

**This model form/template must be customized to meet your Agency’s needs.**



Fire Extinguisher Inspection and Maintenance SOP

1. All portable fire extinguishers will be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.
2. **Inspection and Maintenance**

[Assigned individuals/Insert Name] will visually inspect all portable fire extinguishers [time interval] according to the following guidelines:

* Extinguishers must be located in their designated location, mounted/secured properly, and the proper type for the hazard area.
* Access to extinguishers is not obstructed.
* Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
* Legible operating instructions are on the extinguisher nameplate facing outward.
* Seals and tamper indicators are not broken or missing.
* Pressure-gauge readings or indicators are in the operable ranges.
* Inspect the hose and nozzle for cracks, blockages, or other damage.
* Inspect the extinguisher shell for corrosion, dents, or other damage.
* Inspection tags must be initialed and dated.

1. **Corrective Actions**

Defective extinguishers will be removed, marked, or tagged with information about the defect, and placed in a designated location until repair and/or recharging is performed.

The inspector will ensure equivalent protection or replace extinguishers when portable fire extinguishers are removed due to damage, for service, maintenance, or recharging.

1. **Recordkeeping**

Record of the annual inspection and maintenance date for each extinguisher for at least one year after the last entry or the life of the extinguisher shell, whichever is less.

Records of inspections and maintenance procedures performed under contract by outside vendors must be submitted to [insert name].





