

Fire Extinguisher Maintenance Plan

Objective:

To ensure all fire extinguishers are in operational condition, compliant with safety standards, and ready for use in case of an emergency.

Responsibilities:

Safety and Environmental Compliance Coordinator: Oversee the fire extinguisher maintenance program and ensure compliance with regulations.

Maintenance Personnel: Perform inspections, tests, and servicing as per the schedule.

Components of the Program:

I. Inspection Procedure:

a. Monthly Inspections:

- i. Check the pressure gauge to ensure it's in the green zone.
- ii. Ensure the fire extinguisher is in its designated location.
- iii. Inspect the pin and tamper seal to ensure they are intact.
- iv. Ensure the label is legible and accessible.
- v. Check the physical condition for signs of damage, rust, or leaks.
- vi. Verify the extinguisher is fully charged.
- vii. Confirm that the nozzle or hose is clear of any obstructions.

b. Annual Inspection:

- i. Perform all monthly inspections.
- ii. Weigh the extinguisher to ensure it is fully charged (for stored pressure types).
- iii. Check for any corrosion or damage that could affect performance.
- iv. Conduct a "function test" on the unit to ensure it is operational.

II. Maintenance & Servicing:

a. Every 5 Years (Hydrostatic Testing):

- i. For dry chemical and CO2 extinguishers, perform hydrostatic testing as required by NFPA 10 (National Fire Protection Association). This will test the structural integrity of the cylinder.
- ii. Recharge extinguishers as needed.

b. Every 6 Years:

- i. For non-rechargeable extinguishers, replace them after six years of service.

III. Record Keeping:

- a. Maintain a logbook of all inspections, tests, and maintenance activities, including:
 - i. Date of inspection.

- ii. Findings (e.g., extinguisher condition, pressure readings).
- iii. Actions taken (e.g., recharging, replacement).
- iv. Name and signature of the person performing the inspection.

IV. Training:

- a. Employee Education: Provide annual training for staff on how to use fire extinguishers and recognize the signs that an extinguisher may need maintenance.
- b. Maintenance Staff: Ensure maintenance staff is properly trained in conducting inspections, maintenance, and repairs on fire extinguishers.

Task	Frequency	Ownership
Visual Inspection	Monthly	FM
Pressure Gauge Check	Monhtly	FM
Tamper Seals Check	Monthly	FM
Hydrostatic Test	Every 5 years	Outside Contractor
Functional Test	Annually	FM
Record Keeping & Reporting	Ongoing	Safety Coordinator

*Compliance Standards:

NFPA 10: Standard for Portable Fire Extinguishers

OSHA: Occupational Safety and Health Administration Standards

**Emergency Replacement:

If an extinguisher is found to be damaged, leaking, or otherwise non-functional, it should be replaced immediately, and the issue logged.