**Fire Extinguisher (Portable) Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

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| Is fire extinguisher located in its approved and communicated place? |
| Is the extinguisher clearly visible or do signs indicate the extinguisher location? |
| Is the extinguisher easily and quickly accessible? |
| Are safety inspections done on a regular basis?  |
| Is the extinguisher cylinder full? (Lifting the extinguisher and estimating is fine) |
| Are the tires, wheels, carriage, hose, and nozzles on wheeled cylinders in good working condition? |
| Were extinguishers checked on initial installation? |
| Are extinguishers checked at least monthly? |
| Is the month and the year inspection marked on the cylinder? |
| Is the inspector’s name or initials marked on the cylinder? |
| Are extinguishers readily available, accessible, and routinely inspected? |
| Are OSHA informational posters mounted in commonly accessible location? |
| Does the safety bulletin board contain up to date information? |
| Are all parts of the extinguisher present, intact, and fit for purpose (including tamper seal, pull pin, pressure gauge and the discharge hose)? |
| Has the extinguisher been inspected by a trained, third-party professional in the past 12 months? |
| Is the information plate or label on the front of the extinguisher is present and legible? |
| If a gauge is present, is the needle in the green section? (Not all extinguisher types have gauges) |
| Is extinguisher securely mounted on a bracket or inside a cabinet and can it be removed quickly and easily? |
| Is the extinguisher visible and easily accessible with 3 ft clearance in all directions? |
| Is the extinguisher rated for the type of fire it may be needed to fight (ABC, D, K)? |

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| CLASS A: Ordinary combustible materials fires |
| CLASS B: Flammable liquids, gas, or grease fires |
| CLASS D: Metal fires |
| CLASS K: Kitchen fires |