

Annual Fire Management Plan Review

Emergency Preparedness Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Update site 'Fire and Housekeeping Inspection' checklist to all buildings							
Assess 'Emergency Evacuation Plan and outside meeting place and signage							
Assess the frequency of fire drill based on the following:							
<ul style="list-style-type: none"> • Equipment changes 							
<ul style="list-style-type: none"> • Operational changes 							
<ul style="list-style-type: none"> • Personnel Changes 							
<ul style="list-style-type: none"> • Risk changes 							
Update the 'Plan' based on the above findings							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							

Fire Suppression Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Review and update of 'Fire Suppression' maintenance procedures and testing							
<ul style="list-style-type: none"> • Fire extinguishers 							
<ul style="list-style-type: none"> • Fire alarm systems 							
<ul style="list-style-type: none"> • Fire hydrants 							
<ul style="list-style-type: none"> • Fire suppression systems 							
<ul style="list-style-type: none"> • Fire pump, if applicable 							
<ul style="list-style-type: none"> • Maintenance hoses 							
Assess 'Qualified Employee' identified to monitor fire suppression tasks							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							
Annual fire suppression system inspection completed and documented on tag?							
Fire alarm systems tested annually, if applicable?							
Fire alarm monitored by central station or local bell alarm?							

Portable Fire Extinguishers Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Review fire extinguisher types for the specific area and use category (N.F.P.A. 10)							
Review the map of fire extinguisher locations and type							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							
All extinguishers identified, inspected and accessible (not mounted higher than 5 ft.)?							
Fire extinguishers within 75 feet of all areas of the building? Except special hazards.							
Map is current and accurate – shared with vendor (if applicable)							

Mobile Equipment Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Create preventive maintenance schedule including:							
<ul style="list-style-type: none"> • Inspection of fuel and hydraulic hoses to identify leaks and potential ruptures 							
<ul style="list-style-type: none"> • Inspection for spark causing processes and spark prevention actions 							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							
Check battery disconnect switch to ensure it functions and is off when not in use, if applicable							
Something to discuss the powder packing tight because of the vibrations from being on the machine							

Electrical Systems

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Try to test electrical systems with thermography equipment to identify hot spots, loose connections and overloaded circuits.							
Identify the use of portable heaters and determine if permanent heating is needed							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							

Material Management Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Develop or review Pile Management Plan including the following:							
<ul style="list-style-type: none"> Do material piles have adequate distance apart and drive aisles for emergencies? 							
<ul style="list-style-type: none"> Do material piles have an acceptable height for firefighting access? 							
<ul style="list-style-type: none"> Are possible ignition sources and flammable materials kept separate from piles? 							
<ul style="list-style-type: none"> Are proper fire extinguisher and other fire suppression supplies close by pile? 							
<ul style="list-style-type: none"> Check local zoning codes for material height and access requirements? 							
<ul style="list-style-type: none"> Review site plan for pile size management during shutdown or market fluctuations and update as needed 							
<ul style="list-style-type: none"> Assess and eliminate surplus of hazardous and flammable materials (i.e. compressed gas cylinders, tires, batteries, pallets, etc.) 							
Develop / Review site inbound source-control plan							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							

Safe Work Practices

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Review 'Hot Work' program and adherence when hot work is performed							
Review 'Contractor Control' procedures for site hazards							
Assess site fire extinguisher use tag system and usage logs							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							

Employee Training Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Annual fire department fire prevention planning tour completed?							
Annual fire and evacuation drill for all employee's conducted?							
Annual fire and evacuation drill for all employee's and fire department conducted?							
Incident Command used during fire drills and 'Transfer' of Command practiced?							
Review employee's with Incident Command (ICS-100) training and asses the need for additional employee training							
Review annual employee incipient fire training (OSHA 29 CFR 1910.157)							
Review annual 'Live' extinguisher training for emergency response team, with FD is possible							
Review employee 'Hazard Recognition' and 'Fire Inspection' training regularly							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							

