

# FIRE SAFETY INSPECTION RECORD

INSPECTION — WEEKLY

Weekly — extinguishers, escape routes, detection, signage, hot-works control, storage

KD-INS-FS-009 Rev A0

The Regulatory Reform (Fire Safety) Order 2005 makes the responsible person maintain general fire precautions, fire-fighting equipment, detection and escape routes in efficient working order; HSG168 applies it to construction sites — the fire plan, escape routes kept clear, extinguishers at hot-works and at exits, control of combustibles, and checks recorded. One sheet per week.

## 1 SITE

|                       |                |                          |                       |
|-----------------------|----------------|--------------------------|-----------------------|
| PROJECT / SITE REF    | SITE           | WEEK COMMENCING / PERIOD | FIRE INSPECTOR        |
|                       |                |                          |                       |
| FIRE PLAN REF / ISSUE | ASSEMBLY POINT | ALARM TYPE AND TEST DAY  | FIRE MARSHALS ON SITE |
|                       |                |                          |                       |

## 2 WEEKLY CHECKS — TICK WHEN SATISFACTORY

- ☐ Escape routes clear, lit, signed and leading to the assembly point; final exits openable
- ☐ Extinguishers in place at exits, hot-works locations and plant; correct type; in date; seals intact; signage visible
- ☐ Fire alarm / call points tested this week and audible everywhere on site; detection not obstructed or covered without a permit
- ☐ Hot works only under permit (KD-PTW-HW-001) with a fire watch (KD-PTW-FW-002); no hot works in the last hour without watch
- ☐ Combustible materials controlled — quantities on the floor kept to a day's use; waste removed; skips away from the building
- ☐ Flammable liquids and gases in the designated store; cylinders upright and secured; LPG outside
- ☐ Fire doors and compartmentation in existing buildings kept closed and unproped; penetrations fire-stopped or protected
- ☐ Temporary accommodation: extinguishers, detection, no cooking / heating without control; smoking area designated
- ☐ Emergency lighting / torches where escape routes depend on them; site lighting on escape routes working
- ☐ Fire plan current — changes to the building or site layout reflected; new starters inducted on the fire arrangements

## 3 DEFECTS AND ACTION

| DATE | DEFECT | ACTION / BY WHOM | CLOSED |
|------|--------|------------------|--------|
|      |        |                  |        |
|      |        |                  |        |
|      |        |                  |        |
|      |        |                  |        |
|      |        |                  |        |

## 4 SIGNATURES

|                      |      |         |           |      |      |  |
|----------------------|------|---------|-----------|------|------|--|
| Fire inspector:      |      |         |           |      |      |  |
| PRINTED NAME         | ROLE | COMPANY | SIGNATURE | DATE | TIME |  |
|                      |      |         |           |      |      |  |
| Site manager — seen: |      |         |           |      |      |  |
| PRINTED NAME         | ROLE | COMPANY | SIGNATURE | DATE | TIME |  |
|                      |      |         |           |      |      |  |

## R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

| Rev | Date       | Class       | What changed                                                                                                                                                   | Authorised by                                                                 |
|-----|------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| D0  | 2026-08-28 | first-issue | First issue.                                                                                                                                                   | — not yet approved —                                                          |
| A0  | 2026-08-29 | review      | Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out. | Author — director, UK principal contractor, SMSTS. Not an independent review. |

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.