

# Fire Door Inspection Checklist

Fire door location: \_\_\_\_\_ Fire door reference \_\_\_\_\_

Date of check: \_\_\_\_\_ Check completed by: \_\_\_\_\_

This form has been designed to help the Responsible Person in a building complete and document fire door safety checks. Complete one checklist for each door. For more information about fire door inspections visit [safelincs.co.uk/fire-door-maintenance](http://safelincs.co.uk/fire-door-maintenance)

## 1. CERTIFICATION

- Locate a certification label or plug on the door**  
This can usually be found on the top edge of the door.
- Locate certification documents - do components on the door exactly match those listed in the documents**  
*Use the selfie setting on your phone camera to find the label.*

## 2. GAPS & SEALS

- Is the gap between the door and the frame the correct size?** It should be between 2mm and 4mm at the top and sides.
- Is the gap under the door the correct size?** It should be no more than 10mm between the door and the floor.
- Are the intumescent seals fitted around the door or frame present & in good condition?**

*Use a Safelincs Gap Gauge to check the size of the gap between the door and frame.*

## 3. HINGES & IRONMONGERY

- Are there at least 3 sets of securely fitted hinges?**  
All the screws should be intact and the same size.
- Does each hinge have a CE mark and a fire identification stamp such as a Certifire mark?**
- Does the fire rating of the hinge, lock and handle match the fire rating of the door?**
- Are the hinges & ironmongery free from visible damage?** Check for dents and missing screws.

*The hinge, door leaf, frame and all components of the fire door set should have the same fire rating.*

## 4. DOOR CLOSER

- Is the door closer in good condition with a CE mark?** Check for signs of damage or disengagement.
- Does the closer shut and latch the door closed from any position?** Check 75mm from closed position.

*The door closer should close the door completely within 25 seconds from any position.*

## 5. DOOR & DOOR FRAME

- Is the fire door free from visible damage?**  
Check for holes or dents.
- Is the frame free from visible damage?**  
Check for dents or missing pieces.
- Have ventilation grilles, door furniture or vision panels been added in line with manufacturers instructions?**

*Modifying the door set in any way after installation could invalidate your certification.*

## 6. SIGNAGE

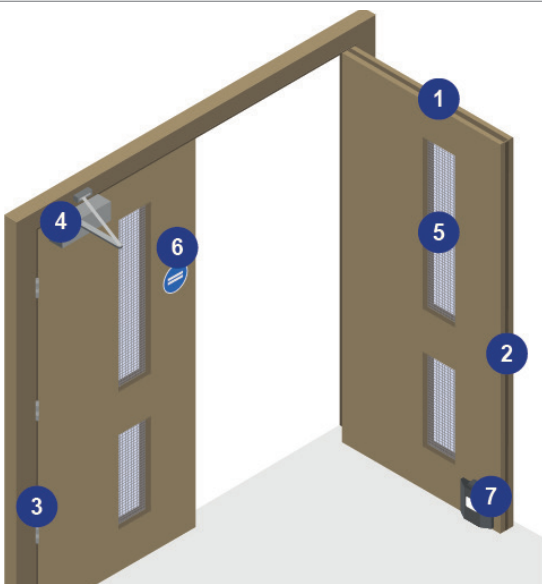
- Does the fire door have the correct signage fitted?**  
Fire doors should be clearly marked.

*Signage may be required on both sides of the door and should be in accordance with BS5499.*

## 7. HOLD OPEN DEVICES eg. Retainers

- Does the hold open device allow the door to close when the fire alarm sounds?**

*Fire doors should never be tied, propped or wedged open. If evidence of this is found, it should be addressed through user education and by fitting a legal device like a fire door retainer.*



## ACTION POINTS

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Whilst Safelincs has made every effort to provide accurate information on the date of creation of this checklist, we cannot accept any liability relating to loss or damage arising from the information contained here. Any action points arising from the check should be attended to as soon as possible. Safelincs do not accept any responsibility for assessing the competency and training of the Responsible Person and their ability to complete this check list.

Need help with fire doors? Contact our friendly team.  
[www.safelincs.co.uk](http://www.safelincs.co.uk) or call 01507 464185.