STANDARD OPERATING PROCEDURE

Fire Extinguisher Inspection SOP

Document no.	SOP-MNT-008
Revision	1.0
Owner	Maintenance Manager
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure every portable fire extinguisher on site is present, unobstructed, fully charged and in serviceable condition, and that annual maintenance and testing are tracked and completed on schedule.

2. Scope

Applies to portable fire extinguishers in facility and production areas, covering the monthly visual inspection and coordination of annual maintenance. Fixed fire suppression systems are covered by a separate procedure.

Definitions

Inspection tag	The tag attached to an extinguisher used to record the date and initials of each monthly check.
Hydrostatic testing	A periodic pressure test some extinguisher types require to verify the cylinder can safely hold pressure.
Out-of-service	An extinguisher removed from its location because it failed inspection, and replaced with a temporary unit until repaired or recharged.
Extinguisher location map	The site diagram showing where each extinguisher should be mounted, used to confirm none are missing.

3. Responsibilities

Maintenance Technician	Performs the monthly visual inspection of each extinguisher and records the results on the tag and in the log.
Safety Coordinator	Maintains the extinguisher location map, reviews inspection completion, and coordinates employee training.
Maintenance Manager	Schedules annual maintenance and hydrostatic testing with a licensed contractor and approves replacement units.
Fire Protection Contractor	Performs annual maintenance, recharging and hydrostatic testing per the manufacturer's requirements.

RACI matrix

Activity	Maintenance Technician	Safety Coordinator	Maintenance Manager	Fire Protection Contractor
Perform the monthly visual inspection	R/A	I	I	-

Activity	Maintenance Technician	Safety Coordinator	Maintenance Manager	Fire Protection Contractor
Tag and replace a failed extinguisher	R	A	I	C
Schedule annual maintenance and testing	I	C	R/A	R
Train employees on extinguisher use	C	R/A	I	-

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Extinguisher location map
- Inspection tags and log sheet or CMMS
- Extinguisher weighing scale for CO2 units
- Replacement and loaner extinguishers
- Manufacturer inspection guidance

Personal protective equipment

- Gloves when handling extinguishers

5. Procedure

Step	Task	Owner	Done
5.1	**Review the extinguisher location map** Technician reviews the current extinguisher location map and the list of units due for a monthly check before starting the inspection route.	Maintenance Technician	☐
5.2	**Confirm the extinguisher is in its assigned location** Technician confirms each extinguisher is mounted in its marked location, visible, and not blocked by equipment, storage or furniture. **Checkpoint:** Every extinguisher on the location map is accounted for and unobstructed.	Maintenance Technician	☐
5.3	**Check the pressure gauge** Technician checks that the pressure gauge needle is in the operable green zone, not in the recharge or overcharge range.	Maintenance Technician	☐
5.4	**Inspect for physical damage** Technician inspects the cylinder, hose and nozzle for corrosion, dents, cracks or a missing safety pin and tamper seal. **Warning:** Tag out of service and replace immediately any extinguisher with visible corrosion, dents or a missing safety pin.	Maintenance Technician	☐
5.5	**Weigh CO2 extinguishers where required** Technician weighs CO2 extinguishers per the manufacturer's instructions and compares the reading to the full-charge weight stamped on the cylinder.	Maintenance Technician	☐
5.6	**Record the monthly check on the tag** Technician records the inspection date and their initials on the extinguisher's inspection tag and in the log or CMMS.	Maintenance Technician	☐

Step	Task	Owner	Done
5.7	**Tag out and replace a failed extinguisher** Technician removes any extinguisher that fails inspection from service, tags it clearly, and installs a temporary replacement in the same location.	Maintenance Technician	☐
5.8	**Send failed units for recharge or replacement** Safety coordinator arranges for out-of-service extinguishers to be recharged or replaced by the fire protection contractor promptly.	Safety Coordinator	☐
5.9	**Schedule annual maintenance** Maintenance manager schedules the licensed fire protection contractor to perform annual maintenance on every extinguisher per the manufacturer's requirements.	Maintenance Manager	☐
5.10	**Schedule hydrostatic testing when due** Maintenance manager tracks which extinguisher types are due for hydrostatic testing based on their cylinder date and schedules it with the contractor. **Checkpoint:** No extinguisher remains in service past its due date for hydrostatic testing.	Maintenance Manager	☐
5.11	**Update the inspection log** Safety coordinator reviews the monthly inspection log for completeness and confirms every extinguisher on the map was checked.	Safety Coordinator	☐
5.12	**Train employees on locations and use** Safety coordinator conducts periodic training so employees know the nearest extinguisher location and how to use it safely.	Safety Coordinator	☐

6. Quality checks

- Every extinguisher on the location map has a current month's inspection tag entry.
- No extinguisher is found with a pressure gauge outside the operable range for more than one inspection cycle.
- Annual maintenance is completed for 100 percent of extinguishers before their due date.
- Out-of-service extinguishers are replaced with a temporary unit the same day they are removed.

7. Records

- Monthly inspection tags and log or CMMS entries
- Annual maintenance and hydrostatic testing records from the contractor
- Out-of-service and replacement log
- Employee training attendance records

8. KPIs

- Monthly inspection completion rate
- Extinguishers failing inspection per period
- Percentage of annual maintenance completed on time
- Time to replace an out-of-service extinguisher

9. Common mistakes

- Signing the inspection tag without actually checking the gauge and physical condition.
- Leaving an extinguisher blocked by stored materials.
- Not replacing an out-of-service extinguisher with a temporary unit right away.
- Missing the hydrostatic testing due date because it isn't tracked separately from annual maintenance.
- Skipping the monthly check on extinguishers in rarely visited areas.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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