



SAFETY CHECK



Risk Control at United Fire Group | riskcontrol@unitedfiregroup.com

Fire safety inspection

Facility: _____ **Date:** _____ **Inspected by:** _____

This checklist is not all-inclusive. You should add to it as necessary and delete portions or items that do not apply to your operations.

GENERAL WORK ENVIRONMENT	YES	NO	N/A	COMMENTS/ACTIONS
1. Is your local fire department acquainted with your facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If you have a fire alarm system, is it certified as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. If you have a fire alarm, is it tested at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are fire doors and shutters in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are fire doors unobstructed and protected against obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are fire door fusible links in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are sprinkler systems tested at least once annually by a qualified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are sprinkler heads protected with metal cages when exposed to damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is an 18-inch clearance maintained below sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are fire extinguishers mounted in readily accessible locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are fire extinguishers inspected annually and tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are fire extinguishers checked monthly when flammable liquids are used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are all work areas clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is combustible scrap/material stored and safely removed from work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is combustible dust cleaned up with vacuum/ventilation system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are listed safety containers w/self-closing lids used for oily/solvent soaked rags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Are paint spray booths and/or dip tanks cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is there a fire watch/hot work permit program in place when welding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Are wooded pallets stored inside per NFPA standards and outside away from the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SPRAY FINISHING	YES	NO	N/A	COMMENTS/ACTIONS
1. Is adequate ventilation provided before spray operations have started?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is mechanical ventilation provided during spraying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is spray area free of hot surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is spray area at least 20 feet from flames/sparks/ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do cleaning solvents have a flashpoint of 100 degrees Fahrenheit or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are fire sprinkler or fire suppression system heads kept clean and protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are "NO SMOKING" signs posted in spray area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is spray area kept clean of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are spray booths constructed of non-combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are spray booth floors and baffles constructed of non-combustible material and easily cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are lighting fixtures located outside of booth and interior lights sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are electric motors for exhaust fans placed outside booth or ducts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Do ducts have access doors to allow cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Do all drying spaces have adequate ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is the booth interior free of any installed, open or other flame heating devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are radios, electric fans and other ordinary electric devices prohibited in booth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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FLAMMABLE AND COMBUSTIBLE MATERIALS	YES	NO	N/A	COMMENTS/ACTIONS
1. Are combustible scrap materials stored in covered metal receptacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are approved, labeled containers used for storage and handling of flammables and combustibles materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all connections on drums and combustible liquid piping vapor and liquid tight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are all flammables kept in closed containers when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are drums of flammables grounded/bonded to containers during dispensing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do storage rooms for flammables have explosion-proof lights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do storage rooms for flammables have mechanical ventilation at floor level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are "NO SMOKING" signs posted in flammable storage rooms or LP storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are LP tanks guarded to prevent damage from vehicles and material handling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are solvent wastes kept in listed or approved containers until removed from site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are fuel, gas and oxygen cylinders separated by 20-foot distance or noncombustible barrier while stored and secured in upright position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are appropriate fire extinguishers mounted within 75 feet outside areas containing flammables and within 10 feet of interior storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are fire extinguishers free of obstructions and easily visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are all spills of flammable liquids promptly cleaned up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are "NO SMOKING" rules enforced in all areas where flammable or combustible materials are stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ELECTRICAL	YES	NO	N/A	COMMENTS/ACTIONS
1. Are multiple plug adapters prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are extension cords prohibited from being run through doors and windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do electrical installations in hazardous dust or vapor areas meet National Electric Code requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are exposed wires and frayed cords repaired or replaced promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is there a routine/periodic electrical inspection program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are circuit breakers exercised at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are flexible cords and cables free of slicing and tape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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FUELING	YES	NO	N/A	COMMENTS/ACTIONS
1. Is it prohibited to fuel an internal combustion engine while it is running?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are fueling operations conducted so spillage will be minimal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. When spillage occurs during fueling, is the fuel washed away completely before restarting the engine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. In fueling operations is there always metal contact between container and fuel tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the correct type of fueling hose used for the specific fuel being handled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is it prohibited to handle or transfer gasoline in open containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are listed or approved containers used to store and handle gasoline/fuels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are smoking, open lights, open flames, sparking or arcing equipment prohibited near fuel transfer operations or areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Where fueling is done by the gravity flow method, are the nozzles used self-closing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are "TURN OFF ENGINE" and "NO SMOKING" signs posted at fuel stands and areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is a properly rated fire extinguisher available in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are fuel tanks properly labeled "NO SMOKING"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are above-ground tanks protected from spills by dikes, approved berms, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

UFG Insurance is the marketing name used to refer to United Fire & Casualty Company and its property and casualty subsidiaries and affiliates. This form, supplied by UFG Insurance, merely provides minimum guidelines to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.