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# Commercial Vehicle Fire Extinguisher Monthly Inspection

## 1.0 Objective & Intent

The objective of this SOP is to establish a standardized monthly inspection protocol for fire extinguishers installed in commercial vehicles operated by the company. This procedure ensures that all extinguishers are in proper working order, fully charged, and readily accessible in the event of a fire emergency, thereby mitigating the risk of injury, property damage, and business interruption.

This SOP is designed to meet the requirements of WorkSafeBC Regulation Part 18 (Fire Safety) and the National Fire Code of Canada, which mandate that portable fire extinguishers be inspected monthly. Failure to comply can result in regulatory fines, increased insurance premiums, and, most critically, the inability to effectively respond to a vehicle fire.

## 2.0 Operational Scope

This procedure applies to all company-owned or leased commercial vehicles, including but not limited to delivery trucks, service vans, flatbed trucks, and any other vehicle used for business operations that is equipped with a portable fire extinguisher. It covers all types of extinguishers commonly found in these vehicles, such as dry chemical (ABC), carbon dioxide (CO<sub>2</sub>), and clean agent extinguishers.

Personnel responsible for conducting these inspections include designated safety officers, fleet managers, and trained vehicle operators who have received instruction on this SOP. Inspections must be performed on a calendar-monthly basis, with the date recorded on the inspection tag attached to the extinguisher.

## 3.0 Hazard Identification & Mandatory PPE

- Pinch Points: When handling the extinguisher, keep fingers clear of the handle and lever mechanism to avoid pinch injuries during inspection or accidental discharge.
- Chemical Exposure: Dry chemical extinguishers contain monoammonium phosphate, which can irritate skin and eyes. Avoid contact with the discharge nozzle or any residue.
- Slip/Trip Hazards: Vehicle cab floors may be cluttered or slippery. Ensure the area around the extinguisher mount is clear and dry before inspection.
- CSA-Approved Safety Glasses: Required to protect eyes from dust, debris, or accidental discharge of extinguisher agent.
- Cut-Resistant Gloves (ANSI A2 or higher): Recommended when handling the extinguisher to protect against sharp edges on the mounting bracket or vehicle interior.
- High-Visibility Vest: Required if the inspection is performed in a yard or near moving vehicles.

## 4.0 Required Safety Equipment & Tools

- Fire Extinguisher Inspection Tag (pre-printed with month/year and inspection criteria)
- Pen or permanent marker (waterproof, for recording inspection date)
- Flashlight (for inspecting hard-to-see areas of the extinguisher and its mount)
- Digital scale or pressure gauge (if required for verifying weight or pressure of certain extinguisher types)
- Cleaning cloth (to wipe away dust or debris from the gauge and label)
- LOTO Kit (Lockout/Tagout) – Not required for this inspection, but should be available if any maintenance is needed

## 5.0 Step-by-Step Safety Procedure

1. Park the vehicle on a level surface, engage the parking brake, and turn off the engine. Ensure the vehicle is stable and will not move during the inspection.
2. Locate the fire extinguisher in its designated mounting bracket. Verify that the bracket is securely attached to the vehicle and that the extinguisher is easily accessible without obstruction.
3. Visually inspect the extinguisher body for any signs of physical damage, corrosion, dents, or leakage. If damage is found, tag the extinguisher as 'Out of Service' and report it immediately to the safety officer.
4. Check the pressure gauge (if equipped) to ensure the needle is in the green operating range. If the needle is in the red (overcharged or undercharged), tag the extinguisher and arrange for replacement or professional servicing.
5. Examine the safety pin and tamper seal. The pin must be intact and the seal unbroken. If the seal is broken or the pin is missing, the extinguisher may have been partially discharged and must be replaced.
6. Inspect the nozzle or hose for cracks, blockages, or debris. Ensure the horn (on CO2 extinguishers) is not damaged. Clear any obstructions with a cloth or compressed air if safe to do so.
7. Verify the inspection tag is present and legible. Record the current month and year on the tag using a permanent marker. If the tag is missing or full, attach a new one and fill in the required information.
8. Ensure the extinguisher is properly seated in its bracket and that the retaining strap or clamp is secure. Give the extinguisher a gentle tug to confirm it will not dislodge during vehicle movement.
9. Document the inspection in the vehicle's safety log or digital tracking system (e.g., SafeDesk). Note any deficiencies found and the corrective actions taken. If the extinguisher was tagged out of service, ensure a replacement is ordered immediately.
10. Close the vehicle door or compartment and verify that the extinguisher is not obstructed by cargo or equipment. The extinguisher must remain accessible at all times.

**Regulatory Disclaimer:** This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.