

Fire Door Inspection Report

ILLUSTRATIVE SAMPLE

A premium sample showing how inspection information, door schedules, photographic evidence references, defect priorities and practical recommendations may be presented after a structured inspection.

Sample document status

This is an illustrative sample only. It is not a record of a completed inspection.

Actual report format, findings and recommendations vary by property, access, door condition and inspection scope.

Information in this sample does not constitute legal advice or a compliance guarantee.

REPORT PREVIEW

Fire Door Inspection Report

A structured illustrative example of how inspection information, photographic evidence references, defect priorities and practical recommendations may be presented. This is not a record of a completed inspection.

| | |
|-----------------------------|--|
| Report reference | FDI-SAMPLE-0001 (illustrative) |
| Property | Sample Court, Example Road, London SW1A 1AA (illustrative) |
| Property type | Purpose-built residential block of flats - 6 storeys |
| Inspection scope | Visual inspection of communal and flat entrance fire doors |
| Doors in this sample | 8 fire doors |
| Inspection date | Shown for illustration only |
| Inspector | Name and competency shown for illustration only |

| | | | |
|----------------------------|--------------------------------|----------------------------|-----------------------------|
| 8 DOORS ASSESSED | 3 NO ACTION RECORDED | 3 ADVISORY ITEMS | 2 ACTION REQUIRED |
|----------------------------|--------------------------------|----------------------------|-----------------------------|

Priority key. **High / action required** - defect affecting fire or smoke performance; remedial action recommended without delay. **Medium / advisory** - to be addressed within a planned maintenance window. **Low / monitor** - minor observation to review at the next inspection.

SITE SUMMARY

Inspection overview and scope

This illustrative report covers a visual inspection of a sample of communal and flat entrance fire doors within a purpose-built residential block. Each door is assessed against a structured scope so findings are clear, evidenced and actionable for internal records and remedial planning.

Assessed per door: door leaf condition; frame and architrave; gaps and alignment; intumescent and smoke seals; hinges and fixings; self-closing devices; glazing and vision panels; signage; and fire stopping around the perimeter where visible.

Access and limitations. Inspection is visual only; concealed elements are not assessed. Doors to which access was not granted are recorded as not inspected. Findings and recommendations reflect the conditions observed on the day of inspection.

DOOR SCHEDULE

Summary of doors inspected

| Ref | Location | Door type | Rating | Result |
|-------|----------------------------|-------------------------|--------|--------------------|
| FD-01 | Ground floor lobby | Communal cross-corridor | FD30S | No action recorded |
| FD-02 | Ground floor service riser | Service cupboard | FD30 | Action required |
| FD-03 | Stair core, Level 1 | Stairwell entry | FD30S | Advisory |
| FD-04 | Flat 4 entrance | Flat entrance | FD30S | No action recorded |
| FD-05 | Flat 7 entrance | Flat entrance | FD30S | Action required |
| FD-06 | Level 2 lobby | Communal cross-corridor | FD30S | Advisory |
| FD-07 | Bin store | Service | FD30 | No action recorded |
| FD-08 | Plant room | Service | FD60 | Advisory |

DETAILED DOOR RECORDS

Example door inspection detail

Live reports include a detailed record for every door. Two example records are shown below: one with priority defects and one with no action recorded. Actual reports vary depending on scope, property and access.

FD-02 - Ground floor service riser

| Element | Observation | Status |
|---------------------------|--|----------|
| Door leaf | No significant damage to the leaf face or edges | Pass |
| Frame & architrave | Frame secure and undamaged | Pass |
| Gaps - head & jambs | Head approx. 5mm, jambs 3-4mm - within sample tolerance | Pass |
| Gap - threshold | Excessive threshold gap measured at approx. 12mm | Fail |
| Intumescent & smoke seals | Smoke seal missing to the leading edge | Fail |
| Hinges & fixings | All hinges present; one fixing screw missing | Advisory |
| Self-closing device | No self-closing device fitted | Fail |
| Glazing / vision panel | Not applicable | N/A |
| Signage | Statutory signage missing | Advisory |
| Fire stopping perimeter | Adequate where visible | Pass |
| Findings | Threshold gap exceeds the sample tolerance, smoke seal is missing to the leading edge, and no self-closing device is fitted. These observations may affect the door set performance and require follow-up. | |
| Priority | High - action required | |
| Photo evidence | Photographs 1-4 (included in live reports) | |

| | |
|--------------------|---|
| Recommended action | Fit an appropriate self-closing device, install a continuous smoke seal, address the threshold gap and install suitable signage where required. |
|--------------------|---|

FD-04 - Flat 4 entrance

| Element | Observation | Status |
|---------------------------|--|--------|
| Door leaf | Good condition; no visible damage or unauthorised alteration | Pass |
| Frame & architrave | Secure and well fitted | Pass |
| Gaps - all edges | Consistent 2-4mm around the leaf | Pass |
| Intumescent & smoke seals | Continuous and intact to all visible edges | Pass |
| Hinges & fixings | Three hinges; fixings present | Pass |
| Self-closing device | Operates correctly and closes onto the latch | Pass |
| Glazing / vision panel | Not applicable | N/A |
| Signage | Not recorded as required for this sample flat entrance door | N/A |
| Fire stopping perimeter | Adequate where visible | Pass |
| Findings | No visible defects recorded within the agreed sample inspection scope. | |
| Priority | None | |
| Photo evidence | Photographs 5-6 (included in live reports) | |
| Recommended action | Routine monitoring at the next scheduled inspection. | |

REMEDIAL PRIORITIES

Summary of defects and recommended actions

The following table shows how priority findings may be summarised. The wording is designed to help property teams plan sensible follow-up actions without overstating risk or giving legal advice.

| Door | Defect | Priority | Recommended action | Timescale |
|-------|----------------------------------|----------|---------------------------------|---------------------|
| FD-02 | No self-closing device fitted | High | Install appropriate self-closer | Without delay |
| FD-02 | Smoke seal missing | High | Install continuous smoke seal | Without delay |
| FD-02 | Excessive threshold gap | High | Adjust or address threshold gap | Without delay |
| FD-05 | Self-closer not closing fully | High | Adjust or replace closer | Without delay |
| FD-03 | Damaged intumescent seal section | Medium | Replace affected seal section | Planned maintenance |
| FD-06 | Statutory signage missing | Medium | Install suitable signage | Planned maintenance |
| FD-08 | Threshold gap marginal | Low | Monitor at next inspection | Next inspection |

Common findings included in live reports

| | | |
|---|--|---|
| <p>Excessive gaps Measured or observed gaps that may affect smoke or fire performance.</p> | <p>Damaged seals Missing, split or poorly fitted intumescent and smoke seals.</p> | <p>Weak closers Self-closing devices that fail to close the door onto the latch.</p> |
| <p>Damaged frames Frame damage, poor fit or fixing concerns recorded where visible.</p> | <p>Poor signage Missing or unsuitable fire door signage where relevant.</p> | <p>Fire stopping concerns Visible perimeter concerns around frames where observable.</p> |

Early identification supports proportionate remedial action and stronger fire safety management. Reports highlight priority defects so responsible persons and property teams can plan works in a sensible order.

PHOTO EVIDENCE

Photo evidence references

Live reports can include photographic evidence where recorded during the inspection. The table below shows how image references may be linked to findings. This sample does not include real inspection photographs.

| Photo ref | Linked door | Example evidence note |
|-----------|-------------|---|
| Photo 1 | FD-02 | Threshold gap visible at base of service riser door |
| Photo 2 | FD-02 | Missing leading-edge smoke seal |
| Photo 3 | FD-02 | Closer not fitted |
| Photo 4 | FD-02 | Signage missing from service cupboard door |
| Photo 5 | FD-04 | Flat entrance door front face and frame |
| Photo 6 | FD-04 | Intumescent and smoke seals visible to door edge |

Inspector notes and limitations

Access. All doors in this sample were accessible at the time of inspection. In a live report, any flat, room or area to which access was not granted is recorded as not inspected.

Limitations. This is a visual inspection. Concealed construction and elements behind finishes are not assessed. The report reflects the condition of each door on the day of inspection and is not a guarantee of future performance.

Declaration (illustrative). The doors in this sample were assessed against a structured visual inspection scope, with findings, priorities and recommendations recorded as set out above.

Need a real fire door inspection report?
Send your property details, approximate number of doors and access requirements. We can confirm scope, availability and pricing.

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IMPORTANT DISCLAIMER

Illustrative sample only

This sample report is provided to show structure, level of detail and reporting style only. It is not a record of a completed inspection and should not be used as evidence of the condition of any real door, building or property.

Actual findings, report format and recommendations vary depending on property type, access, door condition, inspection scope, agreed reporting requirements and the fire safety duties applicable at the time.

This information does not constitute legal advice, does not replace a fire risk assessment and does not guarantee statutory compliance. Responsible persons and duty holders should confirm applicable duties and seek competent advice where required.

What a live report can support

| Area | How it helps |
|----------------------|---|
| Record keeping | Clear door references, dates, scope and observations for internal property records. |
| Remedial planning | Prioritised findings that can help property teams brief contractors and plan works. |
| Portfolio visibility | Consistent formatting to compare recurring issues across multiple buildings. |
| Evidence trail | Photographic evidence references where images are recorded during inspection. |

Next steps

| Step | Action | Detail |
|------|-----------------------|---|
| 1 | Send property details | Share property type, postcode, approximate number of doors and access arrangements. |
| 2 | Confirm scope | Agree whether communal doors, flat entrance doors, risers, plant rooms or portfolio sites are included. |
| 3 | Inspection visit | Visible fire door items are inspected where accessible and within agreed scope. |
| 4 | Report issued | Report is issued with door schedule, observations, priorities and photo references where recorded. |