry or the life of the shell, whichever is less, and make it available to OSHA on request (1910.157(e)(3)). Stored-pressure dry chemical units that need a 12-year hydrostatic test must also be emptied and maintained every 6 years (1910.157(e)(4)).

Unit #	Location	Type / rating	Annual maintenance date	Done by (company and name)	6-year maintenance date	Next hydrostatic test due	Notes / repairs

General information, not legal advice. Your local fire code, insurer or NFPA 10 may set more detailed inspection steps; follow the strictest rule that applies to your site.