Fire extinguisher service record

Template to print and fill in by hand · Works to BS 5306-3, without quoting it · Check the current edition

Kerova

How often

- **Monthly check by the site:** Once a month: each extinguisher is where it should be, can be seen and reached, the seal or tag is intact, the gauge (if it has one) is in the green, and there's no damage.
- **Basic service:** Once a year, by a competent engineer.
- **Extended service or overhaul:** Every five years for most types (a test discharge, or a refill), and an overhaul for CO2 every ten years. Check the maker's data and BS 5306-3 for each type.

Site and visit

Site name

Site address

Responsible person

Date of visit

Servicing company

Engineer

Extinguisher register

Type: water, foam, CO2, powder, wet chemical or other. Service done: B = basic, E = extended (test discharge), O = overhaul, R = refilled, N = new or replaced, X = taken out of service.

Ref.	Location	Type	Size	Year made / serial	Service done	OK? (Y/N)	Next extended service or overhaul	Notes

Ref.	Location	Type	Size	Year made / serial	Service done	OK? (Y/N)	Next extended service or overhaul	Notes

Engineer's name and signature

Date

Responsible person's name and signature

Date

Monthly checks by the site

Each extinguisher is in place, can be seen and reached, its seal or tag is intact, the gauge (if fitted) is in the green, and it isn't damaged.

Date	All OK? (Y/N)	Problems found (ref. and what)	Reported to	Checked by