

FIRE PROTECTION · ROUTINE SERVICE

Portable Fire Extinguishers — Yearly

Annual routine service record aligned to AS 1851-2012 — Portable fire extinguishers

SITE / BUILDING	ADDRESS	CONTRACT NO.	SERVICE YEAR
TECHNICIAN	ACCREDITATION / LICENCE NO.	DATE OF SERVICE	REPORT NO.
NO. OF EXTINGUISHERS	PREDOMINANT TYPES (ABE / CO2 / WET CHEM)	NEXT PRESSURE TEST DUE	

P Pass / compliant **F** Fail / defect raised **N/A** Not applicable / not fitted

Tick the applicable box for each item and record test values / defects in Comments.

1 Location, access & signage

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Extinguisher in its designated location, accessible; signage correct	☐	☐	☐	
2	Mounting, bracket / stand and height correct; ID number present	☐	☐	☐	

2 External & mechanical service

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Cylinder, valve, hose / horn and handle inspected for damage and corrosion	☐	☐	☐	
2	Hose / nozzle removed, inspected internally and cleared	☐	☐	☐	
3	O-rings / seals and discharge mechanism inspected	☐	☐	☐	
4	Anti-tamper indicator and safety pin replaced as required	☐	☐	☐	

3 Charge, weight & pressure

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Extinguisher weighed; charge verified against the marked values	☐	☐	☐	
2	Pressure gauge verified / cartridge weighed (where applicable)	☐	☐	☐	
3	Recharged where below tolerance	☐	☐	☐	

4 Type, suitability & service life

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Type appropriate to the hazard / classification at the location	☐	☐	☐	
2	Within service life; date of next pressure test / replacement noted	☐	☐	☐	

5 Records & restoration

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#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Defects recorded; defective units removed from service and replaced	☐	☐	☐	
2	Durable yearly service label completed and attached	☐	☐	☐	
3	Logbook / service record updated	☐	☐	☐	

 Defects, Notes & Sign-off

Outstanding defects / non-conformances raised this service:

TECHNICIAN NAME & SIGNATURE

ACCREDITATION / LICENCE NO.

DATE COMPLETED

Guidance only. This checklist is a practical guide to the yearly (annual) routine service of portable fire extinguishers under **AS 1851-2012, Section 10**. The periodic **pressure (hydrostatic) test** — typically 5-yearly — is a separate procedure carried out at its own interval; record the next-due date. Applicable items vary with extinguisher type and baseline data. Always service to the manufacturer's requirements and the current edition of the Standard. This document does not replace a competent, accredited assessment.