Fire Door Inspection Register and Checklist (UK)

Printable inspection kit for Responsible Persons, landlords and managing agents

Greenwolf Tech Labs

Fire door inspection checklist

Building _____ Date _____ Door ID _____ Floor _____

Location _____ Door type _____ Fire rating (if shown) _____ Inspector _____

#	Check	Pass	Fail	N/A	Notes
1	Door leaf, frame and surrounding wall: no splits, holes, warping or other damage	☐	☐	☐	
2	Not replaced with a non-fire-resisting door; no alterations such as new holes or removed locks	☐	☐	☐	
3	Glass, glazing beads and any side or over panels intact	☐	☐	☐	
4	Letterbox (flat doors) closes firmly and is not jammed open	☐	☐	☐	
5	Hinges have no missing or loose screws; locks, handles and air transfer grilles undamaged	☐	☐	☐	
6	Gaps around the door are not too large (guidance: no more than 4 mm at the top and sides)	☐	☐	☐	
7	Intumescent strips and smoke seals, if present: undamaged, in contact, not painted over	☐	☐	☐	
8	Self-closer: opened fully and released, the door closes fully into the frame	☐	☐	☐	
9	Self-closer: opened to about 15 degrees and released, the door closes and latches	☐	☐	☐	
10	Not wedged or propped open; any hold-open device releases when tested	☐	☐	☐	
11	Fire door signage present where fitted or required by your fire risk assessment	☐	☐	☐	

Overall result: ☐ Pass ☐ Fail: defect raised, ref _____

Comments

Action plan

Issue found	Proposed action	Timescale	Person responsible

Inspector name _____ Job title _____ Signature _____ Date _____