

Fire Door Inspection record

Inspect fire doors every six months. Fire doors in heavy traffic areas may need more frequent inspection. Promptly report faults with fire doors so they can be actioned as soon as possible.

Door identification number:		Manufacturer and certificate details:		
Location of door:		Door fire rating:		
Inspection date:		Name of inspector:		
Question	Yes	No	N/A	Action?
Is the door leaf in good condition?				
Does the door have correct and legible signage?				
Is the door frame well fitted and free from damage?				
Are gaps between the door and frame no more than 3-4 mm?				
Are intumescent strips and smoke seals in place and free from damage?				
Are door hinges in place (x3), secure and free from damage?				
Does the door open and close freely?				
Is the door closer free from damage?				
When closed, does the door leaf close fully into locks/latches and the frame?				
Do door release mechanisms function correctly?				
Are other fixture and fittings free from damage and secure to the door?				
Is glazing/glass fire rated, free from damage and secure?				
Are air transfer grilles suitably installed and free from damage?				