

SELF-INSPECTION CHECKLIST

The following non-exhaustive list gives site managers, facility managers and H&S managers a concise aide memoire to ensuring their facilities are in good operating condition and that the relevant safety and security equipment is compliant with internal and external regulations.

<i>(additional lines are left blank for specific custom requirements)</i>	Yes	No	N.A.	Remarks
Management				
Are the housekeeping conditions inside and outside of the building acceptable?				
Is yard storage stored at a minimum distance of 10 meters from the building perimeter?				
Are metal waste containers used to of dispose waste?				
Are waste containers closed and stored away from the building perimeter?				
Are staircases, corridors and technical rooms free from storage of combustibles?				
Is the non-smoking policy clearly indicated and adhered to?				
Are the retention basins for the storage of hazardous materials kept clean?				
Are daily back-ups made from the IT system and stored outside of the building complex?				
Is the hot work permit still up to date and applied properly?				
Fire safety provisions				
Are hand fire extinguishers and hose reels checked annually by a certified installer?				
Are hand fire extinguishers and hose reels kept free from storage and readily available?				
Are dry risers checked annually by a certified installer?				
Are safety showers and eyewash stations in good condition?				
Is the automatic fire detection system checked annually by a certified installer?				
Is the automatic fire detection system logbook up to date?				

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Are all manual push buttons accessible and in working condition?				
Is the automatic sprinkler system checked annually by a certified installer?				
Are the sprinkler pumps checked and run for 30 minutes on a weekly basis?				
Is the minimum required clearance underneath the sprinkler heads adhered to?				
Is the sprinkler system logbook up to date?				
Are external hydrants accessible and in working condition?				
Evacuation				
Is the evacuation plan up to date and known by all employees?				
Is the evacuation alarm system operational and checked on an annual basis by a certified installer?				
Is an evacuation drill performed once per year?				
Is the emergency lighting checked and operational?				
Are emergency escape routes clearly indicated and kept free from blockages?				
Are emergency route plans up to date?				
Are the emergency response / fire team members trained?				
Intrusion				
Are locks on doors and windows in good condition?				
Is the vegetation around the building(s) kept low?				

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Is the perimeter lighting functioning properly?				
Is the fence in good condition and closed during idle hours?				
Is a daily closing round performed?				
Is the electronic intrusion detection system checked annually by a certified installer?				
Does the private alarm station perform checks on the (de)activation of the intrusion detection system outside set time frames?				
Are all motion detectors kept free of obstruction?				
Is alarm follow-up by security assured within 15 minutes after an alarm call?				
Buildings				
Is the state of repair of the outer walls acceptable (damages, leakages, etc.)?				
Is the state of repair of the roofs checked (roof cover, water ponding, blocked drainage)?				
Are plants or other vegetation growing on the roof or in the gutters?				
Are gutters kept free from blockages?				
Is the main gas valve kept free for direct access?				
Are fire resistant doors checked on a monthly basis (condition, self-closing, etc.)?				
Is fire proofing of cable penetrations through fire resistant walls in good condition?				

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Technical installations				
Are the heating systems checked annually by a certified installer?				
Are electrical installations checked periodically in line with the European norm NEN-EN 50110?				
Is thermography performed on an annual basis on all electrical systems (transformers, switchgear stations, electrical cabinets)?				
Are the cooling systems checked annually by a certified installer?				
Is the lightning conducting system checked annually by a certified installer?				
Is grounding, earthing and bonding part of the annual checks?				
Is the emergency power supply checked on a monthly basis?				

For any questions as to how to perform such a self-assessment, please contact:

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