**Fire Emergency Audit Form**

**Manufacturing Made Easy Ltd**  
**Audit Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Auditor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Facility Audited:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Fire Prevention Measures**

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| --- | --- | --- |
| **Checklist Item** | **Compliance (Yes/No)** | **Comments/Findings** |
| Fire alarms are installed and tested regularly. |  |  |
| Fire extinguishers are placed at key locations and inspected periodically. |  |  |
| Fire exits and evacuation routes are clearly marked and unobstructed. |  |  |
| Flammable materials are stored safely in designated areas. |  |  |
| Electrical equipment is regularly checked for faults. |  |  |
| Employees have received fire safety awareness training. |  |  |

**2. Emergency Response Procedure**

**2.1 If a Fire is Discovered**

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| --- | --- | --- |
| **Checklist Item** | **Compliance (Yes/No)** | **Comments/Findings** |
| Fire alarm system is functional and can be easily activated. |  |  |
| Employees know how to call emergency services (999) and provide necessary details. |  |  |
| Fire extinguishers are accessible, and employees know how to use them. |  |  |

**2.2 Evacuation Procedure**

|  |  |  |
| --- | --- | --- |
| **Checklist Item** | **Compliance (Yes/No)** | **Comments/Findings** |
| Employees understand and follow the evacuation procedures. |  |  |
| Evacuation routes are clear and properly marked. |  |  |
| Fire assembly point in the company car park is designated and used. |  |  |
| Roll call and headcount are conducted properly by Quality Engineer & Senior Engineer. |  |  |
| Employees know not to re-enter the building until emergency services declare it safe. |  |  |

**3. Responsibilities of Quality Engineer & Senior Engineer**

|  |  |  |
| --- | --- | --- |
| **Checklist Item** | **Compliance (Yes/No)** | **Comments/Findings** |
| Quality Engineer & Senior Engineer assist employees in evacuation. |  |  |
| Restrooms, offices, and work areas are checked for remaining persons. |  |  |
| Doors are closed behind to prevent fire spread. |  |  |
| Headcount is performed accurately at the fire assembly point. |  |  |
| Emergency responders are contacted and given the necessary information. |  |  |

**4. Post-Fire Recovery**

|  |  |  |
| --- | --- | --- |
| **Checklist Item** | **Compliance (Yes/No)** | **Comments/Findings** |
| Structural damage is assessed by the Senior Engineer. |  |  |
| Insurance provider is contacted for claims. |  |  |
| Cloud-based data backup (OneDrive) is available and accessible. |  |  |
| A return-to-work plan is developed if the facility is damaged. |  |  |

**5. Fire Drills & Training**

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| --- | --- | --- |
| **Checklist Item** | **Compliance (Yes/No)** | **Comments/Findings** |
| Fire drills are conducted twice a year. |  |  |
| Employees participate in fire safety training annually. |  |  |

**Audit Summary**

**Overall Compliance Status:** ☐ Compliant ☐ Partially Compliant ☐ non-conformities  
**Key Issues Identified:**

**Corrective Actions Required:**

**Next Audit Scheduled for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Auditor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_