FIRE DOOR INSPECTION CHECKLIST

18 checks in plain English, each with its source. For the 3-monthly communal door checks and the 12-monthly flat entrance door checks under regulation 10.

unibuild.co.uk/checklists/fire-door-inspection/ · Published 28 November 2026 · Last reviewed 28 November 2026

PROJECT / SITE	PREPARED BY	DATE

Tick only what you can evidence today. Where you cannot, put the owner and the date on the note line and it becomes an action rather than a gap.

Reg statutory duty, regulation named on the row **Good practice** asked for, but not statute

SECTION 1 OF 4

Before the door

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Which doors, how often, and which door this is

01 ☐ **Check frequency known for this door** — FSER 2022 Reg 10

Communal fire doors: at least every 3 months. Flat entrance doors: best endeavours, at least every 12 months. Applies where the top storey is above 11m.

Evidence, owner, date .....

02 ☐ **Door identified on the record** — Good practice

Floor, location and a door reference, so the record names one door rather than "third floor doors". A label on the door lets the next check find the same one.

Evidence, owner, date .....

03 ☐ **Fire resistance rating visible** — HO guidance 6.7a

A modern fire door should show its rating on a label or plug. If there is none, record it: the fire risk assessment decides what it means.

Evidence, owner, date .....

04 ☐ **Not replaced with a non-fire door** — HO guidance 6.7a

The flat entrance door has not been swapped by a resident for a new door that is not fire resisting.

Evidence, owner, date .....

NOTES AND ACTIONS

Free, no sign-up. Tick it on screen and save a dated record instead.
Free to use, copy, change and share, with no conditions and no credit needed.

A starting point for your own review, not legal advice. Check it against the current regulations and HSE guidance.

SECTION 2 OF 4

The door and its fittings

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What you can see with the door shut

05 ☐ **Leaf, frame and wall undamaged** — HO guidance 6.7c

No splits in a timber leaf, no holes where a lock has been removed, the frame secure in the wall, and no alterations that could affect fire resistance.

Evidence, owner, date .....

06 ☐ **Fire-resisting glazing intact** — HO guidance 6.7d

No cracked or missing fire-resisting glass, and the glazing system around it complete.

Evidence, owner, date .....

07 ☐ **Letterbox closes** — HO guidance 6.7b

Firmly closed and not jammed open. A new letterbox must be suitable for a fire-resisting door and fitted by a specialist contractor.

Evidence, owner, date .....

08 ☐ **Hinges and ironmongery sound** — HO guidance 6.7e

No missing or loose hinge screws and no obvious defect in the hinges, ventilation grilles or air transfer grilles fitted to the door.

Evidence, owner, date .....

SECTION 3 OF 4

Gaps, seals and closing

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A door that does not close will not hold back smoke

09 ☐ **Gaps at the sides and top** — HO guidance 6.7g

No more than 4mm between the door and the frame, the industry standard the guidance cites. A gap tester card makes it quick.

Evidence, owner, date .....

10 ☐ **Gap at the bottom** — HO guidance 6.7g

As small as practicable, without the door snagging on the floor if it drops slightly on its hinges.

Evidence, owner, date .....

11 ☐ **Intumescent strips and smoke seals** — HO guidance 6.7f

Undamaged, in contact with the door edge or frame, and not painted over. Where they were never fitted, the fire risk assessment decides.

Evidence, owner, date .....

12 ☐ **Closes fully from fully open** — HO guidance 6.7h

Open the door fully and let it go. It closes fully into the frame, overcoming the latch and any friction with the floor.

Evidence, owner, date .....

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13 ☐ **Closes fully from about 15 degrees** — HO guidance 6.7h

Open it to around 15 degrees and let it go. The same result: fully into the frame, latched.

Evidence, owner, date .....

14 ☐ **Hold-open devices and selectors work** — HO guidance 6.10

A door on a magnetic hold-open closes when the test button is used, rather than being pulled off the magnet. A door selector on a pair works correctly.

Evidence, owner, date .....

15 ☐ **Fire door signs in place** — ADB App C

Fire door keep shut, keep locked or automatic fire door keep clear, as the door requires, where Approved Document B asks for a sign.

Evidence, owner, date .....

SECTION 4 OF 4

The record

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Written against the door, with the action that followed

16 ☐ **Faults reported and put right** — RRO 2005 Art 17

Each fault written against the door and passed to the responsible person. Repairs by a competent contractor as soon as reasonably practicable.

Evidence, owner, date .....

17 ☐ **No-access attempts recorded** — FSER 2022 Reg 10

Where a flat entrance door could not be checked, every attempt to gain access is recorded with its date, with the correspondence kept.

Evidence, owner, date .....

18 ☐ **Record signed, dated and kept** — Good practice

Who checked, when, what was found and what followed, kept so the next check starts from it.

Evidence, owner, date .....

SIGN-OFF

CHECKED BY	SIGNATURE	DATE

NOTES AND ACTIONS

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