Fire door inspection checklist

Template to print and fill in by hand · Works to BS 8214, without quoting it · Check the current edition

Kerova

How often

- **Communal fire doors in blocks of flats over 11 m:** Every three months, under the Fire Safety (England) Regulations 2022.
- **Flat entrance doors in those blocks:** Every twelve months, as far as you can get access.
- **Other fire doors:** As the fire risk assessment says. Every six months is common; busy doors may need checking more often.

Inspection details

Site name and building

Site address

Responsible person

Date of inspection

Inspected by (name and company)

Gap allowances used (your firm's or the door maker's)

Door schedule

One line per door. Rating: FD30, FD30S, FD60, FD60S, FD90 or FD120. Result: P = pass, F = fail (repair needed), A = advisory, NA = couldn't get access (say why).

Door ref.	Location	Rating	Single or double	Result	Main issue or reason not accessed

One door: checklist

Door ref. and location

Rating and type (single, double, leaf material)

Inspected by

Date

Door and frame

Check	Pass	Fail	Adv.	N/A	Notes
Certification label or plug present and readable					
Leaf and frame sound: no splits, holes or bad repairs					
Glazing intact, fire-rated marking visible, beads secure					
Letter plates, vents and spy holes fire-rated and in good order					

Gaps (write each in mm in Notes)

Check	Pass	Fail	Adv.	N/A	Notes
Hinge edge					
Lock edge					
Head (top)					
Meeting edges (double doors)					
Threshold (bottom)					

Seals, hardware and signs

Check	Pass	Fail	Adv.	N/A	Notes
Intumescent strips and smoke seals present, undamaged, not painted over					
Hinges: all there, secure, no missing screws or leaking oil					
Self-closer shuts the door fully into the latch from any angle					
Latch engages; handles and lock work					
Hold-open device (if fitted) releases the door when the alarm sounds					
Panic or push bar (if fitted) works					
Correct fire door sign on both sides where needed					
Door not wedged or propped open, and nothing stops it closing					

Overall result (Pass, Fail or Advisory)

Repairs needed