



CHECKLIST FOR FIRE SAFETY

Questions		Response		Action Required
1.	Does the factory have a Fire Safety Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.	Are managers, supervisors and workers trained on fire prevention procedures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.	Is every worker trained in the use of portable Fire Extinguishers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.	Does the factory have a trained officer responsible for the proper maintenance and upkeep of all fire fighting equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.	Are fire drills conducted on a monthly basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.	Are the directions to emergency exits marked with visible arrow signs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.	Are all emergency exits illuminated and marked with an exit sign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.	Are emergency lights above all exits and stairways?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.	Are passages leading to aisles unobstructed to allow safe evacuation of workers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.	Are the exit doors made of fire resistant materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.	Are the stairways at least 45 inches wide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12.	Is there a lift in the factory and is it made of fire resistant materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



CHECKLIST FOR FIRE SAFETY (continued)

Questions		Response		Action Required
13.	Is the emergency exit path outside of the building clear of obstruction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14.	Are exit doors open and kept unlocked at all times during working hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15.	Is the main gate open at all times or is a guard present at all times during working hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16.	Is there any emergency key available in a glass box?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
17.	Does the factory have a fire alarm system with battery backup?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18.	Does the factory have a manual alarm system (gong bell)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19.	Is the fire alarm recognizable and perceptible in all areas during emergency conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
20.	Are alarm systems and fire protection equipment properly maintained and tested regularly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
21.	Have emergency shutdown procedures been established?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
22.	Are workers drilled on these procedures? If yes, how often?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
23.	Are emergency evacuation routes posted and kept clear of obstacles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



CHECKLIST FOR FIRE SAFETY (continued)

Questions		Response		Action Required
24.	Are emergency contact numbers of the Fire Department, Electric Supply Authority, Police Station, Hospitals etc. posted on the wall on each floor of the factory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
25.	Are portable fire extinguishers provided in adequate number and types, and spaced not more than 100 ft. apart from another?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
26.	Are Fire Extinguishers fully charged and regularly inspected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
27.	Does the factory have a hose-reel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
28.	Does the factory have a fire point ¹ ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
29.	Does the factory have a lock cutter on each floor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
30.	Does the factory have blankets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
31.	Does the factory have manila rope for rescue purposes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
32.	Are all workers properly trained on proper handling and use of flammable and combustible materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

¹ Each fire point contains a 45-gallon drum full of water and four buckets hanging on a stand.