

## Annual Fire Management Plan Review

### Emergency Preparedness Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Update site 'Fire and Housekeeping Inspection' checklist to all buildings							
Assess 'Emergency Evacuation Plan and outside meeting place and signage							
Assess the frequency of fire drill based on the following:							
• Equipment changes							
• Operational changes							
• Personnel Changes							
• Risk changes							
Update the 'Plan' based on the above findings							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							

### Fire Suppression Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Review and update of 'Fire Suppression' maintenance procedures and testing							
• Fire extinguishers							
• Fire alarm systems							
• Fire hydrants							
• Fire suppression systems							
• Fire pump, if applicable							
• Maintenance hoses							
Assess 'Qualified Employee' identified to monitor fire suppression tasks							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							
Annual fire suppression system inspection completed and documented on tag?							
Fire alarm systems tested annually, if applicable?							
Fire alarm monitored by central station or local bell alarm?							

### Portable Fire Extinguishers Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Review fire extinguisher types for the specific area and use category ( <i>N.F.P.A. 10</i> )							
Review the map of fire extinguisher locations and type							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							
All extinguishers identified, inspected and accessible (not mounted higher than 5 ft.)?							
Fire extinguishers within 75 feet of all areas of the building? Except special hazards.							
Map is current and accurate – shared with vendor (if applicable)							

### Mobile Equipment Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Create preventive maintenance schedule including:							
• Inspection of fuel and hydraulic hoses to identify leaks and potential ruptures							
• Inspection for spark causing processes and spark prevention actions							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							
Check battery disconnect switch to ensure it functions and is off when not in use, if applicable							
Something to discuss the powder packing tight because of the vibrations from being on the machine							

