

Self-inspection checklist

Managing fire hazards in the kitchen

Please note: This is a Vero Insurance sample template only.

Company/Division:	
Performed by:	
Location	
Date:	

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

Risk:

Consider the extreme environment.... open flames, high temperatures, boiling liquids, flammable gases and combustible fuels to name but a few of the fire related hazards within a kitchen.

Fire extinguishers and fire blankets



Use the 'Inspection and maintenance of fire extinguisher and fire blankets' Checklist.

(Insert your own photograph of an acceptable standard)

Cooking area exhaust system cleanliness



Flare-up fires on the stove top rise with ease and impinge upon filters which are laden with oil and grease. The fire is drawn through the filter pads and into the metal ductwork where further waste oil and grease residue is ignited. If the residue continues along the ductwork the fire could progress beyond the kitchen.





(Insert your own photograph of an acceptable standard)

		Yes	No	N/A	Comments	Completed (date)
	The filters, range hood, gutters and plenum above the cooking areas are clean (daily checks are conducted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cooking area exhaust system cleaning programs						
	As the kitchen is in use 12 to 16 hours per day, a professional cleaning company inspects and cleans the kitchen exhaust canopy, filters and ductwork every 3 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	As the kitchen is in use 6 to 12 hours per day, a professional cleaning company inspects and cleans the kitchen exhaust canopy, filters and ductwork every 6 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	As the kitchen is in use 2 to 6 hours per day, a professional cleaning company inspects and cleans the kitchen exhaust canopy, filters and ductwork every 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Gas supply shut-off valve						
 <p>A gas shut off valve should be installed outside the kitchen area and positioned to allow for easy access.</p> 		<p>(Insert your own photograph of an acceptable standard)</p>				
		Yes	No	N/A	Comments	Completed (date)
	A gas shut off valve is installed outside the kitchen area and positioned to allow for easy access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	The valve remains clear and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	A sign depicting 'Emergency gas shut off valve' is posted in a prominent position near the valve for easy identification and remains legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	An arrow indicating the direction to shut the valve is posted in a prominent position near the valve for easy identification and remains legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Staff are familiar with the valve location and use in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Automatic fire suppression system						
 <p>Gaseous based or wet chemical fire suppression systems installed in the hood and or ductwork of the exhaust system over cooking surfaces.</p>		<p>(Insert your own photograph of an acceptable standard)</p>				
		Yes	No	N/A	Comments	Completed (date)
	A gaseous based or wet chemical fire suppression systems is installed in the hood and or ductwork of the exhaust system over cooking surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Discharge nozzles are clear to allow free discharge of suppressant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	 <p>Manual discharge station is clearly visible, unobstructed and sign posted</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Suppressant bottles are in an area clear of all combustibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	System tested and maintained as per Australian standard, with log books updated e.g. every 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All kitchen staff are trained in the operation of the fixed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	fire extinguishing system installed in the kitchen					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Refrigerators/freezers/cool rooms						
	Refer to 'Inspection and maintenance of refrigeration systems' Checklist.	(Insert your own photograph of an acceptable standard)				
		Yes	No	N/A	Comments	Completed (date)
	Refrigerators/freezers/cool rooms are appropriately labelled (i.e. freezer...cool room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Freezers and cool rooms have well maintained emergency door releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Seals on doors are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Temperature monitoring is working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Insulated sandwich panels: refrigerators/freezers/cool rooms						
	Use the 'Risk control for combustible insulated sandwich panel' Checklist.	(Insert your own photograph of an acceptable standard)				

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.