



FIRE PROTECTION SYSTEMS END-USER INSPECTION CHECKLIST

Routine user checks for fire detection, firefighting and suppression equipment

Customer / Company: _____ Site address: _____ Inspection date: _____ Completed by: _____	Site / Building: _____ Responsible person: _____ Inspection time: _____ Contact number: _____
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HOW TO USE: Tick YES, NO or N/A. If any answer is NO, record it in the defect list and report it immediately to the responsible person. Visual checks do not replace scheduled inspection, testing and servicing by a competent fire-system service provider.

A. FIRE ALARM PANEL AND ESCAPE ROUTES — DAILY / EVERY 24 HOURS				
#	CHECK ITEM	YES	NO	N/A
1	The fire alarm panel is accessible, secure and has no visible damage.	☐	☐	☐
2	The fire alarm panel shows the normal condition with no fire, fault, trouble, warning or isolate indication showing.	☐	☐	☐
3	Emergency exits, passages and stairways are clear and not used for storage.	☐	☐	☐
4	Final exit doors can be opened from the inside and are not blocked.	☐	☐	☐
5	Fire doors are not wedged open, blocked or visibly damaged.	☐	☐	☐
6	Exit signs, evacuation notices and assembly-point signage are visible and legible.	☐	☐	☐



B. FIRE DETECTION EQUIPMENT — WEEKLY VISUAL CHECK

#	CHECK ITEM	YES	NO	N/A
7	Smoke detectors, heat detectors, manual call points, sounders and beacons appear present and undamaged.	☐	☐	☐
8	Nothing is covering, painted over, hanging from or blocking fire detection equipment.	☐	☐	☐
9	Manual call points are accessible and not obstructed.	☐	☐	☐
10	Is there a red LED that pulses on the detector(s) where applicable?	☐	☐	☐
11	The fire alarm logbook, inspection records and recent service records are available.	☐	☐	☐

AUTHORISED WEEKLY ALARM TEST: A trained and authorised person should carry out the weekly fire alarm test in accordance with the site procedure. The alarm test section is not included in this form because the end user visual check is for observation only.

C. GAS SUPPRESSION SYSTEMS (IF FITTED) — WEEKLY VISUAL CHECK

#	CHECK ITEM	YES	NO	N/A
12	The suppression control panel shows its normal condition, with no fault, disablement or warning indication showing.	☐	☐	☐
13	Agent cylinders, valves, actuators, flexible hoses and pipework are accessible and appear undamaged.	☐	☐	☐
14	There is no visible leak, corrosion or mechanical damage to cylinders, valves or pipework.	☐	☐	☐
15	Discharge nozzles are present and are not painted, covered or blocked.	☐	☐	☐
16	Manual release, abort and warning signs are present and unobstructed.	☐	☐	☐
17	No new wall, floor or ceiling openings, penetrations or room changes are visible that could affect the enclosure integrity.	☐	☐	☐
18	No cylinder, valve or control equipment appears to have been altered, isolated or tampered with.	☐	☐	☐



D. SPRINKLER SYSTEMS (IF FITTED) — WEEKLY VISUAL CHECK

#	CHECK ITEM	YES	NO	N/A
19	Sprinkler control valves appear in their correct open position and are secured where applicable.	☐	☐	☐
20	Pressure gauges show readings within the site's normal operating range.	☐	☐	☐
21	Fire pump and sprinkler controller show normal condition with no visible fault or isolate indication, where fitted.	☐	☐	☐
22	Water supply, tanks and pump area appear accessible, with no obvious leak or damage.	☐	☐	☐
23	Sprinkler heads are not painted, blocked, damaged or used to support objects.	☐	☐	☐
24	Storage is kept below the required sprinkler clearance and nothing is hanging from the system.	☐	☐	☐
25	Pipework, valves and supports show no visible damage, leakage or corrosion.	☐	☐	☐

REPORT IMMEDIATELY: Any system fault, isolation, damaged or discharged equipment, blocked escape route, leak, abnormal pressure indication or visible damage must be reported immediately and assessed by a competent service provider.

E. EXTINGUISHERS, HOSE REELS AND HYDRANTS — MONTHLY VISUAL CHECK

#	CHECK ITEM	YES	NO	N/A
26	Each item is in its designated position, visible and easy to reach.	☐	☐	☐
27	A service label is attached and the equipment does not appear overdue for service.	☐	☐	☐
28	Extinguishers have intact safety pins and tamper seals.	☐	☐	☐
29	Hoses, horns, nozzles, couplings and valves appear present and undamaged.	☐	☐	☐
30	Pressure gauges are in the normal operating range where fitted.	☐	☐	☐
31	There is no visible leakage, corrosion, damage or sign that the equipment has been discharged or used.	☐	☐	☐
32	Equipment signs are visible and readable, and no extinguisher or hose reel appears missing or empty.	☐	☐	☐





F. RECORDS, TRAINING AND FOLLOW-UP — MONTHLY REVIEW

#	CHECK ITEM	YES	NO	N/A
33	The appointed responsible person for the fire-protection systems is identified.	☐	☐	☐
34	Relevant staff know how to report an emergency and where to assemble.	☐	☐	☐
35	Known faults, false alarms, used equipment or previous defects have been reported.	☐	☐	☐
36	The fire-system logbook, inspection records and service certificates are available for review.	☐	☐	☐
37	Any previous defects have been followed up and corrected where applicable.	☐	☐	☐

LIST OF DEFECTS

IMPORTANT: This is an end-user inspection aid, not a technical inspection, service report or certificate of compliance. Contact FJ Group Africa (Pty) Ltd for your service and maintenance requirements.