

Fire action notice review record

Approve this local record against the current fire risk assessment and emergency plan.

Use this controlled record to check local fire action notices, escape-route information and related safety signs. Record actual findings and retain completed sheets under your document-control process. It supports local arrangements; it does not replace the fire risk assessment, emergency plan, maintenance or training.

Organisation:	
Premises / site / building scope:	
Local Document ID:	Local Revision:
Effective Date:	Next Review Due:
Responsible Person	Fire-safety Coordinator:
Approved by:	Approved Date:
Reviewed by:	Review Date:

Controlled documents and records

Current fire risk assessment reference / revision:	
Controlled master location / access:	
Emergency plan reference / revision:	
Completed-record location / retention basis:	
Approved by:	
Reviewed by:	

Related drill / training / action-system references

Revision	Requested Changes	Reason	Approved by	Date

Scope and review triggers

Review after refurbishment, changes to occupancy or routes, alarm or door changes, new hazards, temporary works, a drill finding, an incident or a report that people could not find the correct instruction. Include workers, contractors, visitors and people who may need assistance in the relevant arrangements.

Local Revision History

Revision	Requested Changes	Reason	Approved by	Date

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Notice content and local instructions

MESSAGE CHECK | Compare displayed wording with the approved emergency plan. Mark Y / N / N/A and explain every N/A.

Premises / area	Notice ID / exact location	Emergency-plan revision checked
Review date / time	Reviewer / competence reference	Responsible person notified

Content check	Y	N	N/A	Evidence / correction / N/A reason
Notice explains how to raise the alarm after discovering a fire.				
Notice explains what to do when the alarm sounds.				
Escape routes / final exits match the current approved arrangement.				
Assembly point and accounting arrangements match the emergency plan.				
No re-entry instruction matches the approved site procedure.				
Emergency contact method and nominated roles remain current.				
Instructions account for workers, contractors, visitors and relevant assistance needs.				
Notice revision or source reference is controlled and traceable.				

Site-specific information

Approved alarm method / call point reference	Assembly point / alternative arrangement
Emergency contact route / responsible roles	Special arrangements / languages / visitors
Related fire door, hazardous-area or equipment notices	Temporary works / interim instruction reference

Do not copy a generic notice without checking each instruction. A notice can become misleading when a call point, door, route, assembly point, tenant or emergency contact changes. Correct inaccurate information promptly and provide proportionate interim information while the approved replacement is arranged.

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Route and signage walkthrough

SITE CHECK | Follow the route as a visitor would. Check message, position, visibility, condition and lighting together.

Premises / Area / Route:
Walkthrough Date and Time:
Current plan / Drawing Reference:
Temporary Works / Occupancy Notes:
Reviewed by:

Location or sign group	Correct		Visible		Clear route	Action
Entrance, reception or visitor point						
Alarm call point / fire action notice						
Escape route and directional fire exit signs						
Fire doors and keep-shut / keep-locked notices						
Fire-fighting equipment						
Emergency telephone notices						
Assembly point						
External route information						

Walkthrough Prompts

Check that each escape-route sign gives clear information and, where necessary, includes a directional arrow. Do not use an arrow by itself. Check that a person can see the next sign, that furniture or stock does not obstruct the message, and that lighting or photo-luminescence suits the assessed conditions.

Obstructions / poor lighting / glare / damage found:
Temporary sign or route control needed:
Changes needed to plan, drawing, training or induction:
Worker / visitor feedback and evidence reference:

Related Checks

Check	Yes	No	N/A	Action
Exit doors open in the intended direction and remain usable.				
Escape routes remain clear of storage, equipment and temporary works.				
Fire alarm, emergency lighting and equipment checks link to their maintenance records.				
Assembly point remains accessible and consistent with the emergency plan.				

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Actions, verification and review

FOLLOW-UP | Record the correction, assigned person(s), due date and evidence that the information now works.

Premises / Area / Route:
Walkthrough Review ID, Date and Time:
Action System Reference:

A correction restores the immediate condition, such as replacing an obstructed notice. A corrective action addresses the cause, such as an uncontrolled refurbishment process that repeatedly removes route signs. Use the organisation's existing action system when it captures equivalent evidence.

Finding / immediate correction	Assigned to	Due	Completion Date	Verified by	Action

Effectiveness and communication

How and when will you check that the instruction works?:
Expected result / review date:
Actual result, evidence and remaining risk:
Verified by, verification date:
Updates to fire risk assessment, emergency plan or training
Workers / contractors / visitors informed and date

ISO 45001 evidence links

Evidence area	This record can contribute
	Named responsibilities, consultation and worker communication.
	Competence, awareness, emergency information and induction references.
	Approval, revision, access, retention and obsolete-copy control.
	Emergency-plan links, route checks, drills and response improvements.
	Inspection results, trend evidence, audit and management-review references.

This record is an implementation aid, not a complete ISO 45001 audit and not a fire risk assessment. Apply the full standard and current fire-safety requirements across your management system. No ISO logo or endorsement applies to this record.

Enter actual local approval, review, inspection and drill dates in the blank fields.

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