

Fire door inspection record

One sheet per door



Sheet ____ of ____

DOOR IDENTIFICATION

Site / client	
Building	
Level	
Door reference	
Location / description	
Date of inspection	
Inspector	
Access achieved (full / limited / none)	

DOOR SPECIFICATION

Door type (single / double leaf, with or without vision panel)	
FD rating required for this location	
FD rating of the installed door set	
Rating sufficient? (yes / no)	
Certification evidence (label, plug, data plate, or notional)	
Leaf dimensions and thickness	
Opening direction	
Door and frame material	

CONDITION CHECKS

Mark each check P (pass), F (fail) or N/A. Every fail needs a comment, a photograph and a remedial action — a bare cross is not a defensible record.

CHECK AND WHAT TO RECORD	P / F / N/A
1. Door & Frame Condition Damage, warping, delamination, unauthorised alterations, and that leaf and frame are compatible.	
2. Hinges Usually three per leaf, firmly fixed, all screws present, no fatigue or binding.	
3. Seals Intumescent and smoke seals present, continuous, correctly sized, undamaged and not painted over.	
4. Closer Closes the leaf fully onto the latch from any angle, including from a 75mm hold-open test.	
5. Lock Set Latch engages and holds the leaf closed; ironmongery secure and operating.	
6. Glazing Fire-rated glass, intact beading and seals, fire-rating marking visible.	
7. Signage Correct variant on the correct faces — keep shut, keep locked, or automatic keep clear.	
8. Gaps Measured with a gauge at the head and both stiles — typically 3mm, commonly quoted as 2–4mm.	
9. Threshold Gap The gap under the leaf — often up to 8mm, but nearer 3mm where cold smoke sealing matters.	

OUTCOME

Overall result (pass / fail)

Door requires replacement (yes / no)

Remedial actions and priority

Photographs taken (references)

Inspector signature

Free fire door inspection template from AssessHub, fire door inspection software for UK teams. Run these same nine checks on a phone with no signal, attach the photographs to the door as you take them, and produce the register and remedial action plan in one click — assesshub.co.uk/fire-door-inspection-software