

Routine fire door visual inspection checklist

Lion Risk Management Solutions — general template, version 1.0

Premises:

Responsible person:

Checked by: _____ **Date:**

Area covered on this sheet:

Important Notice

This checklist is intended solely as a routine visual inspection aid. It is not a fire door survey, does not certify compliance, and must not be relied upon to determine whether a fire door assembly satisfies legal or technical requirements. It cannot confirm door construction, fire-resistance performance, certification, concealed components, frame fixings, or installation quality. Where defects are identified or compliance is uncertain, advice should be obtained from a suitably competent person.

Panel A — Residential buildings in England

Residential buildings in England — checking duties: Regulation 10 of the Fire Safety (England) Regulations 2022 places additional duties on responsible persons for certain multi-occupied residential buildings. For buildings over 11 metres in height — measured by reference to the height of the top storey, as provided by the Regulations — this includes checks of communal fire doors at least every three months and using best endeavours to check flat entrance doors at least every 12 months. This template is a general routine visual-check aid only; users should confirm the duties applying to their building and consult the current legislation and official government guidance.

Panel A2 — Information to residents

A different duty, with a wider reach: Regulation 10 also requires responsible persons to give residents information about fire doors — keeping them shut, not tampering with self-closing devices, and reporting faults. **These information duties are not limited by the 11-metre threshold.** They apply more broadly to relevant multi-occupied residential buildings with common parts. Confirm what applies to your building.

Links carried with both panels:

lionrms.uk/legislation/fire-safety-england-regulations-2022 — the Lion RMS page

gov.uk/government/publications/fire-safety-england-regulations-2022-fire-door-guidance — the official fire door guidance

Panel B — Urgent defects

Urgent defects: Report immediately any fire door that does not close, is significantly damaged, has been removed, cannot be secured where required, or may materially affect the safety of occupants. Follow the premises' escalation arrangements and prevent unsafe reliance on the door until competent advice or repair is obtained.

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Fire door inspection — door 1 of 8

Door reference: _____ Location: _____

Door type: common-part door / flat entrance door / riser or cupboard door / other: _____

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Fire door inspection — door 2 of 8

Door reference: _____ **Location:** _____

Door type: common-part door / flat entrance door / riser or cupboard door / other:

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Fire door inspection — door 3 of 8

Door reference: _____ **Location:** _____

Door type: common-part door / flat entrance door / riser or cupboard door / other:

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Fire door inspection — door 4 of 8

Door reference: _____ **Location:** _____

Door type: common-part door / flat entrance door / riser or cupboard door / other:

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Fire door inspection — door 5 of 8

Door reference: _____ **Location:** _____

Door type: common-part door / flat entrance door / riser or cupboard door / other:

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Fire door inspection — door 6 of 8

Door reference: _____ **Location:** _____

Door type: common-part door / flat entrance door / riser or cupboard door / other:

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Fire door inspection — door 7 of 8

Door reference: _____ **Location:** _____

Door type: common-part door / flat entrance door / riser or cupboard door / other:

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Fire door inspection — door 8 of 8

Door reference: _____ **Location:** _____

Door type: common-part door / flat entrance door / riser or cupboard door / other:

Mark one box only on each line: **Y** where the door is satisfactory on that line, **N** where it is not, **N/A** where the line does not apply to this door. Every line is written so that **Y is the satisfactory answer**. No line asks for a measurement.

#	What to look at	Y	N	N/A	Notes
1	Is the door free from any device holding it open (wedge, hook, extinguisher, tied-back closer)?				
2	Does the door close fully onto the frame from any open position, under its own closer, without binding and without needing a push?				
3	Does the latch engage and hold the door shut?				
4	Are the gaps around the leaf free from anything excessive, uneven or visibly abnormal?				
5	Is the threshold gap free from anything excessive or visibly abnormal?				
6	With the door closed, is the leaf free from daylight showing around or beneath it where daylight should not be visible?				
7	Are intumescent strips and any smoke seals present, continuous, and free from damage or displacement where visible?				
8	Are hinges secure, with no missing or loose screws and no visible metal fatigue?				
9	Is the leaf free from damage, holes, deep gouges, added locks or unfilled fixings?				
10	Is the frame secure and free from damage, and is the architrave intact?				
11	Is any glazing intact, with beading secure and no cracks?				
12	Is signage present and correct for this door (e.g. "Fire door keep shut" / "keep locked")?				
13	For a double door, do both leaves close in the right order and meet correctly?				
14	Is the door free from unauthorised alterations (letterplates, vents, cat flaps, cabling)?				
15	Is the door free from obstruction on both sides?				

Overall: any defect found on this door? Y/N

Does anything about this door require competent advice? Y/N

(a line you could not answer, a defect you cannot judge, or anything that does not look right even though every line above is satisfactory)

Is this an urgent defect under the Urgent defects panel? Y/N

Action taken / reported to: _____ **Date reported:** _____

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Defects and actions log

Date	Door ref	Defect	Reported to	Interim measure	Date resolved	Resolved by	Verified by

What to do about anything you could not answer.

"Not applicable" and "could not see" are different answers. If you could not check something — a concealed seal, the far side of a flat entrance door, a door you had no access to — write that in the notes rather than leaving it blank or ticking it. A gap in the record is more useful than a false tick, because it tells the next person where to look.

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