Fire Prevention Plan Audit

Program Audit Checklist

Facility Name:	
Auditor:	
Date:	
Audit Period:	

Regulatory References

The following regulations and guidance documents are applicable to this program audit. Click any link to view the full text.

Regulation / Guidance Document
29 CFR 1910.39 — Fire Prevention Plans
29 CFR 1910.157 — Portable Fire Extinguishers
29 CFR 1910.106 — Flammable Liquids
NFPA 10 — Standard for Portable Fire Extinguishers
NFPA 25 — Standard for Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
NFPA 72 — National Fire Alarm and Signaling Code
NFPA 51B — Standard for Fire Prevention During Welding, Cutting, and Other Hot Work

Instructions: Review each audit item and record findings in the Status and Notes columns. Use C (Compliant), NC (Non-Compliant), NA (Not Applicable), or NR (Needs Review) for the status. Document specific findings, evidence reviewed, and any corrective actions needed in the Notes column.

Written Fire Prevention Plan

Audit Item	Expected Finding	Status	Notes / Evidence
Plan documentation	A written fire prevention plan exists per 29 CFR 1910.39(b). The plan includes a list of all major workplace fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control procedures, type of fire protection equipment necessary to control each major hazard, and procedures for regular maintenance of safeguards. The plan is kept in the workplace and available for employee review per 1910.39(b)(2). » *Ref: 29 CFR 1910.39(b)*		
Responsible personnel	The plan identifies personnel responsible for maintenance of equipment and systems to prevent or control sources of ignition or fires per 1910.39(b)(3). Personnel responsible for controlling fuel source hazards are also identified. Contact information for responsible personnel is current. » *Ref: 29 CFR 1910.39(b)(3)*		

Audit Item	Expected Finding	Status	Notes / Evidence
Employee information and training	The employer has informed employees of the fire hazards they are exposed to per 1910.39(c). Employees have been trained on the parts of the fire prevention plan necessary for their own safety. The employer reviews the plan with each employee when initially assigned, when the plan changes, and when duties change. Training is documented. » *Ref: 29 CFR 1910.39(c)*		

Fire Hazard Assessment and Controls

Audit Item	Expected Finding	Status	Notes / Evidence
Fire hazard identification	A systematic fire hazard assessment has been conducted identifying all sources of fuel, ignition, and oxidizers in the workplace. Assessment covers flammable/combustible liquids storage, electrical equipment, hot work areas, heating equipment, smoking areas, cooking equipment, chemical storage, and any other fire hazards specific to the facility. Assessment is documented and updated when conditions change. » *Ref: 29 CFR 1910.39(b)(1) [best practice]*		
Ignition source controls	Controls are implemented for each identified ignition source. Electrical equipment is properly maintained and meets NFPA 70 (NEC) requirements. Heating equipment has appropriate clearances from combustibles. Smoking is restricted to designated areas. Static electricity grounding and bonding procedures are in place for flammable liquid handling. Open flame operations are controlled through hot work permit procedures. » *Ref: 29 CFR 1910.39(b)(1), NFPA 1*		
Hot work permit program	A hot work permit program is established for welding, cutting, brazing, and other spark/flame-producing operations per NFPA 51B. Permits specify the work area, fire hazards, protective measures, fire watch requirements, and authorization. A fire watch is maintained for at least 30 minutes after hot work completion (60 minutes per NFPA 51B). The hot work area is inspected before, during, and after operations. » *Ref: 29 CFR 1910.252(a), NFPA 51B*		
Flammable materials management	Flammable and combustible liquids are stored in approved containers and cabinets per NFPA 30 and 29 CFR 1910.106. Storage quantities comply with maximum allowable quantities. Flammable liquid transfer uses proper bonding and grounding. Safety data sheets are available for all flammable materials. Incompatible materials are segregated. » *Ref: 29 CFR 1910.106, NFPA 30*		

Fire Protection Systems and Equipment

Audit Item	Expected Finding	Status	Notes / Evidence
Fire extinguisher program	Portable fire extinguishers are provided, mounted, located, and identified per 29 CFR 1910.157. Extinguishers are selected for the type of fire hazard in the area (Class A, B, C, D, K). Travel distances do not exceed 75 feet for Class A and 50 feet for Class B hazards. Monthly visual inspections are conducted and documented. Annual maintenance is performed by a certified technician per NFPA 10. » *Ref: 29 CFR 1910.157, NFPA 10*		
Fire alarm and detection systems	Fire alarm and detection systems are installed, maintained, and tested per NFPA 72. Alarm systems are audible throughout the facility. Smoke and heat detectors are appropriate for the environment and properly located. The system is inspected, tested, and maintained at required intervals (visual monthly, functional testing semi-annually/annually). System impairments are managed with alternative fire watch procedures. » *Ref: 29 CFR 1910.165, NFPA 72*		
Automatic sprinkler systems	If installed, automatic sprinkler systems are maintained and tested per NFPA 25. Weekly/monthly visual inspections of sprinkler heads, piping, and valves are conducted. Main drain tests are performed quarterly. Valve supervision ensures control valves remain open. Sprinkler head clearance of at least 18 inches below the deflector is maintained. System impairments are managed and documented. » *Ref: NFPA 25, 29 CFR 1910.159*		
Standpipe and fire hose systems	If installed, standpipe and fire hose systems are maintained and tested per NFPA 25. Hose connections are accessible and unobstructed. Fire hoses are inspected annually and pressure tested every five years. Standpipe pressure is verified during testing. Fire department connections are accessible, visible, and properly identified. » *Ref: NFPA 25, 29 CFR 1910.158*		

Means of Egress and Life Safety

Audit Item	Expected Finding	Status	Notes / Evidence
Exit routes and signage	Exit routes are maintained free of obstructions per 29 CFR 1910.37 and NFPA 101. Exit doors open in the direction of travel, are not locked from inside, and have panic hardware where required. EXIT signs are illuminated, visible from all points, and maintained. Emergency lighting provides adequate illumination for at least 90 minutes during a power failure per NFPA 101. Exit route capacity is adequate for the occupant load. » *Ref: 29 CFR 1910.37, NFPA 101*		
Fire door maintenance	Fire-rated doors and assemblies are maintained in proper working condition. Self-closing mechanisms function properly. Fire doors are not propped or blocked open (unless held by magnetic hold-open devices connected to the fire		

Audit Item	Expected Finding	Status	Notes / Evidence
	alarm system). Door gaps and clearances meet fire rating requirements. Annual fire door inspections are conducted per NFPA 80. » Ref: NFPA 80, NFPA 101		

Housekeeping and Prevention Practices

Audit Item	Expected Finding	Status	Notes / Evidence
General fire prevention housekeeping	Combustible materials are not allowed to accumulate. Waste and recyclable materials are properly stored and disposed of. Electrical panels have required clearance (36 inches per NEC). Storage does not obstruct sprinkler heads, fire extinguishers, alarm pull stations, or exit routes. Oily rags and flammable waste are stored in approved self-closing metal containers. » Ref: 29 CFR 1910.39(b)(4), NFPA 1		
Electrical safety for fire prevention	Electrical systems are maintained to prevent fire hazards. Extension cords are not used as permanent wiring. Outlets are not overloaded. Damaged wiring, cords, and equipment are repaired or replaced promptly. Ground fault protection is provided where required. Electrical rooms are free of combustible storage. » Ref: 29 CFR 1910 Subpart S, NFPA 70		

Program Review and Documentation

Audit Item	Expected Finding	Status	Notes / Evidence
Inspection and maintenance records	Records are maintained for all fire protection system inspections, testing, and maintenance per NFPA 25 (sprinklers), NFPA 10 (extinguishers), NFPA 72 (alarms), and NFPA 80 (fire doors). Records include date, inspector, findings, and any deficiencies corrected. Deficiency tracking demonstrates timely correction. » Ref: NFPA 10, 25, 72, 80		
Annual program review	The fire prevention program is reviewed at least annually or whenever significant changes occur in facility operations, layout, or hazards. Review evaluates fire hazard assessment currency, control adequacy, equipment maintenance compliance, training completion, and incident/near-miss trends. Review findings drive program improvements. » Ref: 29 CFR 1910.39 [best practice]		

Corrective Actions Summary

#	Finding	Corrective Action	Responsible	Due Date
1				
2				

#	Finding	Corrective Action	Responsible	Due Date
3				
4				
5				

Audit Sign-Off

Auditor Name:

Auditor Signature:

Date Completed:

Reviewed By:

Review Date:

Status Key: C = Compliant | NC = Non-Compliant | NA = Not Applicable | NR = Needs Review