

OREGON MILITARY DEPARTMENT	NUMBER: AGP-99.200.08
ADJUTANT GENERAL PERSONNEL	EFFECTIVE DATE: June 30, 2025
SUBJECT: Portable Fire Extinguisher Inspection and Maintenance	

APPLICABILITY:

This plan and the procedures contained herein are applicable to state employees and state work environments. Federal work environments are subject to Federal authority.

AUTHORITY/REFERENCE:

Oregon Administrative Rule 437-002-0187 and the Oregon State Fire Marshal.
OSHA 29 CFR 1910.157

PURPOSE:

To establish standard procedures for the inspection and maintenance of portable fire extinguishers.

DEFINITIONS:

Accessible: Capable of being reached without hindrance.

Inspection: A quick check that the extinguisher has not been activated and has no damage or condition that would make it ineffective. This includes a check of the gauge or pressure indicator, if there is one.

Maintenance: A thorough examination for damage or conditions that would make internal examination or hydrostatic testing necessary more frequently.

TYPE OF EXTINGUISHER:

Portable fire extinguishers located at our facilities range in size from 2.5 to 20 pounds. The extinguishing agents used are: carbon dioxide for class B and C fires; dry chemical for class B and C; Class A, B and C fires and foaming chemical agent for A, B, C and K.

RESPONSIBILITIES:

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The Maintenance and Operations Supervisor will bear the overall responsibility for portable fire extinguisher inspections within their jurisdictions.

Facility maintenance workers will be directly responsible for monthly visual checks and annual maintenance checks of all portable fire extinguishers (in buildings, outside, mounted on equipment or in vehicles). Repair requests will be submitted to the appropriate supervisor, reported to the appropriate safety committee and noted on the Safety Inspection Check Sheet.

Employees must be trained in proper use of fire extinguishers. Annual training will consist of:

- The general methods and tactics of using a fire extinguisher.
- The hazards of using an extinguisher on early-stage fires.
- Hazards associated with using standpipe hoses.

POLICY:

Portable fire extinguishers will be inspected monthly.

Inspections will include the following:

- Extinguishers are located in their designated spaces, secured properly and are the proper type.
- Extinguishers are not obstructed with respect to access or visibility.
- Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
- Legible operating instructions are on the extinguishers nameplate facing outward.
- Sign or placard should be placed above or next to the FE to make it more visible.

Seals and tamper indicators are not broken or missing.

Pressure-gauge readings or indicators are the operable ranges.

Annual maintenance will involve a thorough examination of the fire extinguisher shell and its external mechanical parts. The maintenance will include the following:

- All monthly inspections items.
- Inspection of the hose and nozzle for cracks, blockages, or other damage.
- Inspection of extinguisher shell for corrosion, dents, or other damage.
- Weighing of K type fire extinguishers in accordance with the label.
- Determine when the fire extinguisher is due for its 6-year service and remove those that due for service by a person or company acceptable to local fire authorities.

When inspection or maintenance of any extinguisher reveals a deficiency in operating condition, the following corrective actions are to be taken immediately.

- A spare extinguisher of the same type and equal or greater rating shall replace the faulty one.
- Defective extinguishers are to be marked as such and placed in an appropriate place until repair or recharging is performed.

Documentation of inspection and maintenance will be provided by maintaining the following records:

- A checklist, which contains the location, type, dates of inspections and annual maintenance of each fire extinguisher.
- A fire extinguisher inspection record tag is attached to each extinguisher and provides the following information:
 - The date the extinguisher was inspected.
 - The condition of the extinguisher.
 - The initials of the person performing the inspection.
- The fire extinguisher inspection record must indicate the date of the last charge; last recharge; and the last date of the hydrostatic testing.

Hydrostatic testing of extinguishers is to be performed at 5-year intervals for CO2 extinguishers and 12-year intervals for dry chemical and Halon extinguishers. Extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to maintenance at every 6-year interval.

Record of hydrostatic testing will be kept until it is replaced by a new record or the extinguisher is no longer in use. The record must have the date of test, test pressure, serial number, and person or company doing the test.

SEE NEXT PAGE FOR TABLE L-1

Testing Intervals (Table L-1)

Types of Extinguishers	Special Requirements	Test Interval (years)
Foam (soldered brass shells)		Must be removed from service
Soda acid (soldered brass shells)		Must be removed from service
*Soda acid (stainless steel shell) Foam (stainless steel shell)	Note: Test self-generating type soda acid and foam extinguishers at 350 psi (2,410 kPa). [29 CFR 1910.1574(f)(12)]	5 Years
*Cartridge operated water and/or antifreeze		5 years
Stored pressure water and/or antifreeze		5 Years
Wetting agent		5 Years
Aqueous Film Forming Foam (AFFF)		5 Years
Loaded stream		5 Years
Dry chemical with stainless steel		5 Years
Carbon Dioxide	NOTE: (CO2 extinguishers that have a hose assembly equipped with a shut-off nozzle must be tested at 1,250 psi (8,620 kPa). [29 CFR 1910.157(f)(9)]	5 Years
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells Dry chemical, cartridge or cylinder operated, with mild steel shells Dry power, cartridge or cylinder operated with mild steel shells	NOTE: Dry chemical and dry powder hose assemblies equipped with a shutoff nozzle must be hydrostatically tested at 300 psi (2,070 kPa). [29 CFR 1910.157(f)(7)]	12 Years
Halon 1211 Halon 1301	NOTE: Halon 1211 and all stored pressure extinguishers must be hydrostatically tested at the factory test pressure, not to exceed two times the normal operating pressure. [29 CFR 1910.157(f)(11)]	12 Years

NOTE: All hose assemblies must be hydrostatically tested at the same interval as the extinguisher if it is equipped with a shutoff nozzle at the discharge end. [29 CFR 1910.157(f)(5)] Hose assemblies passing a hydrostatic test do not require any type of recording or stamping. [29 CFR 1910.157(f)(8)]

* Although still included in Table L-1, Soda acid (stainless steel shell) and Cartridge operated water and/or antifreeze extinguishers are now obsolete. [29 CFR 1910.157]

INQUIRIES / QUESTIONS:

Questions pertaining to this policy may be directed to AGP at (971) 355-3986

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Policy Review Dates by SRB

Dec. 14, 2021	No Changes
June 30, 2025	Spelling and grammar, Table L-1 format correction.