

This fire prevention / fire protection competency self-assessment is a management tool for implementing practical actions to improve fire safety at the workplace. It is based on the Fair Labor Association's Foundational Fire Safety Competency List. This self-assessment is applicable for all workplaces regardless of their level of economic development.

Managers, supervisors, workers' representatives, members of the health and safety committee, the occupational safety and health officer, the fire safety officer, and workplace fire safety facilitators should be involved in the completion of this assessment and identification of priorities for action. For certain elements, it is also advisable to involve local emergency authorities such as the local fire brigade.

The assessment team, in concert with the occupational safety and health committee, may also wish to consider additional items to improve fire protection at the workplace.

This competency self-assessment should be translated into local language(s).

#### **How to use this tool:**

Assign a team of people to carry out the assessment exercise based on the above list. The team then should go through the following steps:

1. Review the items with the team. Clarify any items necessary.
2. Plan to review the entire enterprise either using the whole team at once (in a small or medium-sized enterprise) or dividing areas to be checked among the team.
3. Walk through the plant and complete the assessment.
  - Look carefully at each item.
  - Look for a way to apply the item.
  - If needed for clarity, ask the supervisor or workers in the area questions relevant to the items.
  - Initially check **No** (no action needed) or **Yes** (action needed).
  - Add comments, suggestions or reminders under remarks.
4. After completing the initial assessment, individually review items marked **Yes**. Mark the ones that are critical or important as **Priority**.
5. Ensure that all items are marked **No** or **Yes**.
  - Some items marked Yes will be **Priority**.
  - Any item that is not applicable should be marked **No** as no action is needed.
6. Immediately after completion of the assessment, prepare suggestions to present to management. These suggestions should address what action should be taken, by whom and when.
7. If necessary, the assessment team should seek clarification from fire protection specialists at the local fire brigade, the labour inspectorate, occupational safety and health institutes, national safety organizations or national fire protection associations. The sourcing brand may also have individuals with specialized knowledge in applying some of these competency items.

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Policies, directives and procedures		Action Needed	Priority	Comments
1.	Establish a company policy that requires the factory manager be fully responsible for safely operating and maintaining the facility, including all aspects of occupational safety, health and fire safety.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
2.	Ensure company policy includes provisions to protect the safety of all employees, contractors and visitors, and protect the facility premises from the dangers of fire.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
3.	List in the job descriptions of all managers, supervisors and employees their responsibilities to prevent, identify and control hazards and risks leading to occupational accidents, fires and explosions.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
4.	Ensure these measures to prevent and identify fire risks and hazards are included in the agreements for contractors and in the conditions for visitors to the site.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
5.	Create a standing item on the agenda of the facility's occupational safety and health committee that addresses all aspects of fire safety including fire hazards, fire risks, emergency evacuations, and employee head count in emergencies.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

6.	Appoint a fire safety officer who reports directly to the occupational safety and health manager and is responsible for developing the fire safety program in compliance with local fire safety legislation and codes.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
7.	Ensure the fire safety officer regularly holds evacuation drills; provides training regarding the proper storage, use and disposal of combustible and flammable materials; reviews the status and location of automated fire alarm and fire suppression systems; and provides fire extinguisher training to designated employees.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
8.	Require that fire safety programs be in compliance with any policies of the brand that the facility contracts with, if applicable.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
9.	Require the plant manager, occupational safety and health manager and the fire safety officer be up-to-date with any local or national requirements related to fire safety and the policies of the brand they contract with, when applicable.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
10.	Establish and enforce rules that promote fire safety awareness among employees, contractors and visitors.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

11.	Establish and enforce regulations that ensure access to at least two marked, clear, lighted, unobstructed and unlocked emergency evacuation routes from every workstation to an external assembly point outside of the building.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
<b>Risk assessment</b>				
		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
12.	Ensure that fire risk assessments and updates are carried out on a regular basis.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
13.	Require that a person who has the necessary knowledge and skills carry out fire risk assessments.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
14.	Establish and maintain a method to identify areas for improvement in fire safety, fire prevention, evacuation and extinguishment.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
15.	Make sure that all identified improvement areas are captured in an action plan so they can be corrected or eliminated.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

Emergency action planning		Action Needed	Priority	Comments
16.	Develop and regularly update an emergency and contingency plan that describes the roles of employees related to fire or other emergencies.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
17.	Ensure that the emergency action plan clearly defines roles and responsibilities to prevent, minimize and recover from an event such as a workplace fire or other emergency.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
18.	Plant manager develops and maintains relationships with local emergency services personnel.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
19.	Conduct emergency planning with local emergency services officers.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
20.	Ensure that emergency services officers have access to factory premises 24 hours a day, 7 days a week.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
21.	Identify fire hazards and risks with local emergency services officers, including potential dangers during fire and rescue operations.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
22.	Create an action plan with local emergency services officers detailing how the workplace fire brigade and municipal fire brigade will work together.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

23.	Encourage local emergency services officers to participate in factory's evacuation and employee accountability drills at least once a year.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
24.	Identify onsite individuals who will guide and advise the local fire ground commander on emergency-related issues.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
<b>Structures</b>				
		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
25.	Ensure all buildings and structures are of solid construction to prevent the spread of smoke or fire.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
26.	Ensure all floors, roofs, stairways, fire escapes, firewalls and internal and external doors are well designed to support the full evacuation of all employees, contractors and visitors.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
27.	Require that all work stations have access to at least two marked, well-lighted emergency evacuation routes with unlocked exit or fire doors that open outward in the event of an emergency evacuation and lead to an external assembly area.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

<b>Automated systems</b>				
		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
28.	Establish and maintain procedures to regularly inspect, test, maintain and ensure fully operational automatic fire detection, alarms, extinguishment and smoke removal systems.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
29.	Provide and test manual backup for each system in the event of failure.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
30.	Ensure that all automated systems or features are designed and installed in accordance to local or international standards.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
31.	Confirm that automated systems are appropriate for the hazard(s) they are designed to protect.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
<b>Emergency evacuation (life safety)</b>				
		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
32.	Confirm every workstation, break area, canteen and other areas of the facility has evacuation maps indicating a primary and secondary emergency evacuation route from the location to an external assembly point.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	



33.	Ensure that all emergency evacuation routes are marked and have no barriers or obstacles preventing exit.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
34.	Ensure that all emergency evacuation routes are equipped with emergency lighting that continues to function in the event of power failure.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
35.	Create emergency evacuation routes that do not pass through or are in close proximity to any hazardous area.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
36.	Require that doors in the evacuation route are equipped with panic hardware and remain unlocked.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
37.	Install a fully operational evacuation alarm that everyone can see and hear, taking into consideration regular noise levels in the factory.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
38.	Establish and maintain a program to regularly inspect, test and maintain the evacuation alarm.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
39.	Install, maintain and test a backup evacuation alarm system.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
40.	Require at least one designated and marked external assembly point in a safe, sheltered area away from where operations occur.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

41.	Develop, implement and maintain a system to account for everyone in the factory (including visitors) once they reach the external assembly point.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
42.	Ensure this system includes a way to report to emergency operations the names and last-seen location of anyone that cannot be accounted for.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
43.	Test this system through evacuation drills.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
44.	Post a sign in local languages in all lifts prohibiting use of lift in case of fire.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
45.	Develop, implement and test a system to ensure each disabled employee is assisted by an individual from his or her workstation to the external assembly point.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
46.	Select, train and conduct regular drills with a group of emergency evacuation wardens to ensure all employees are able to evacuate their work areas to the external assembly point.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
47.	Ensure there is a sufficient number of fire evacuation wardens on each working shift to cover each area.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
48.	Provide these wardens with specifically marked clothing such as an orange or yellow vest.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

Fire hazards and risks		Action Needed	Priority	Comments
49.	Establish and maintain a system to identify and eliminate fire hazards and risks using a hierarchy of controls ranging from a top priority of eliminating the risk, to the lowest priority of providing personal protective equipment.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
50.	Develop and maintain a day-to-day operational approach to removing combustible or flammable materials using adequate housekeeping measures (e.g., removal of dust, clearing away unused equipment or material, preventing waste from accumulating, and using covered waste bins).	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
51.	Require that hazardous material such as flammable and combustible liquids, solids or gases are handled and stored safely in specifically designed containers and areas, in accordance with national legislation or material safety data sheets – whichever is stricter.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
52.	Develop and maintain a day-to-day operational approach to preventing the sparking of fires from sources of heat such as open flames, electrical resistance or sparking and arcing, radiant heat from the sun, hot surfaces, cutting and welding, smoking, heat or sparks generated by friction, and spontaneous combustion.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

53.	Select, install, inspect and maintain fully operational fire fighting equipment that is appropriate for the hazard in the area.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
54.	Require that all fire fighting equipment is continually unobstructed, clearly marked, easily accessible and easy to use, with clearly posted instructions in local languages.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
55.	Require all employees designated to use this equipment as part of the fire brigade receive regular training on its use.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
56.	Train and continually refresh training for employees on the safe use of fire extinguishers based on the hazards in their respective areas.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
<b>Training</b>				
		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
57.	Establish and maintain a system to train new employees in emergency evacuation, with mandatory refresher trainings twice a year and at least one drill per year to evacuate and account for employees at the external assembly point.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
58.	Develop and implement fire prevention training for all new employees, with annual refresher training emphasizing the removal of ignition and heat sources that could cause fires.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

59.	Develop and implement training for new employees on the selection and use of fire extinguishers, with an emphasis on when to use an extinguisher and when to evacuate.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
60.	Develop, implement and maintain a system to refresh training for employees on the selection and use of fire extinguishers, emphasizing when to use an extinguisher and when to evacuate.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
<b>Emergency operations: Emergency operations center</b>				
		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
61.	Designate and prepare for an on-site emergency operations command point in a safe area outside of the facility.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
62.	Establish and maintain procedures to staff an emergency operations command point with the company manager, their designee, and others to assist local emergency services in managing and minimizing the impact of the emergency.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
63.	Provide a system to ensure that managers and designated staff bring any communication equipment and necessary files (e.g., emergency plans, material safety data sheets) as part of the evacuation plan.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

<b>Emergency operations: workplace fire response team</b>		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
64.	Establish, implement and maintain a system of employee action to address emergencies ranging from evacuation-only, to providing a fully equipped in-plant fire brigade response.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
65.	Determine necessary capacity of internal workplace fire response team in consultation with local fire brigade.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
66.	Select and continually train a group of employees to serve as fire wardens and support the evacuation of colleagues when it is safe to do so.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
67.	Train this group to provide first aid, fight fire in its beginning stage, support evacuation, and guide external emergency services when appropriate – while using appropriate personal protective equipment.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
68.	Establish a fully equipped, in-house, full-time or on-call industrial rescue and fire fighting unit.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
69.	Develop and maintain protocols and procedures for defining operations and limits of individuals selected for this group.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
70.	Ensure adequate, continuous training on evacuation and firefighting techniques to support full evacuation.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

71.	Ensure training includes safety in firefighting; special hazards; working with automatic extinguishment systems; selection of extinguishment media; adequate personal protective equipment; and leadership training for selected individuals.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
72.	Develop and maintain a program to ensure health and fitness of the workplace fire response team.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
<b>Inspection</b>				
		<b>Action Needed</b>	<b>Priority</b>	<b>Comments</b>
73.	Develop and maintain a system in cooperation with the safety and health committee to designate competent individuals to regularly check that emergency exits and escape routes are completely unobstructed on each shift.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
74.	These individuals regularly ensure that all firefighting equipment is clearly marked, unobstructed and in serviceable condition.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
75.	These individuals regularly ensure operation of automatic fire detection, alarms, extinguishing systems and smoke evacuation systems.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	
76.	Require continuing monitoring to control potential sources of heat and fuel.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	

Preparedness		Action Needed	Priority	Comments
77.	Develop, implement and maintain a system to integrate emergency management and business continuity programs to help facility recover from fire or other events that may interrupt the production chain.	Do you propose action? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> <b>Priority</b>	