

BASIC FIRE FIGHTING CHECKLIST

SAQA US ID 12484 | NQF Level 2 | 4 Credits | Swift Skills Academy

Controlling and Extinguishing Workplace Fires Safely

1. Assess the Fire

- Identify the type of fire (e.g., organic materials, flammable liquids/gases, electrical, combustible metals)
- Assess the context: area, adjacent hazards, structural materials
- Evaluate fire transmission methods (conduction, convection, radiation)
- Identify combustible hazards (e.g., compressed containers, electrical equipment)
- Determine if the fire is containable/extinguishable or if evacuation is needed

2. Select and Check Equipment

- Select appropriate fire fighting equipment (e.g., correct extinguisher type, hose, bucket)
- Select safety equipment (e.g., breathing apparatus, fire blanket, protective clothing, heat shields)
- Check equipment for serviceability and readiness (seals, pressure, damage)
- Remember PASS technique: Pull pin, Aim nozzle, Squeeze handle, Sweep side-to-side

3. Prepare and Approach the Fire

- Activate alarm and call for help (dial 10177 or workplace emergency number)
- Isolate hazards (e.g., shut off power, gas supplies if safe)
- Ensure safe approach route and escape path
- Approach fire from windward side if outdoors
- Work in pairs where possible

4. Fight, Contain or Extinguish the Fire

- Apply correct extinguishing method for fire type (e.g., water for Class A, dry powder for Class B/C)
- Use equipment correctly and effectively
- Monitor changes in fire (e.g., wind direction, backdraft, ventilation, hazardous release)
- Respond immediately to any changes or escalation
- Control access to the area and prevent re-ignition

5. Retreat and Hand Over

- Retreat safely if fire becomes uncontrollable (follow type-specific retreat procedures)
- Do not turn back on the fire
- Hand over the site to emergency services/personnel with full details
- Provide information on fire status, actions taken, and remaining hazards



6. Report and Record

- Complete incident report on fire status and actions
- Report on condition and use of fire fighting equipment
- Note any defects or replenishment needs
- Participate in post-incident debrief if required



Essential Fire Fighting Equipment (Workplace Minimum)

- Fire extinguishers (various types: Water, Foam, CO2, Dry Powder)
- Fire hoses, buckets and fire blankets
- Breathing apparatus and protective clothing
- Fire alarms, signage and emergency lighting
- First aid kit and spill control materials

Need Certified Training?

Book SAQA 12484 Basic Fire Fighting with Swift Skills Academy

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