



The Responsible Person's

Actionable 6-Step Guide to Compliant Fire Doors

Who this guide is for: this guide covers fire door duties in England. It's for anyone responsible for fire doors in a shared or commercial building — flats and blocks with communal areas, offices, schools, care homes, and shops. If you're a homeowner with no communal areas, your fire door duties are different; the six steps below apply to Responsible Persons in non-domestic and multi-occupied residential buildings.

1. FRA

Since 1 October 2023, Responsible Persons must record their fire risk assessment in full, regardless of the size of the premises. If you appoint someone to carry out or review it, government guidance recommends choosing someone competent — with sufficient training, experience or knowledge for your type of premises. Third-party certification to BAFE's SP205 scheme, awarded through NSI or SSAIB, can form part of the evidence of an organisation's competence, alongside its experience and scope of work. IFSM's National Fire Risk Assessors Register (NFRAR), plus registers run by IFE and IFPO, cover individual assessors. These routes can help you check competence — but also confirm the assessor's experience matches your premises and level of risk.

2. Survey

Your fire door survey should be carried out by a competent surveyor. Third-party certification can form part of the evidence of competence, alongside relevant experience, training and the scope of the inspection. Relevant fire-door schemes include BM TRADA's Q-Mark and the Fire Installers Registration and Accreditation Scheme (FIRAS), while the Fire Door Inspection Scheme (FDIS) operates a UKAS-accredited scheme for individual fire door inspectors.

3. Log it

Set up a system for logging your fire doors: door references, test evidence, and every maintenance visit. Buildings with a top storey more than 11 metres above ground level have specific quarterly and annual check duties — see page 3.

4. Certify

For installation and maintenance, consider using a competent company with appropriate third-party certification. Schemes such as BM TRADA Q-Mark and FIRAS provide independent assurance against their scheme requirements, can form part of the evidence used when checking competence, and provide a documented paper trail.

5. Maintain

Set up regular maintenance checks so your fire doors stay in good working order, and any developing faults get caught early. A company certified by BM TRADA Q-Mark or FIRAS for fire door maintenance can carry these out.

6. Review

Fire door compliance isn't a one-off. Build in a regular review — your fire risk assessment should help determine the appropriate review and maintenance arrangements — so your fire doors keep protecting your building and everyone in it, exactly as intended.



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BONUS — Log it!

Here are four things you can do right now to start logging your fire doors, test evidence and recording the maintenance carried out.



Referencing

Door referencing — give each fire door a number: FD001, FD002, and so on.



Floor Plan

Note the door reference on a floor plan or compartment line drawing.



Evidence Folder

Keep a folder for your fire door information — certificates, test evidence and the rest.



Digital Records

Record all of this on a digital platform, such as Bolster Systems, for easy storage and tracking.

Not sure where to start?

Blake's offers a free, no-obligation fire door survey — we'll help you understand where your fire doors currently stand, with no pressure to go further.

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Your 2022 Regulations Duties

This page applies to buildings in England with two or more sets of domestic premises sharing common parts — most blocks of flats and similar multi-occupied residential buildings. If that's not your building, your fire door duties sit with your fire risk assessment instead — see step 1.

All qualifying buildings, any height

Give residents fire door information: keep doors shut, never tamper with self-closing devices, report faults straight away. New residents get this promptly; everyone gets it annually.

Top storey more than 11 metres above ground level

Check communal-area fire doors at least every three months. Use best endeavours to check flat entrance doors at least every 12 months. Checks should include confirming the self-closer works effectively and looking for damage or defects that could affect the door's performance. For flat entrance doors, keep a record of the steps taken to carry out the annual checks, including where access wasn't granted.

Who can check them

GOV.UK guidance is clear: these visual checks don't need a specialist. A caretaker, managing agent or maintenance team member can do them with the right instruction. Detailed professional inspections are a separate, deeper job.

Fire doors in a shared or communal building?

If you're not sure whether your building meets these thresholds — or want a professional check — Blake's offers a free, no-obligation fire door survey.

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This is an informational overview, not legal advice — your fire risk assessment and a competent fire safety professional should determine your exact obligations.