INTERNATIONAL MOONLIGHT PUBLISHERS®

EMERGENCY EQUIPMENT INSPECTION CHECKLIST

- **Document Code:** ADM-015
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose: Ensures **fire extinguishers, emergency exits, first aid kits, and alarms** are regularly inspected for safety compliance.

Equipment Type	Location	Inspection Date	Condition (Good/Faulty)	Next Maintenance Date	Inspector Name & Signature
Fire Extinguisher	Main Lobby	10/04/2025	Good	10/07/2025	☑ John Smith
Emergency Exit	2nd Floor	10/04/2025	Clear	N/A	☑ Sarah Khan
First Aid Kit	Reception	10/04/2025	Expired Items	Immediate Restock	☑ Ahmed Ali

Usage Instructions:

- ☑ **Monthly inspections must be conducted**, and issues must be reported immediately.
- ☑ If equipment is **faulty or expired, it must be replaced immediately**.
- ☑ Safety officers must **ensure all emergency pathways are clear and functional**.