

Fire Damper Compliance Self Assessment Checklist



Company Information

Building/Facility Name: _____

Address: _____

Completed By: _____

Role/Title: _____

Date: _____

Section 1 - General Awareness

- I understand what fire dampers and smoke dampers are and their life-safety purpose
- I know where fire/smoke dampers are installed in the building (walls, floors, shafts, fire barriers)
- I have access to drawings or records showing damper locations
 - Not Sure

Section 2 - Processes & Procedures

- A fire damper register or inventory exists
- Each damper had a unique identification number or label
- Installation records are available
- Inspection and testing reports
- Records show inspections have been carried out at required intervals
- Previous deficiencies have documented corrective actions

Section 3 - Inspection & Testing Frequency (UK)

- Fire dampers were inspected at commissioning
- Fire dampers are inspected at least every 12 months or more frequently in vulnerable or dirty areas, in accordance with BS 9999 and industry guidance
- Smoke dampers are inspected at least every 12 months or more frequently in vulnerable or dirty areas
- Motorised/automated fire dampers are tested at least every 12 months
- Inspections are carried out by a competent person (e.g. third-party certified company, BSEFSD)
- Inspection frequency has been increased where risk assessment requires

Section 4 - Physical Condition (Visual Checks Only)

- Dampers are accessible for inspection and maintenance
- Access doors are present, visible and unobstructed
- No permanent obstructions block damper blades
- No visible damage, corrosion, or missing components
- Damper labels are legible
- No penetrations, cables, or services interfere with damper operation

Section 5 - Installation Compliance (High Level)

- Dampers appear installed within fire-rated walls or floors
- Fire stopping around sleeves appears intact
- Retaining angles/mounting hardware appear present
- Breakaway duct connections appear to be used where required
- No obvious field modifications are visible

Section 6 - Operational Status (Based on reports)

- Latest inspection reports confirm dampers fully close and reset correctly
- Fusible links (where fitted) are the correct rating and have been replaced after testing
- Motorised dampers fail safe on power loss
- Actuators, controls and fire alarm interfaces operate correctly
- Any failed dampers have been repaired or replaced without delay after testing
- Actuators and controls (if applicable) operate correctly
- Any failed dampers have been repaired or replaced

Section 7 - Risk Indicators (Answer YES/NO)

- Are there areas where dampers cannot be accessed? YES NO
- Are inspections records missing or incomplete? YES NO
- Have building works occurred since last inspection? YES NO
- Have dampers ever failed an inspection? YES NO
- Are you unsure if inspections meet current code requirements? YES NO

Section 8 - Overall Self-Assessment

- Based on this checklist, I believe our fire dampers are generally complaint
- Based on this checklist, I believe professional inspection or remediation is required

Declaration

I confirm this checklist has been completed to the best of my knowledge and is intended for internal review only

Name: _____

Signature: _____

Date: _____

Notes/Actions Required

****Important Notice:** Completion of this checklist does not confirm legal compliance. Under the **Regulatory Reform (Fire Safety) Order 2005**, the *Responsible Person* must ensure fire dampers are inspected, tested and maintained by a competent person, with suitable records kept and made available to enforcing authorities.