What to record: Portable fire extinguisher inspection report

Record the building name and full address on every report.
List each extinguisher by tag or asset ID, not only by room nickname.
Note agent type (dry chemical, CO2, water, wet chemical, foam, clean agent).
Monthly visual: accessibility, pressure gauge or indicator, seal, damage, missing pin.
Annual maintenance: date performed, technician name, pass or fail, work order number.
Hydrostatic test due date from the tag or manufacturer table.
Deficiencies: use plain language the owner can act on (blocked, discharged, overdue hydro).
Next due: monthly walk date and annual service date, separate lines.
Photos: reference file names if you attach images to the visit record.
Signatures: technician and client or responsible person when your AHJ expects it.
Store the finished PDF on the visit in FireCert Clock so the next due date is visible.