

Fire Door Inspection Checklist



The Fire Door Inspection Checklist helps ensure that fire doors meet safety standards by identifying any damage, faults, or compliance issues. Inspectors should check each item, mark it as Pass or Fail, add comments if needed, and sign off once the inspection is complete.

Fire Door Inspection Checklist

Inspection Details

Inspector Name: _____
 Inspection Date: _____
 Location/Building: _____
 Door ID/Number: _____

Signatures & Approval

Inspector Signature: _____
 Supervisor/Manager Signature: _____
 Date of Next Inspection: _____

Inspection items	✔ Pass	✘ Fail	📝 Comments
Door Structure			
Door is free from damage (no cracks, holes, or warping)			
Door is the correct type and appropriately certified			
Seals & Gaps			
Intumescent seals are intact and properly fitted			
Gaps around the door (top and sides) are within 3-4mm			
Gap under the door does not exceed 8mm			
Hinges & Hardware			
Door has at least three fire-rated hinges			
Hinges are secure, undamaged, and free from leaks			
Door closer operates smoothly and fully closes the door			
Latch/lock engages properly without resistance			
Glazing (if applicable)			
Fire-resistant glass is in place and undamaged			
Glazing beads are secure and free from damage			
Signage & Accessibility			
Correct "Fire Door Keep Shut" signage is in place			
Door is free from obstructions and opens easily			
Operational Checks			
Door fully closes onto the latch when released			
Door does not stick, drag, or leave gaps when closed			
No unauthorised modifications (e.g., additional locks, wedges)			