

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? | | | | |
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| 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? | | | | |
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| 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? | | | | |
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| Intrusion | | | | |
| Are locks on doors and windows in good condition? | | | | |
| Is the vegetation around the building(s) kept low? | | | | |

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

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