Standard Operating Procedure (SOP) Fire Door Inspections

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Document Approvals

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Standard Operating Procedure (SOP) Fire Door Inspections

1. Purpose

This procedure sets out how The Council will inspect, assess, record, and manage fire door inspections across its housing stock to ensure that they remain safe and compliant with required standards including fire safety legislation. This procedure supports The Council in:

- Maintaining compliance with statutory fire safety duties.
- Ensuring fire doors perform effectively in the event of fire.
- Identifying defects, damage, or non-compliance requiring remedial action.
- Maintaining accurate records relating to fire door inspections and maintenance.
- Delivery of The Council's wider fire safety management arrangements.
- Maintaining compliance with the Housing Health and Safety Rating System (HHSRS) and Regulator of Social Housing Consumer Standards.
- Ensuring properties meet the Decent Homes Standard.
- Supporting planned investment and maintenance programmes.
- Informing the Council's Housing Asset Management Strategy and Housing Revenue Account business planning functions.
- Adhering to The Building Safety Act.
- Meeting Building Safety Regulator requirements.

This SOP ensures the Council can evidence a proactive approach to risk and safety and the delivery of safe, well-maintained homes for tenants.

2. S.O.P. Scope

This procedure applies to all fire door inspections undertaken by the Directorate of Housing and Investment, and it applies to all relevant residential buildings including:

- High-rise buildings.
- Low-rise blocks of flats.
- Sheltered accommodation and supported housing schemes.
- Any other HRA owned building containing fire doors.

The procedure covers:

- Routine fire door inspections.
- Responsive fire door inspections.
- All communal fire doors within residential buildings owned or managed by the Council.

- Flat entrance doors.
- Associated riser cupboard, plant room, service cupboard, and ancillary fire doors.

The procedure describes,

- Risk-based prioritisation of inspections.
- Remedial actions following inspections.
- Data management and compliance monitoring.
- Identification and recording of hazards and defects.
- Management of survey data.
- Compliance monitoring and assurance of compliance.

3. Legislation

Applicable legislation includes

- Housing Act 2004.
- Health and Safety at work Act 1974.
- Awaab's Law (Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025).
- Social Housing (Regulation) Act 2023.
- Regulatory Reform (Fire Safety) Order 2005.
- Building Safety Act 2022.
- Fire Safety (England) Regulations 2022.
- Building Regulations.
- British Standards 8214/2026 and BS476 part 22.
- RSH Consumer standards.

4. Scope of Inspections

Inspections must be undertaken by suitably competent persons. Inspectors must identify whether the fire door Is serviceable and compliant, requires adjustment or repair, or requires replacement. The inspection shall include, where applicable:

- Door leaf condition.
- Door frame condition.

- Door alignment and fit.
- Integrity of glazing and vision panels.
- Operation and condition of self-closing devices.
- Smoke seals and intumescent strips.
- Hinges, locks, and ironmongery.
- Gaps around the door.
- Signage.
- Evidence of damage, alteration, or unauthorised repair.
- Confirmation the door closes fully into the frame.

4. Inspection Frequency

Communal Fire Doors in low rise blocks will be inspected every 6 months.

Communal Fire Doors in HRB's and sheltered schemes will be inspected every 3 months.

Flat entrance doors in low rise blocks of flats will be inspected every 12 months.

Flat entrance doors in HRB's and sheltered schemes will be inspected every 12 months.

Ancillary fire doors in low rise blocks (e.g. riser cupboard, plant room) will be inspected every 6 months.

Ancillary fire doors in HRB's and sheltered schemes (e.g. riser cupboard, plant room) will be inspected every 3 months.

Other ancillary fire doors in HRS owned property (e.g. Hamilton House) will be inspected every 12 months.

5. Responsive Inspections

Additional ad-hoc inspections will be undertaken where:

- Where damage or defects are reported.
- Where concerns are identified by staff or residents.
- Following fire incidents.
- Following major works affecting fire compartmentation.

6. Responsibility for inspections

Housing Repair Service

Responsible for:

- Maintaining the fire door inspection programme.
- Ensuring inspections are completed within required timescales.
- Maintaining inspection and remedial works records.
- Maintaining a schedule of fire doors and the addresses at which they are fitted.
- Completing remedial works identified through inspections.
- Ensuring appropriate documentation is in place including details of works and repairs undertaken.
- Prioritising repairs based on risk and compliance requirements.

Fire Safety Assurance Team

Responsible for:

- Providing technical oversight and fire safety guidance.
- Reviewing inspection outcomes where significant defects are identified.
- Supporting risk-based prioritisation of remedial actions.

Fire Door Inspectors / Surveyors

Responsible for:

- Undertaking inspections in accordance with this procedure.
- Recording inspection findings accurately.
- Identifying defects and non-compliance.
- Raising remedial actions where required.

Investment Team

Responsible for:

- Programming fire door replacements where SCS inspections have identified non-compliant doors.
- Maintaining records of replacements doors.

7. Access to Properties

The Council will take reasonable steps to obtain access to properties to undertake inspections

This will include:

- Arranging appointments with tenants in advance.

- Making repeat contact where access is not achieved (minimum three attempts).
- Using multiple communication methods.

Where access is refused or repeatedly unavailable, the Council may implement its Access Policy where this is considered necessary and proportionate. Ensuring access is essential to maintain compliance with housing safety standards and to provide assurance to the RSH.

8. Defects and remedial actions

High-Risk Defects

Defects presenting an immediate or significant fire safety risk must be prioritised for urgent remedial action as they will represent a HHSRS Category 1 hazard, examples include but are not limited to,

- Missing fire doors.
- Non-functioning self-closers.
- Significant damage compromising fire resistance.
- Excessive gaps.
- Missing smoke or intumescent seals.

Interim risk mitigation measures may be implemented where immediate repair is not possible including the use of a temporary fire door.

Routine Defects

Lower-risk defects will be addressed through planned maintenance or responsive repairs processes.

Replacement of Fire Doors

Where repair is not appropriate or cost effective, the fire door shall be replaced with a compliant certified fire door set appropriate to the building's fire strategy.

9. Asset Data and Systems

Accurate property data is essential to effective asset management.

Following surveys, the Council will:

- Record survey findings within its housing ICT systems.
- Record the date inspections are undertaken.
- Maintain property condition data to support cyclical surveying programmes.
- Apply data validation controls and mandatory fields.
- Capture photographic evidence where appropriate.

The Council will also work towards consolidating property data within the minimum number of ICT systems, ideally achieving a single asset data view.

10. Performance Monitoring

Performance relating to inspections will be monitored using a suite of performance measures.

These will include:

- Quarterly Key Performance Indicators (KPIs).
- Monthly housing performance dashboards.
- Internal operational management information.
- Quality assurance sampling of inspections.

Performance information will be reported to:

- Directorate Management Team.
- Corporate Management Team.
- Housing Scrutiny Sub-Committee.
- Lincoln Tenants' Panel.
- Portfolio Holder for Quality Housing.
- The Fire Safety Action Group.

10. Key Performance Indicators

The Council's Key Performance Indicators (KPIs) provide a clear and measurable way of ensuring that activity delivers tangible benefits to tenants and the housing stock. By tracking measures such as the time taken to resolve Category 1 hazards, The Council can ensure that tenants are living in safe, healthy, and well-maintained homes. These KPIs enable early identification of emerging issues, allowing The Council to take proactive action to maintain compliance. In addition, consistent performance monitoring supports better targeting of investment, ensuring resources are directed where they are most needed. Collectively, this framework drives continuous service improvement, strengthens regulatory compliance, and supports The Council in achieving its strategic objectives of providing safe, decent, and sustainable homes for its tenants.

Performance measures include:

- Percentage of communal fire doors inspected within required timescales.
- Percentage of flat entrance doors inspected within required timescales.
- Number of outstanding high-risk fire door defects.
- Average time taken to complete fire door remedial works.
- Percentage of fire door remedial actions completed within target timescales.
- Number of no-access cases outstanding.

11. Annual Reporting

An annual review of:

- Fire door inspection compliance.
- Outstanding remedial actions.
- Fire safety trends.
- Performance data.

will be undertaken to support continual improvement of The Council's fire safety management arrangements and this will be reported to

- Corporate Management Team.
- Lincoln Tenants' Panel.
- Housing Sub-Scrutiny.
- Performance Scrutiny Committee.