

Environment, Health, and Safety

Fire Extinguisher Inspection & Recordkeeping Guidance (NFPA 10) 24 March 2023

Records of the monthly inspections need to be maintained by either putting a tag or label on the extinguisher or by having it recorded on paper or electronic files. The following items need to be recorded:

- The month and year of the inspection,
- The person conducting the inspection.

These records need to be maintained for at least 12 months.

1 allows for initials to be added on tag, this tag is normally supplied by the NFPA 10 certified company that provides the annual inspection. #2 & #3 require a hole punch and a backup paper or electronic file which includes the persons (name or initials) who performed the inspection for that month.

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Extinguishers that require monthly in-house inspections (done by us):

1. All extinguishers ABC, Purple K and CO₂ that is on owned or leased equipment, not limited to trucks, service vehicles, forklifts, and GSE.
2. All extinguishers in owned or leased offices, warehouses, shops, storage areas and yards.
3. Extinguishers that are supposed to be inspected by a **landlord/owner/building management company or 3rd party provider** (not hired by us) but that are in our area of responsibility and/or are where our employees *predominantly work* still require monthly inspections done by us. These inspections should be captured on a paper or electronic log, kept in a binder by management, the safety rep or maintenance (whomever has been tasked with the inspection). It is NOT our responsibility to manage the individual tags in these situation, just to maintain our log.
4. All extinguishers in common/public areas such as building lobbies or hallways including airports can be visually inspected by looking at the inspection record, and if equipped the gauge, to ensure it is in the operating range (A, BC, ABC) any deficiencies noted to be passed along to the responsible party via email. But these do not require us to have a formal record of, no tag to be filled out on the extinguisher and no paper or electronic record, we should however, as due diligence, keep a record of when we passed along the information to the responsible party an email record will suffice.
5. Ramp wheeled extinguishers are in most cases maintained by ARFF and in some cases the owner of the extinguisher if owned by an airline or service company and if you are not trained in the use of these extinguishers, you should also not be inspecting these units. Fire extinguishers that exceed 40 lbs require training specific to that extinguisher and if you attempt to use without training you could render it useless if not activated in the proper sequence.
6. Exception to the Wheeled Units; we have wheeled units under our control in a few locations (YYT Fuel, YOW Fuel) these are our responsibility to inspect monthly. In most cases these have an external inert gas cylinder as the propellant and an extinguishing media cylinder that is not pressurized, hose and nozzle. These units require several steps to both inspect and operate (deploy).

Annual Fire Extinguisher inspections: 5, 6 and 12-year inspections (including hydrostatic testing) can only be performed by an NFPA 10 Certified Company authorized by the Authority Having Jurisdiction (AHJ).

What a monthly Fire Extinguisher Inspection consists of:

- Confirm the extinguisher is visible, unobstructed, signed, and in its designated location
- Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle

- Confirm the pressure gauge or indicator is in the operable range or position and lift the extinguisher to ensure it is still full
- Make sure the operating instructions on the nameplate are legible and facing outward
- Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)
- Invert the extinguisher and tap on bottom to loosen dry chemical
- Initial and date the back of the tag

Please reach out to your EHS team should you wish to discuss.