

# Fire , Electrical & Emergency Preparedness Checklist

## Automobile Dealership & Workshop Industry

### CRITICAL – ELECTRICAL SAFETY & MAINTENANCE

All electrical wiring properly insulated and free from damage.

☐ Yes☐ No☐ NA

Earth resistance measured annually and within safe limits (<1 ohm).

☐ Yes☐ No☐ NA

Circuit breakers, MCBs, and RCCBs tested quarterly.

☐ Yes☐ No☐ NA

Electrical panels locked, labeled, and equipped with LOTO tags.

☐ Yes☐ No☐ NA

No loose wires, overloading, or unauthorized power extensions.

☐ Yes☐ No☐ NA

Lighting fixtures in service bays fitted with protective covers.

☐ Yes☐ No☐ NA

Backup generator or UPS operational and tested monthly.

☐ Yes☐ No☐ NA

## EMERGENCY EQUIPMENT & READINESS

Fire alarms, emergency lights, and sirens functional.

Yes

No

NA

Smoke detectors clean, functional, and regularly calibrated.

Yes

No

NA

Fire blanket available near paint and fuel storage areas.

Yes

No

NA

Emergency power backup covers lighting, IT, and safety systems.

Yes

No

NA

Spill control kits available near fuel, paint, and service zones.

Yes

No

NA

## FIRE DRILLS & EVACUATION

Fire evacuation plan displayed near exits and notice boards.

Yes

No

NA

Fire drills conducted every six months and attendance recorded.

Yes

No

NA

Emergency assembly area clearly marked and free of obstructions.

Yes

No

NA

Emergency exit doors operational and not locked during work hours.

Yes

No

NA

Staff aware of evacuation procedures and exit locations.

Yes

No

NA

## FIRST AID & MEDICAL PREPAREDNESS

First aid boxes available in workshop, office, and paint areas.

Yes

No

NA

Trained first aiders available in each shift.

Yes

No

NA

Stretcher, eyewash station, and burn kit available and functional.

Yes

No

NA

Medical emergency contact numbers displayed in visible areas.

Yes

No

NA

Incident log maintained for all injuries and first aid cases.

Yes

No

NA

## FUEL & CHEMICAL SAFETY

LPG, diesel, or fuel tanks stored in ventilated area with signage.

Yes

No

NA

Fuel dispensing equipment grounded and inspected monthly.

Yes

No

NA

Chemicals stored in fire-rated cabinet with MSDS available.

Yes

No

NA

No fuel spillage or leakage in workshop or storage area.

Yes

No

NA

Paint booth fitted with automatic fire suppression system.

Yes

No

NA

## INCIDENT REPORTING & INVESTIGATION

All incidents, near misses, or fire hazards reported immediately.

Yes

No

NA

Incident investigation completed within 48 hours.

Yes

No

NA

Post-incident corrective actions implemented and verified.

Yes

No

NA

EHS performance review conducted monthly by management.

Yes

No

NA

## SUPER CRITICAL – FIRE PREVENTION & CONTROL SYSTEMS

Fire extinguishers (CO<sub>2</sub>, DCP, Foam) installed at all critical points.

Yes

No

NA

Fire extinguishers tagged with valid inspection date and service record.

Yes

No

NA

Automatic fire detection and alarm systems installed and functional.

Yes

No

NA

Fire hydrant system functional and water pressure tested monthly.

Yes

No

NA

No obstruction in front of fire extinguishers, hydrants, or emergency exits.

Yes

No

NA

## TRAINING & AWARENESS

All employees trained on fire, electrical, and emergency procedures.

Yes

No

NA

Contractors and visitors briefed on emergency safety rules before entry.

Yes

No

NA

Emergency contact list updated and distributed quarterly.

Yes

No

NA

Mock emergency drill results reviewed for response time and improvement.

Yes

No

NA

