

NORTH WHATCOM FIRE AND RESCUE

FIRE DISTRICT POLICY AND PROCEDURES

Number: 0700.0004.00

Date: 03/16/2017

Area: Facilities

Page: 1 of 3

Subject: Fire Extinguisher Inspections

Approved:

Policy 0700.0004.00

General

Fire extinguishers are a vital part of North Whatcom Fire and Rescue's tool and equipment cache and must be kept in proper working order and at the ready. Extinguishers are often a first line of defense for various types of smaller or incipient fires encountered by our suppression personnel.

Purpose

To ensure the proper operation of fire extinguishers during a fire emergency; to provide a mechanism for rapid identification and replacement of missing, damaged, or undercharged fire extinguishers; and to provide for routine maintenance of fire extinguishers.

Scope

All North Whatcom Fire and Rescue, apparatus and facilities.

POLICY AND GENERAL INFORMATION

1. Fire Extinguisher Inspection

- 1.1. An annual comprehensive inspection is facilitated by each Shift during normal monthly apparatus and/or station inspections.
- 1.2. An annual comprehensive inspection is facilitated by each Shift during normal monthly apparatus and/or station inspections.
 - 1.2.1. During the monthly "cursory" inspection for all fire extinguishers verification that a fire extinguisher inspection tag has been applied to the fire extinguisher, this tag is initialed and dated by the person inspecting the extinguisher annually. Additional tags shall be available through the Support Services Division Chief or his designee. The monthly "cursory" inspection is also recorded on the monthly inspection sheet.
 - 1.2.2. The monthly cursory inspection includes verification of the following items:
 - 1.2.2.1. Serial number and model of specific fire extinguisher noted on the monthly inspection form and/or on the daily / weekly inspection forms for apparatus.
 - 1.2.2.2. Located in its designated location
 - 1.2.2.3. No obstruction to access or visibility
 - 1.2.2.4. Operating instructions on nameplate legible and facing outward
 - 1.2.2.5. Tamper seals not broken or missing

Replaces: New

Revised:

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Date: 03/16/2017

Area: Facilities

Page: 2 of 3

Subject: Fire Extinguisher Inspections

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- 1.2.2.6. Fullness determined by weighting or hefting
 - 1.2.2.7. Examined for obvious physical damage, corrosion, leakage or clogged nozzle
 - 1.2.2.8. Pressure gauge reading or indicator in the operable range or position
 - 1.2.2.9. "Fluff" the powder inside the extinguisher by removing from the bracket rotating 180 degrees, tamping the end until the powder slides within the canister of the extinguisher
 - 1.2.2.10. All extinguishers shall have an inspection tag installed, signed and dated on annual inspection.
- 1.3. When inspection of a fire extinguisher reveals a problematic condition, immediate corrective action shall be taken. It is the responsibility of the inspecting shift officer to ensure that a fire extinguisher is serviced as follows, see section 4 applicable maintenance procedures.

2. Fire Extinguisher Maintenance

- 2.1. Each Shift Officer shall ensure that fire extinguishers receive maintenance in accordance with manufacturer recommendations at least annually or when specifically indicated by an inspection (see section 1.2). Maintenance is a thorough examination that is intended to confirm that a fire extinguisher will operate safely and effectively.
- 2.2. Maintenance includes a thorough examination and any necessary repair or replacement.
- 2.3. Monthly maintenance will normally indicate whether 6 year service or 12 year hydrostatic testing of the fire extinguisher is required.
- 2.4. Maintenance beyond the monthly service inspection and annual inspection shall be performed by a person having available the appropriate servicing manual(s), the proper types of tools, recharge materials, lubricants, and manufacturer recommended replacement parts or parts specifically listed for use in the extinguisher and a certified to service portable fire extinguishers.
- 2.5. Every fire extinguisher shall have a tag or label securely attached that indicates the month and year that maintenance and recharging were performed and identifies the contractor that performed the services. Labels shall not be placed on the front of the extinguisher where they may obscure operating instructions.

3. New Fire Extinguishers

- 3.1. Selection of a fire extinguisher type for a new installation shall comply with all appropriate WAC standards based upon the hazard(s) present.
- 3.2. Department personnel may be asked to perform the actual installation per manufacturer's specifications.

Cancels: New

Revised:

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Number: 0700.0004.00

Date: 03/16/2017

Area: Facilities

Page: 3 of 3

Subject: Fire Extinguisher Inspections

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4. Requests for Service

- 4.1. It is very important that fire extinguishers remain ready for instant use in an emergency. During the Monthly inspection if it is identified an extinguisher is out of service or needs service, submit a service request using the NWFR extranet.
- 4.2. The extinguisher shall be taken out of service and the extinguisher will be taken to the station recording the inspection.
- 4.3. If possible a replacement shall be sent to the station requesting repair as soon as possible and replaced with the same type and size removed.
- 4.4. When submitting the request for repair the following information should be included:
 - 4.4.1. Members name and helmet number
 - 4.4.2. Exact location of fire extinguisher
 - 4.4.3. AP number if found on apparatus
 - 4.4.4. Type, size and serial number of extinguisher
- 4.5. Following the use of a fire extinguisher, the Division Chief of Facilities shall ensure that a replacement extinguisher of the same type and at least equal rating is installed immediately and the spent unit is sent in for recharge, if applicable.

5. References:

- Washington Administrative Code (WAC) 296-24-592 thru 59212)
- Washington Administrative Code (WAC) 296-800-300 thru 30025)
- The most recent edition of "Portable Fire Extinguishers" (National Fire Protection Association Standard 10).

Approved: _____

Chairman, Board of Fire
Commissioners
North Whatcom Fire & Rescue

Date: _____

Cancels: New

Revised: