

Fire Door Safety Essential Checklist

The Responsible Person can use this form to document the fire door safety checks for the building. Complete one checklist per door. For more information on fire door inspections, email property@cardinus.com.

1. Certification

- Find the certification label or plug on the door, typically located on the top edge.
- Do the components on the door exactly match those listed in the certification documents?
Use your phone camera (selfie-mode) to find the label.

2. Gaps & Seals

- Is the door-frame gap correct? It should be between 2mm and 4mm at the top and sides.
- Is the gap beneath the door within the specified size? It should not exceed 8mm between the door and the floor and be up to 4mm if smoke protection is required.
- Are the intumescent strips and smoke seals around the door or frame present and in good condition?

3. Hinges & Ironmongery

- Are there a minimum of 3 sets of securely installed hinges? Ensure all screws are intact and of the same size.
- Does each hinge have a CE mark and a fire identification stamp like a Certifire mark?
- Does the fire rating of the hinge, lock, and handle align with the door's fire rating?
- Is there any damage to the hinges and ironmongery, including dents and missing screws?

The hinge, door leaf, frame and all components of the fire door set should have the same fire rating.

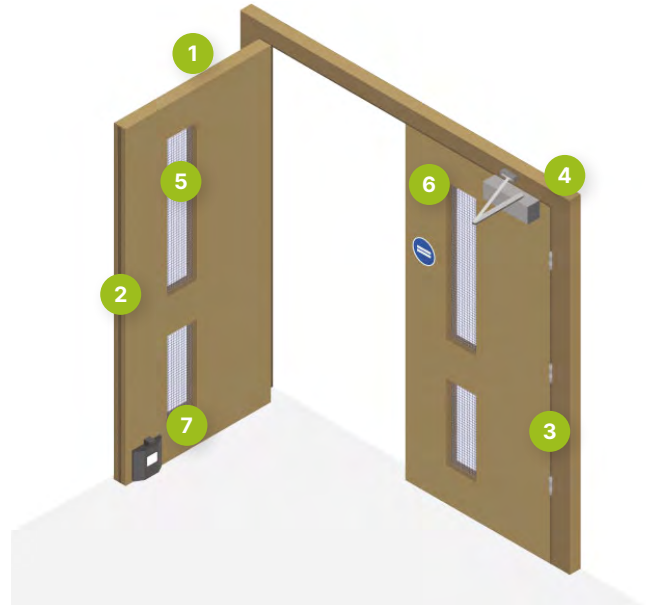
4. Door Closer

- Is the door in good condition and does it carry the CE mark? Check for signs of damage or disengagement.
- Can you close the door fully and latch it closed from any position? Check 75mm from closed position.
The door should fully close within 25 seconds from any position.

5. Door & Door Frame

- Is there any visible damage to the door? Check for holes or dents.
- Is there any visible damage to the door frame? Check for dents or missing pieces.
- Were the ventilation grilles, door furniture, or vision panels installed according to the manufacturer's instructions?

If the door set is modified after the installation this could invalidate your certification.



6. Signage

- Has the correct signage been fitted to the door? Fire doors should be clearly marked. Signage on both sides of the door must comply with BS5499.

7. Hold Open Devices e.g. Retainers

- Does the hold-open device permit the door to close upon activation of the fire alarm?

Fire doors must not be tied, propped, or wedged open. If any instances of this are identified, address them through user education and consider installing a compliant device, such as a fire door retainer.

Action Points



Fire door location:

Fire door reference:

Date of check:

Check completed by:

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