



Monthly Warden Inspections – AS 1851

Month _____

Item	Action Required	Pass/ Fail	Comments
Smoke Doors	Check all doors close correctly		
Exit Signs/ Emergency Lighting	Check illumination by activating the test button		
Exit Doors	Check all doors are free from obstruction and function as required		
Exit Routes	Check all exit routes are clearly identified and free from obstruction		
Fire Doors	Check all doors close as correctly		
Fire Hydrants	Check all are identified and free from obstruction		
Fire Hose Reels	Check that all Fire Hose Reels are free from obstruction and the nozzle interlock in engaged		
Fire Extinguishers	Check all extinguishers are accessible, mounted, signed and fully charged		
Fire Blankets	Check that all blankets are mounted, accessible and signed		
ECO identification	Check all equipment is in good order and accessible		
Manual Call Points	Check all types are accessible		
EWS	Check all Warden phones are operational, accessible and alarms are audible		
Loudhailers	Check accessibility and operation		
Radios	Check accessibility and operations		
Evacuation Diagrams	Check all are in place as per location schedule and are correct		
ECO Members	Check all ECO members are listed, trained and list is current		
Rubbish Disposal	Check rubbish has not accumulated		
Fire Hazards	Check no fire hazards are identified		
Hazardous Materials	Check all materials are in a safe condition, registered		

Inspections conducted by _____

Please print your name

Signature



Six Monthly Warden Inspections – AS 1851

ALL Monthly Inspections	Ensure all monthly inspections are completed		
Distribution and availability of procedures	Check all ECO members, and supply a copy of the documented procedures if required and all EPC directives		
Training Records	Check that all staff, have undergone the required training and documents are available		

Inspections conducted by _____

Please print your name

Signature

Yearly Warden Inspections – AS1851

ALL Monthly Inspections	Ensure all monthly inspections are completed		
ALL six-monthly Inspections	Ensure all six-monthly inspections are completed		
Schedule Training	Check that the required annual training has been conducted for all staff		
ECO training	Check that all ECO members have completed their annual training		
Emergency Management Plan	Check that the EMP has been updated and is current		
Annual Hazard Identification	Check that the annual hazard identification has been completed and itmes noted have been actioned		

Inspections conducted by _____

Please print your name

Signature