



METHOD STATEMENT: Fire Extinguisher – Service Engineer

Procedure

The servicing of Fire Extinguishers in accordance with **BS 5306 part 3:2009** and **BS 5306 part 8:2012**.

"20-point Check List (commissioning, basic service, extended service & recharge)"

- 1 Check areas for correct extinguisher siting
- 2 Check risk suitability
- 3 Check for tampering or use
- 4 Check for external corrosion and damage
- 5 Check correct labelling
- 6 Check mass
- 7 Check pressure gauge (*where applicable*)
- 8 Check contents level as applicable (*where applicable*)
- 9 Check for internal corrosion and damage (*where applicable*)
- 10 Check internal lining for defects (*where applicable*)
- 11 Check cartridge mass/type/age as applicable (*where applicable*)
- 12 Check diptube and strainer as applicable (*where applicable*)
- 13 Check striker mechanism as applicable (*where applicable*)
- 14 Check hose/horn for wear, damage or blockage
- 15 Fit new seals/washers
- 16 Check safety device (pin)
- 17 Fit new anti-tamper device
- 18 Complete maintenance record label
- 19 Complete a written report
- 20 Inform the Responsible Person of recommendations

Service Vehicles

The Service Vehicle will be parked safely as sign-posted or instructed by the customer and in such a manner that will not cause any aggravation or inconvenience to those persons working in that area. All service vehicles are serviced regularly.

Reporting and Permit to Work

The Service Engineer will report to the reception, produce his **Identity Card** and sign the visitors' book unless otherwise instructed. He/she will obtain a permit to work if required.

Site Instruction

All Service Engineers will follow the site instructions, paying particular attention to **Fire Alarms, Site Evacuation** and **Health & Safety Requirements (including specific risks)** reporting any accidents to the relevant department heads.

All Service Engineers will make reference to the customer's Fire Risk Assessment, Fire Logbook and Asbestos Register.

Personal Protection Equipment

Service Engineers will wear **PPE (Personal Protective Equipment)** as required or instructed whilst on site. Standard issue PPE includes:

- Safety Helmet, Safety Shoes/Boots, Safety Glasses/Goggles, Rubber Gloves, Ear Defenders, High Visibility Waistcoat, Dust Masks, First Aid Kit, Overalls (as required), Tool belt (as required), Safety gloves (as required)

Training

All Service Engineers are suitably qualified and are subject to a continuous programme of refresher training.

Tools and Equipment

Tools and equipment issued to the Service Engineer allow them to carry out the servicing of Fire Extinguishers to **BS 5306 part 3:2009** and **BS 5306 part 8:2012**.

All the equipment issued to engineers is regularly audited and calibrated in line with our Quality Management System.

COSHH Sheets and Safety Data Sheets

All Service Engineers have access to COSHH Sheets and Safety Data Sheets for substances they carry in the service vehicle or in the extinguishers that are being supplied or serviced.

Environmental Considerations

All Service Engineers are responsible for:

- Promoting regular servicing and inspection of equipment to increase product life and ensure effective use
- Informing customers their obligations regarding ODS extinguishers (e.g. Halon)
- Ensuring controlled demonstration and service discharge of extinguishers. Care should be taken not to needlessly discharge equipment. In the case of water-based extinguishers containing additives, ensuring that customers do not ingest the content, and ensuring they are only discharged into a foul water sewerage drain that has been confirmed by the customer. Extinguishers containing powder or gaseous media must not be discharged on customers' sites.
- Promoting the company extinguisher recovery scheme that collects unwanted or used items for return and reclamation/recycling of parts. Personnel should return these items to their relevant company collection facilities in a safe and secure manner
- Ensuring all company commercial/trade waste must only be disposed of by returning to company sites. Customer facilities or public waste facilities must not be used
- On return to company sites separate wastes into the correct collection facilities

Working Area

The working areas will be left in a **Clean, Tidy** and **Safe** condition. Hazardous waste shall be removed from site and returned to our factory for environmentally friendly recycling or disposal.

Leaving the Site

On completion of work the Service Engineer will report to the site contact with any queries or information. On leaving the site they will, if signed in, sign out.