



30. Fire - Passive Fire Protection & Escape Routes - Fire Doors Full Inspection

Category:	Fire
Subcategory:	Passive Fire Protection & Escape Routes
Frequency:	6 Monthly
Status:	Statutory
Type:	Approved Contractor
Priority:	Core
Commonality:	Common

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your commitment to maintaining serviceable fire doors ensures that critical barriers protect escape routes and contain fires within designated areas. By ensuring these essential passive safety systems function correctly in busy educational environments, you safeguard the lives of pupils and staff during emergencies. Your expertise in overseeing these vital protective barriers demonstrates your essential role in maintaining effective fire compartmentation.

Task Summary

Statutory: Fire doors must undergo a full inspection by a competent contractor every six months to confirm compliance with standards and continued integrity. This comprehensive inspection involves checking door operation, verifying fire resistance, inspecting ironmongery, and ensuring proper installation. The inspection checks closers, intumescent strips, glazing, frames, and self-closing mechanisms to ensure they will hold back fire and smoke. In schools and colleges with heavy daily use, fire doors often suffer wear and tampering by pupils, making this especially important. The inspection includes functional testing, gap measurement, and documentation of any repairs needed. Evidence produced includes the contractor's inspection certificate confirming compliance and functionality, detailed report documenting all doors inspected and any issues found, and

recommendations for maintenance or replacement.

Relevant Legislation & Guidance

- **Regulatory Reform (Fire Safety) Order 2005:** Requires fire doors to be maintained in good working order
- **Fire Safety: Approved Document B (Buildings other than dwellinghouses):** Provides guidance on fire door maintenance
- **British Standard BS 9999: Fire safety in the design, management and use of buildings - Code of practice:** Includes guidance on fire door inspection
- **Building Regulations 2010:** Require fire doors to meet specific standards
- **British Standard BS 8214: Code of practice for fire door assemblies:** Specifies requirements for fire door inspection and maintenance

Typical Frequency

Fire doors must be fully inspected every six months, with this comprehensive inspection typically scheduled during school holidays to allow for any repairs. In educational settings, six-monthly inspections are essential for maintaining fire safety integrity. The frequency cannot be reduced as it is a statutory requirement for ensuring fire doors remain effective.

Applicability

This task applies to all educational establishments with fire doors, which is common in virtually all schools and colleges. It is a core statutory task essential for maintaining fire compartmentation. The task applies to all premises with fire-rated doors in escape routes and compartment boundaries.

Responsible Persons

- **Task Type:** Approved Contractor
- **Contractor Requirements:** This task should be carried out by a competent fire door inspection company with specialist knowledge of fire door systems. Contractors should hold appropriate accreditations for fire door inspection. Typical cost range: £200-£500 per inspection visit depending on number of doors.
- **Permit to Work:** No permit to work is typically required, though coordination with building users may be needed.
- **Delivery Model:** Normally contractor-delivered due to the specialist testing equipment and technical knowledge required.

Key Considerations

- **Timing considerations:** Schedule during school holidays to allow for repairs and minimise disruption
- **Cost implications:** Budget £200-£500 per six-monthly visit for professional inspection
- **Resource requirements:** Allow access to all fire doors and surrounding areas
- **Potential disruption:** May require temporary door isolation during inspection
- **Risk assessment requirements:** Inspection findings should inform the fire risk assessment

Task Instructions

Prerequisites & Safety

- Ensure the contractor has expertise in fire door systems
- Provide access to all fire doors and documentation
- Confirm inspection can be conducted without endangering building occupants
- Arrange for safe testing conditions

Tools & Materials

- Fire door register and location records
- Specialist inspection equipment (gap gauges, smoke pencils)
- Documentation templates and checklists
- Temporary warning signs for door testing
- Safety equipment for working with doors

Method (Step-by-Step)

Phase A: Pre-Inspection Assessment

1. Review fire door register and previous inspection records
2. Identify all fire doors requiring inspection
3. Gather door specifications and installation certificates
4. Prepare inspection schedule and safety procedures

Phase B: Visual Inspection

1. Inspect door leaves for damage, warping, or deterioration
2. Check frames and architraves for integrity
3. Examine ironmongery (hinges, locks, closers) for wear

4. Verify intumescent strips and smoke seals are intact
5. Check glazing for fire-rated glass compliance
6. Assess door furniture and signage

Phase C: Functional Testing

1. Test self-closing mechanisms and hold-open devices
2. Verify door operation and latching
3. Measure gaps around doors (maximum 4mm at sides and top)
4. Check threshold gaps and smoke seals
5. Test coordination with building systems
6. Inspect for unauthorized modifications

Phase D: Documentation and Certification

1. Document all inspection findings and test results
2. Prepare detailed report with door-by-door results
3. Issue inspection certificate confirming compliance
4. Recommend repairs, maintenance, or replacements
5. Update fire door register with inspection status

Measurements & Acceptance Criteria

- Door gaps must not exceed 4mm at sides and top, 8mm at threshold
- Self-closing mechanisms must operate correctly
- Intumescent strips must be continuous and undamaged
- Ironmongery must be secure and functional

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. Immediately implement temporary measures for failed doors. Escalate critical issues to facilities management and arrange urgent repairs. Monitor affected areas closely until doors are restored.

Reinstatement & Housekeeping

Restore all doors to normal operation and remove any temporary barriers. Ensure doors remain secure after inspection.

Completion Checks

Verify that the inspection certificate confirms compliance. Confirm that the report covers all fire doors. Ensure recommendations are specific and prioritised.

Client Oversight Checklist (Before the Visit)

- Confirm contractor's expertise in fire door inspection
- Provide fire door register and location details
- Arrange access to all fire doors
- Schedule during period when disruption is minimised

Client Oversight Checklist (During the Visit)

- Observe inspection of door components and operation
- Ensure comprehensive testing of all doors
- Verify that measurements are taken accurately
- Confirm detailed documentation of findings

Deliverables & Acceptance Criteria (After the Visit)

- Receive inspection certificate confirming door compliance
- Review detailed report with door-by-door results
- Ensure recommendations for repairs are specific and prioritised
- Confirm that all documentation is complete and accurate

Defects & Follow-up

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. Prioritise repairs to critical escape route doors. Agree timescales for door replacement or repair. Schedule re-inspection after major works.

Reinstatement & Sign-off

Confirm all doors are operational and secure. Complete final sign-off once all documentation is received.

Record-Keeping & Evidence

- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** Contractor's inspection certificate and detailed report must be retained for at least 3 years.

- **Supporting/Good Practice Evidence:** Door-by-door inspection results and maintenance recommendations support audit readiness.

Common Pitfalls & Best Practice Tips

- **Common mistakes to avoid:** Not inspecting all doors, missing gap measurements, or failing to test self-closing mechanisms
- **Best practices for efficient completion:** Maintain detailed fire door register, conduct pre-inspection visual checks, and coordinate with regular maintenance
- **Pro tips for educational settings:** Use inspection visits to reinforce door awareness training, coordinate with cleaning staff for door care, and maintain clear records of door modifications
- **Warning signs that indicate problems:** Doors that don't self-close, damaged ironmongery, or excessive gaps around doors

Quick Reference Checklist

- Fire door register and previous records reviewed
- All fire doors identified and accessed
- Door leaves, frames, and ironmongery inspected
- Self-closing mechanisms and seals tested
- Gaps measured and verified within limits
- Functional testing completed
- Inspection certificate and detailed report received
- Evidence uploaded to Compliance Pod

Grouped Tasks

This task is not normally grouped with other tasks.

Related Tasks

- Fire - Passive Fire Protection & Escape Routes - Fire Dampers Full Service & Inspection
- Fire - Passive Fire Protection & Escape Routes - Disabled Refuge Full Service & Inspection
- Fire - Passive Fire Protection & Escape Routes - Fire Doors Integrity & Gaps Check
- Fire - Passive Fire Protection & Escape Routes - Means of Escape & Final Exit Doors Inspection

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