Fire Door Inspection Report

Professional inspection record • Editable white-label template

REPORT REFERENCE	INSPECTION DATE	OVERALL STATUS
[Report ID]	[DD Month YYYY]	[Good / Advisory / Attention]

01 Site & inspection details

Building / site	[Building name and full address]
Client / responsible person	[Client name and role]
Inspector / company	[Inspector name and organisation]
Inspection scope	[Areas, floors and door sets included]
Access & limitations	[Any inaccessible door sets or exclusions]

02 Executive summary

[Replace with a concise, factual summary of the fire doors inspected, principal deficiencies and recommended next steps.]

Illustrative example — replace before issue

SAMPLE: Six fire door sets were visually inspected in common circulation areas. One door closer did not consistently bring the leaf fully into the frame, and one perimeter seal was visibly damaged. These items require follow-up assessment and remedial action by a competent person. No destructive testing was undertaken.

DOOR SETS REVIEWED	ITEMS REQUIRING ACTION	NOT INSPECTED
[Number]	[Number]	[Number]

03 Assessment legend

RATING	MEANING
Good	No obvious issue observed within the visual inspection scope.
Advisory	Issue noted; monitor or arrange further assessment.
Attention	Defect observed requiring timely corrective action.
Not inspected	Unable to assess; record the reason and arrange access.

04 Door identification & inspection schedule

Duplicate rows as needed. Record each door set separately and identify its location unambiguously.

DOOR ID / LOCATION	TYPE / LABEL	CONDITION	NOTES
[FD-01 / Ground-floor corridor]	[Rating / markings if visible]	[Good / Advisory / Attention]	[Observation]
[FD-02 / Stairwell]	[Rating / markings if visible]	[Good / Advisory / Attention]	[Observation]
[Add row]	[Details]	[Rating]	[Notes]

05 Visual inspection observations

Complete the following for each inspected door set. These are inspection prompts, not a certification of compliance.

Door leaf & frame

Condition: [Good / Advisory / Attention / Not inspected] | Door ID: [FD-__]

Observation: [Describe what was actually seen or tested.]

Recommended action: [Record action, responsible person and timeframe.]

Gaps & clearances

Condition: [Good / Advisory / Attention / Not inspected] | Door ID: [FD-__]

Observation: [Describe what was actually seen or tested.]

Recommended action: [Record action, responsible person and timeframe.]

Intumescent & smoke seals

Condition: [Good / Advisory / Attention / Not inspected] | Door ID: [FD-__]

Observation: [Describe what was actually seen or tested.]

Recommended action: [Record action, responsible person and timeframe.]

Hinges, locks & ironmongery

Condition: [Good / Advisory / Attention / Not inspected] | Door ID: [FD-__]

Observation: [Describe what was actually seen or tested.]

Recommended action: [Record action, responsible person and timeframe.]

Self-closing device & latching

Condition: [Good / Advisory / Attention / Not inspected] | Door ID: [FD-__]

Observation: [Describe what was actually seen or tested.]

Recommended action: [Record action, responsible person and timeframe.]

Signage & surrounding conditions

Condition: [Good / Advisory / Attention / Not inspected] | Door ID: [FD-__]

Observation: [Describe what was actually seen or tested.]

Recommended action: [Record action, responsible person and timeframe.]

06 Defects & corrective actions

REF	DOOR / ISSUE	PRIORITY	RECOMMENDED ACTION
SAMPLE-01	FD-02 — closer does not reliably latch	Attention	Arrange competent inspection and adjustment or repair.
SAMPLE-02	FD-04 — damaged perimeter seal	Advisory	Arrange assessment and replacement where appropriate.
[Add ref]	[Door ID / observed issue]	[Priority]	[Action and target date]

SAMPLE entries above are illustrative only. Delete or replace all sample findings before issuing this report.

07 Photographic evidence

PHOTO REFERENCE / IMAGE	CAPTION / OBSERVATION
[Insert photograph FD-01-A here]	[Door ID, location, view and relevant observation]
[Insert photograph FD-02-A here]	[Door ID, location, view and relevant observation]

08 Limitations & next steps

[State the visual inspection limitations, inaccessible areas, testing exclusions, documents reviewed and any specialist follow-up required.]

This template is a reporting aid only. Findings and any compliance conclusions must be made by an appropriately competent inspector, using applicable requirements and the agreed inspection scope.

09 Inspection record

INSPECTOR	CLIENT / REPRESENTATIVE
Name: [Name]	Name: [Name]
Signature: [Signature]	Acknowledgement: [If applicable]
Date: [Date]	Date: [Date]

Editing guide: [Square brackets] = editable fields. “SAMPLE” = illustrative content to replace. Duplicate inspection rows and photo blocks as required.