



## How does this affect your company?

Loss history clearly demonstrates that both the frequency and severity of fires is significantly reduced at facilities where a good fire safety inspection system is in place.

Every facility will have its own specific hazards and associated fire exposures and it is strongly recommended that each site develops its own procedure covering fire safety items.

However, the Tokio Marine Kiln Fire Safety Inspection Checklist offers a good starting point to help you to identify fire hazards and potential ignition sources, ensure that emergency response equipment is in place and ready for use and, importantly, that housekeeping standards are maintained at a high level. Tokio Marine Kiln can help you design your own checklist specific to your site.

Once the checklist has been developed, competent and well-trained employees should be used to complete these regular inspections. Management support and involvement in this process is essential to help ensure that trends are identified and that any problems are quickly rectified.

## Why does this affect your company?

A fire will start as a small flame and grow into a large incident due to the combustible nature of the materials around it. Waste materials, packaging, combustible storage and flammable liquids are a significant source of fuel for a fire and could easily be minimised with good management standards.

To minimise the risk of a fire occurring, consideration should be given to the obvious fire hazards. These can include:

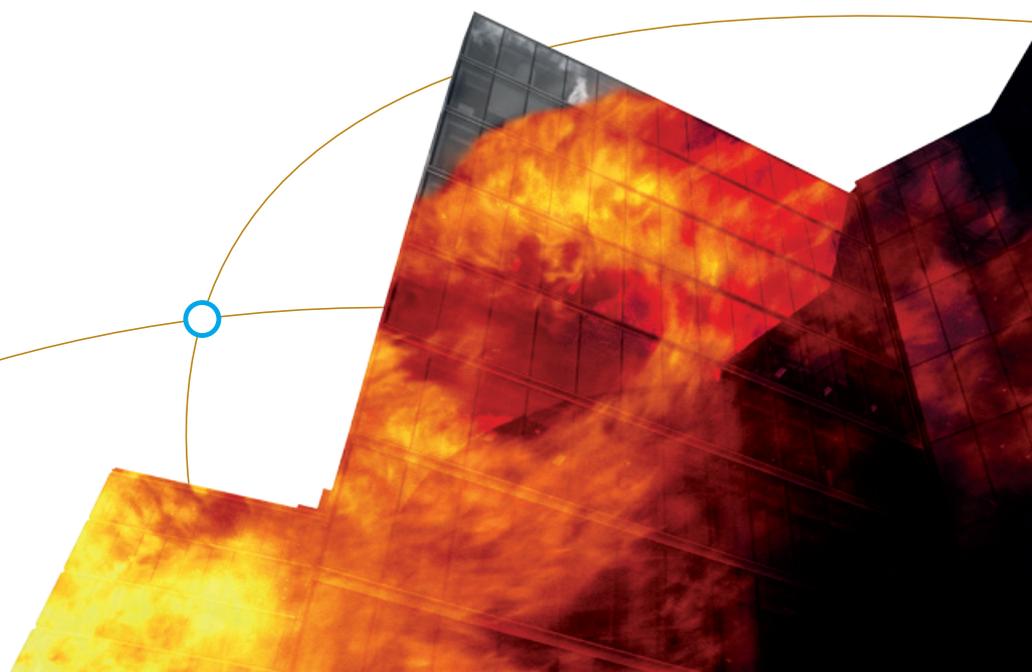
- Smoking materials
- Hot work
- Electrical maintenance/earth bonding
- Storage of hazardous materials.

As a company you may already carry out health and safety inspections. This process will not replace the inspections already being conducted, but will enhance the min terms of scope. It would be our advice to incorporate the Tokio Marine Kiln Fire Safety Inspection Checklist criteria into your existing inspections.

## The main features required for an effective fire safety inspection:

- Define roles and responsibilities
- Keep the checklist simple and easy to follow
- Define the areas to be included in the Fire Safety Inspection Checklist
- Maintain records and review on a regular basis to identify possible trends
- Conduct inspections on a regular basis (preferably weekly)
- Record all types of losses or near misses
- Continual awareness by all employees

The most important factor is that the checklist should become part of the company's procedures.



## What could happen to your company if you don't take these steps?

For any business it is a challenge to keep fire safety at the top of the priority list until you actually witness and have to deal with the devastating effects of a fire.

Our experience is that it often takes a significant fire event to raise interest in the importance of fire safety issued at senior management level. Our most forward thinking and proactive customers learn from loss history and implement these types of self checking and audit processes before they suffer the impact of a serious fire event themselves.

To obtain copies of the Tokio Marine Kiln Fire Safety Inspections Checklist please contact your local Tokio Marine Kiln office or contact:

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## What should your company do/have?

### Responsible person

There should be a dedicated employee responsible to undertake, review and provide corrective measures. An individual or team should be trained to conduct these fire safety inspections.

### Management of change

In the event a unique process or a new piece of equipment is introduced to the facility via the management of change process, then the existing fire safety inspections will need to be modified in terms of content and scope.

### Inspections

Routine inspections should be conducted at regular intervals, (preferably at least monthly), and should cover the internal, external and perimeter of the facility. Random inspections should also be conducted to evaluate that safety practices are followed at all times, and not just for inspections.

### Near miss and loss reports

All reports should be recorded and reviewed to highlight deficiencies. Actions to prevent similar situations occurring should be shared within the company and additional training provided where necessary.

### Training and education

All people involved with impairment activities should be fully trained and educated on implementing impairment handling procedures and the possible hazards associated with them.

### Record and maintain results

Routine monitoring and evaluation of the inspection results by management can help to highlight recurring problems. This will ensure that prompt corrective actions are taken to address unsatisfactory conditions that could lead to property damage or business interruption.

### References

- Tokio Marine Kiln Fire Safety Inspection Checklist – available in English, French, German, Spanish and Italian
- Exercising for Excellence, published by BSI, ISBN, 978-0-580-50953-7
- Business Continuity Planning – A safety net for business article from Infocon Magazine Issue One, October 2003