

Fire Safety and Administrative Compliance Checklist

Diagnostic labs & pathology

ELECTRICAL SAFETY

Are all electrical circuits inspected to ensure there is no sign of overloading or overheating?

Yes

No

NA

Are flexible cables and extension leads used only where necessary and limited to short lengths?

Yes

No

NA

Are all electrical installations tested periodically as per regulatory requirements?

Yes

No

NA

Is all electrical equipment kept at a safe distance from combustible materials?

Yes

No

NA

Are only trained and authorized personnel permitted to carry out electrical maintenance?

Yes

No

NA

EMERGENCY PREPAREDNESS

Are emergency lighting and signage checked routinely for functionality?

Yes

No

NA

FIRE DETECTION AND ALARM SYSTEMS

Is the fire alarm system functional and audible in all areas of the premises?

Yes

No

NA

Are adequate types and numbers of portable fire extinguishers placed as per site fire risk?

Yes

No

NA

FIRE SAFETY MANAGEMENT

Are staff members adequately trained and confident in implementing fire safety measures?

Yes

No

NA

Is there an established process to monitor and review the effectiveness of fire safety systems?

Yes

No

NA

Do employees understand how to identify and report any potential fire risk or unsafe condition?

Yes

No

NA

FIRE SERVICE FACILITIES AND LIAISON

Can fire brigade vehicles easily access the building for firefighting and rescue operations?

Yes

No

NA

GENERAL

Is waste material promptly disposed of in designated containers to avoid fire hazards?

Yes

No

NA

Are flammable materials stored in safe quantities and in approved storage areas?

Yes

No

NA

Are workspaces clean and tidy, with no accumulation of combustible waste?

Yes

No

NA

Is there a clear system in place for immediate reporting of fire hazards or unsafe acts?

Yes

No

NA

MEANS OF ESCAPE

Are emergency exits of sufficient number and size to ensure safe evacuation during emergencies?

Yes

No

NA

NOTICES AND FIRE SAFETY SIGNS

Are all fire exits and escape routes clearly marked with appropriate signage?

Yes

No

NA

Are all "Push Bar to Open" or emergency door signs properly displayed and readable?

Yes

No

NA

PORTABLE FIRE-FIGHTING EQUIPMENT

Are fire extinguishers and blankets clearly visible, unobstructed, and securely wall-mounted?

Yes

No

NA

Are extinguishers' pressure gauges within the acceptable range (green zone)?

Yes

No

NA

Are extinguisher locations clearly marked and easy to identify during an emergency?

Yes

No

NA

TESTING, MAINTENANCE AND RECORDS

Are maintenance logs for fire alarms, extinguishers, and emergency systems regularly updated?

Yes

No

NA

Are periodic checks of automatic sprinkler and alarm systems conducted and documented properly?

Yes

No

NA

Are records of fire evacuation drills properly maintained and updated?

Yes

No

NA

Are testing records for fire hoses, alarms, and extinguishers maintained as per standards?

Yes

No

NA

Is there a schedule for periodic fire drills and system testing to ensure readiness?

Yes

No

NA

