

Fire Extinguisher Inspection Checklist: Monthly Check Form

Frequency
Monthly

Completed by
Person assigned to
check fire equipment

Approved by
Facility manager

The checklist
21 checks · 4 sections

INSPECTION DETAILS

Site / building:

Extinguisher number and location:

Extinguisher type:

Portable or wheeled:

Capacity (kg):

Date on the service label:

Date and time:

Location and access

- | | | |
|----|--|---|
| 1. | The extinguisher is in its designated place CRITICAL
Ref.: [4] [3] | ☐ Pass ☐ Fail ☐ N/A |
| 2. | Nothing blocks access to the extinguisher or the view of it
Ref.: [2] [1] [4] [3] | ☐ Pass ☐ Fail ☐ N/A |
| 3. | The extinguisher's location is marked with a permanent, visible sign
Where the extinguisher itself cannot be seen, Turkish rules require a photoluminescent sign showing where it is.
Ref.: [2] [1] | ☐ Pass ☐ Fail ☐ N/A |
| 4. | It is not behind a door, in a closed cabinet other than a fire cabinet, in a deep wall recess, or on or next to a heater
Ref.: [1] | ☐ Pass ☐ Fail ☐ N/A |
| 5. | The hanger holds the extinguisher firmly and it lifts off the wall easily
Türkiye: units over 4 kg and under 12 kg hang no higher than about 90 cm from the floor. Mark N/A for wheeled units.
Ref.: [1] [3] | ☐ Pass ☐ Fail ☐ N/A |
| 6. | No point in the area is farther from an extinguisher than the permitted distance
Türkiye: at most 25 m. OSHA: 75 ft (22.9 m) for Class A hazards, 50 ft (15.2 m) for Class B.
Ref.: [1] [3] | ☐ Pass ☐ Fail ☐ N/A |

7. The extinguisher type suits the fire classes in the area it protects
Türkiye: Class A multipurpose dry powder or water; Class B dry powder, CO₂ or foam; Class C dry powder or CO₂; Class D dry metal powder. ☐ Pass ☐ Fail ☐ N/A
Ref.: [1] [3]

Condition of the extinguisher

8. The safety pin is in place and the tamper seal is intact **CRITICAL**
A broken seal can mean part of the contents was discharged without moving the gauge. ☐ Pass ☐ Fail ☐ N/A
Ref.: [4]
9. The pressure gauge needle is in the green (operable) range **CRITICAL**
Mark N/A for CO₂ and other extinguishers without a gauge; check those by weight. ☐ Pass ☐ Fail ☐ N/A
Ref.: [4] [3]
10. The extinguisher feels full when lifted, or its weight matches the label **CRITICAL** ☐ Pass ☐ Fail ☐ N/A
Ref.: [4] [3]
11. The cylinder shows no dents, corrosion, leaks or other physical damage **CRITICAL** ☐ Pass ☐ Fail ☐ N/A
Ref.: [4]
12. The hose and nozzle are undamaged, firmly attached and not blocked **CRITICAL** ☐ Pass ☐ Fail ☐ N/A
Ref.: [4]
13. The operating instructions on the label are legible and face outward ☐ Pass ☐ Fail ☐ N/A
Ref.: [4]

Service and markings

14. The service label shows maintenance within the last 12 months, with the month, year and the company that did it
In Türkiye the service company must hold a filling and service competence certificate (dolum ve servis yeterlilik belgesi). ☐ Pass ☐ Fail ☐ N/A
Ref.: [1] [5] [3] [4]
15. The refill and hydrostatic test are not overdue
Türkiye: agent renewed and hydrostatic test at the end of the fourth year. OSHA: stored-pressure dry chemical units emptied and maintained every 6 years; hydrostatic test every 5 or 12 years depending on type. ☐ Pass ☐ Fail ☐ N/A
Ref.: [1] [3]

16. The extinguisher is an approved type and its nameplate shows the conformity marking

Türkiye: TS EN 3 for portable and TS EN 1866 for wheeled extinguishers. US: approved extinguishers only.

Ref.: [1] [3]

☐ Pass ☐ Fail ☐ N/A

Result

17. Every defect found has been reported to the person responsible for fire equipment

Ref.: [1] [3]

☐ Yes ☐ No ☐ N/A

18. If a critical check failed, the extinguisher is out of service and an equivalent unit is in its place **CRITICAL**

Ref.: [4] [1] [3]

☐ Yes ☐ No ☐ N/A

19. The inspection date and the inspector's initials are recorded on the tag or in the log

Ref.: [4]

☐ Yes ☐ No

20. The extinguisher is ready for use **CRITICAL**

Ref.: [2] [3]

☐ Yes ☐ No

21. Notes and defects found

Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Inspector

Name: _____

Signature: _____

Date: _____

Facility manager

Name: _____

Signature: _____

Date: _____

Legal basis and references

[1] Türkiye: Binaların Yangından Korunması Hakkında Yönetmelik (Resmî Gazete, 19.12.2007, 26735) — Article 99 (portable extinguishers: type, number, placement, 25 m reach, about 90 cm height, TS EN 3, inspection and maintenance under TS ISO 11602-2, yearly on-site check, refill and hydrostatic test at the end of the fourth year, replacement units) and Article 100 (owner's or manager's responsibility).

[2] Türkiye: İşyeri Bina ve Eklentilerinde Alınacak Sağlık ve Güvenlik Önlemlerine İlişkin Yönetmelik (Resmî Gazete, 17.07.2013, 28710) — Annex 1, item 12 (extinguishing equipment always ready for use, maintained, visible, easy to reach and unobstructed) and item 13 (marking with permanent, visible signs).

[3] United States: OSHA 29 CFR 1910.157, Portable fire extinguishers — (c)(1) mounting and access; (c)(2) approved extinguishers; (c)(4) fully charged and in their designated places; (d) selection and travel distance; (e)(1)–(e)(4) monthly visual inspection, annual maintenance and records, 6-year maintenance; (f) hydrostatic testing.

[4] United States: Minnesota Department of Health, Maintenance and Testing of Portable Fire Extinguishers (rev. June 2024; based on NFPA 10, 2010 edition) — Summary of NFPA 10: 7.2.2 monthly inspection items, 7.2.3 corrective action, 7.2.4 inspection records, 7.3.3 maintenance tags, 7.1.3 replacement units.

[5] International: ISO/TS 11602-2, Fire protection — Portable and wheeled fire extinguishers — Part 2: Inspection and maintenance (TS ISO 11602-2) — The standard named by Article 99(7) of the Turkish fire regulation for periodic inspection and maintenance (title only).



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Version 1 · Updated October 24, 2026 · findrisk.net/checklists/fire-extinguisher-inspection-checklist/