

Responsible Person Quick-Start

Fire Door Duties Explained

Plain-English guide for building
owners, managers and landlords

What you are legally on the hook for
Inspection frequency and record-keeping
When to call a competent person

Are you the Responsible Person?

Under the Regulatory Reform (Fire Safety) Order 2005, the "Responsible Person" (RP) is whoever has control of premises that are not a single private dwelling. That is usually:

- The employer (for workplaces)
- The owner or occupier (for non-domestic buildings)
- The freeholder, managing agent or landlord (for blocks of flats — common parts only)

Liability sits with the RP

Failure to comply with the Fire Safety Order is a criminal offence. Penalties range from fines to unlimited fines and imprisonment for serious breaches. The duty cannot be delegated away by hiring a contractor.

What you must do (fire doors)

Identify the fire doors in your building

Common parts of buildings and any door protecting an escape route or compartment.

Inspect them on a defined frequency

Quarterly for common-parts fire doors in residential buildings >11m. Annually for flat entrance fire doors. Workplaces: as your fire risk assessment requires.

Keep records — indefinitely

Building Safety Act 2022 requires "golden thread" records for the life of the building. Date, inspector, condition, defects, remedial actions.

Remediate defects

Non-compliant fire doors must be repaired or replaced by a competent person within a reasonable timeframe.

Inform residents (where applicable)

In residential buildings >11m, residents must be given fire safety information including the importance of fire doors.

Inspection Frequency Reference

Door Location / Building Type	Minimum Frequency
Common-parts fire doors, residential >11m	Every 3 months (quarterly)
Flat entrance fire doors, residential >11m	Every 12 months (annually)
Common-parts fire doors, residential <11m	Best practice: annually
Workplaces / commercial premises	As per fire risk assessment
HMOs and care homes	As per fire risk assessment, typically quarterly

Quick self-check — what to look for

The detailed inspection should be done by a competent person. As the RP you can spot obvious issues between formal inspections:

- The door closes by itself, fully, every time
- No wedges, hooks, or anything propping it open
- No visible damage, holes, or large gaps
- "Fire door keep shut" sign is present and legible
- Glazing (if any) is intact, no cracks
- The door latches when closed (handle returns, latch engages)

When to call a competent person

If you spot any defect on the self-check above, or if a fire door has been altered, damaged, or replaced — book a formal inspection. Do not attempt repairs yourself unless qualified. Records of who inspected, what they found and what was done must be kept.

References

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022 (golden thread, indefinite records)
- BS 8214:2026 — Code of practice for fire door assemblies

Get your records right — first time

IgnisTrack gives competent persons a fast way to inspect, photograph and record every door. You get back searchable PDF reports with photo evidence that satisfy BSA 2022 golden-thread requirements.

See how it works at www.ignistrack.com

Disclaimer

IgnisTrack is a tool to assist with fire safety record-keeping. The Responsible Person remains legally responsible for fire

safety compliance. This resource is provided as reference material — apply professional judgement and verify against current versions of BS 8214:2026 and applicable regulations.