

**FIRE SAFETY LOG BOOK**

**VISITS BY FIRE INSPECTOR**

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| **DATE** | **FIRE INSPECTORS NAME** | **SIGNATURE** | **COMMENTS** |
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**INSPECTION OF FIRE EXTINGUISHERS**

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| **DATE** | **NUMBER** | **INSPECTED OR TESTED** | **SATISFACTORY** | **REMEDIAL ACTION TAKEN** | **SIGNATURE** |
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**FALSE ALARM RECORD**

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| **DATE** | **CAUSE OF ALARM** | **FIRE SERVICE CALLED** | **ACTION TAKEN** | **SIGNATURE** |
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**STAFF TRAINING RECORD**

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| **DATE** | **NAME OF EMPLOYEE** | **TYPE OF INSTRUCTION** | **REVIEW DATE** | **SIGNATURE** |
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**FIRE EVACUATION DRILL RECORD**

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| **DATE** | **PERSONS TAKING PART** | **EVACUATION TIME** | **DETAILS OF DEFICIENCIES AND ACTION TAKEN** | **SIGNATURE** |
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**FIRE RISK ASSESSMENT**

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| **DATE** | **LOCATION** | **SIGNIFICANT FINDINGS** | **ACTION TAKEN** | **REVIEW DATE** | **SIGNATURE** |
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**FIRE RISK ASSESSMENT**

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| **DATE** | **LOCATION** | **SIGNIFICANT FINDINGS** | **ACTION TAKEN** | **REVIEW DATE** | **SIGNATURE** |
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