national safety academy

Routine fire door checklist

For routine checks, including Regulation 10 checks. Use one sheet per door.

BUILDING / ADDRESS

DOOR LOCATION OR REFERENCE

DATE OF CHECK

CHECKED BY

DOOR TYPE

☐ Communal ☐ Flat entrance ☐ Other

Tick one box per line. Write any issue in Notes and report it using the steps on page 2.

	CHECK	OK	Issue	N/A	NOTES
CLOSING					
1	Open the door fully and let go. The self-closer shuts the door.	☐	☐	☐	
2	The door closes correctly against the whole frame.	☐	☐	☐	
3	The door is not wedged, propped or tied open.	☐	☐	☐	
FRAME, GAPS, SEALS AND HINGES					
4	No obvious or uneven gaps between the door and its frame.	☐	☐	☐	
5	Seals are in place, fitted correctly and undamaged.	☐	☐	☐	
6	Hinges are fitted correctly and secure, with none missing.	☐	☐	☐	
CONDITION AND ALTERATIONS					
7	No visible damage to the door, deliberate or from wear and tear.	☐	☐	☐	
8	No visible damage to the door closer.	☐	☐	☐	
9	Glazing: no damage or alterations.	☐	☐	☐	
10	Hardware: no damage or alterations.	☐	☐	☐	
11	No other alterations, such as new holes, cut-outs, added fittings or changes to air transfer grilles.	☐	☐	☐	

RESULT ☐ No issues found ☐ Issue found and reported

REPORTED TO

DATE REPORTED

REFERENCE

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If something isn't right

1. **Record it.** Note what you found, where, and when. Take a photo if you can.
2. **Report it.** Tell your manager or enlist a contractor. Don't wait for the next routine check.
3. **Don't judge fire resistance.** Routine checks look for obvious damage or issues. Whether a door gives enough fire resistance is a matter for the fire risk assessment or a competent specialist.
4. **Keep the record.** File this sheet with your fire door records, including any follow-up action.

Regulation 10 at a glance

Fire Safety (England) Regulations 2022

- In buildings with storeys over 11 metres, check all fire doors in the common parts, including self-closers, every three months.
- In the same buildings, check flat entrance doors that open onto common parts once a year, on a best-endeavours basis.
- In any building with two or more flats and common parts, give residents information about fire doors.

Worth knowing

- No certification label does not automatically mean the door must be replaced. Record it and ask for advice if you are unsure.
- Can't get into a flat? Keep a record of each attempt, such as letters or emails asking for access.
- A routine check is not a fire door inspection or a fire risk assessment.

Sign-off

CHECKED BY (NAME)

SIGNATURE

DATE

NEXT CHECK DUE

REVIEWED BY (NAME)

DATE REVIEWED

Need your team trained to carry out these checks?

Fire Door Awareness · 6 hours CPD · 100% online

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SCAN ME

Based on the Home Office fact sheet "Fire doors (regulation 10)". Applies in England. This checklist supports routine checks only.

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