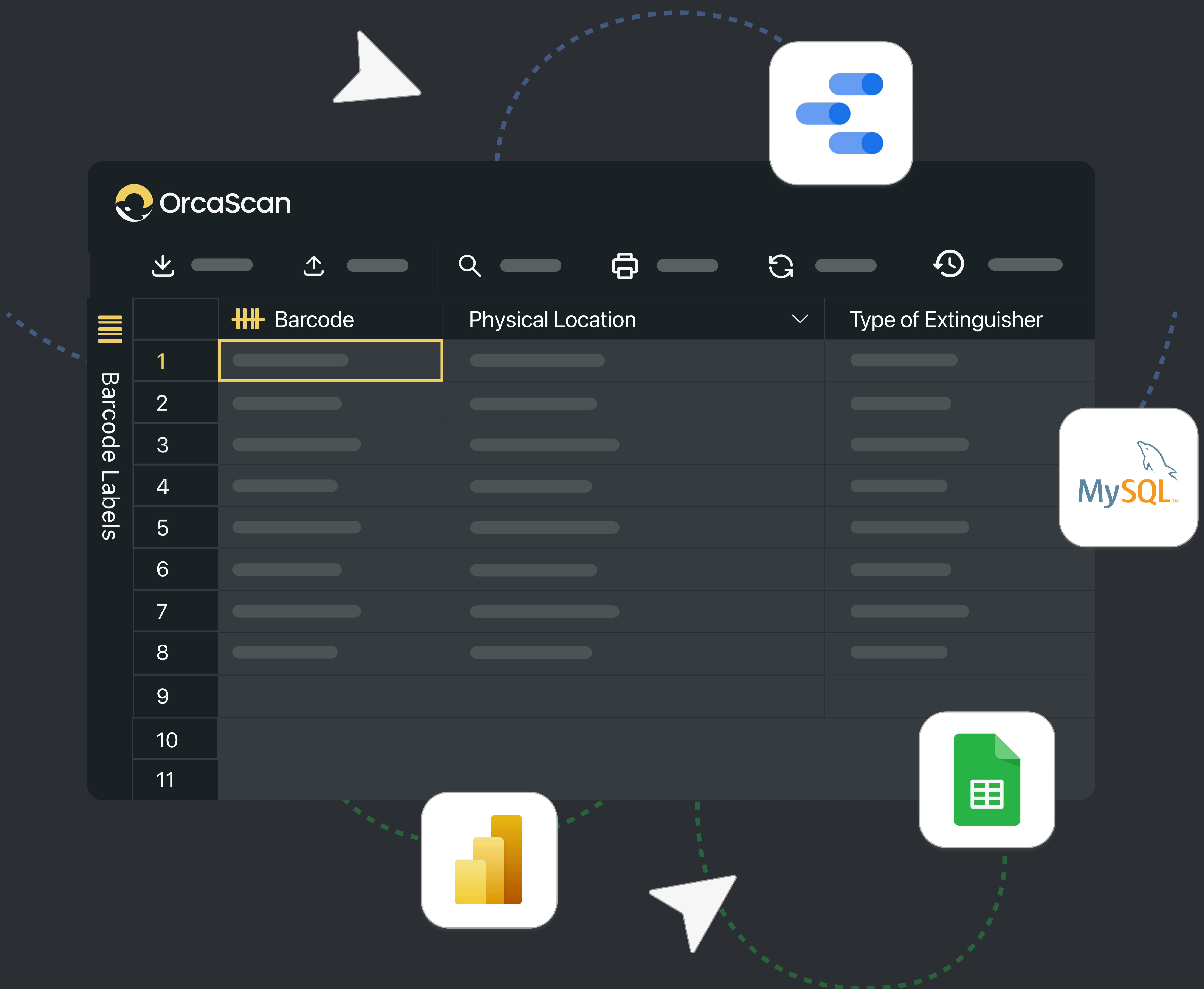


# Fire Extinguisher Tracking Solution Guide



# **How to track fire extinguisher inspections using barcodes?**

Fire extinguishers must be visually checked monthly to ensure they remain fully functional and ready to use in an emergency. Using barcodes to record inspections dramatically reduces the time and effort required and even helps organisations maintain a digital record for compliance purposes.

## **Do all fire extinguishers have barcodes?**

No, Not all fire extinguishers have a barcode, it depends on the manufacturer. If the fire extinguisher does not have a barcode, you can generate and print unique barcode labels using the free Orca Scan Barcode Label Designer.

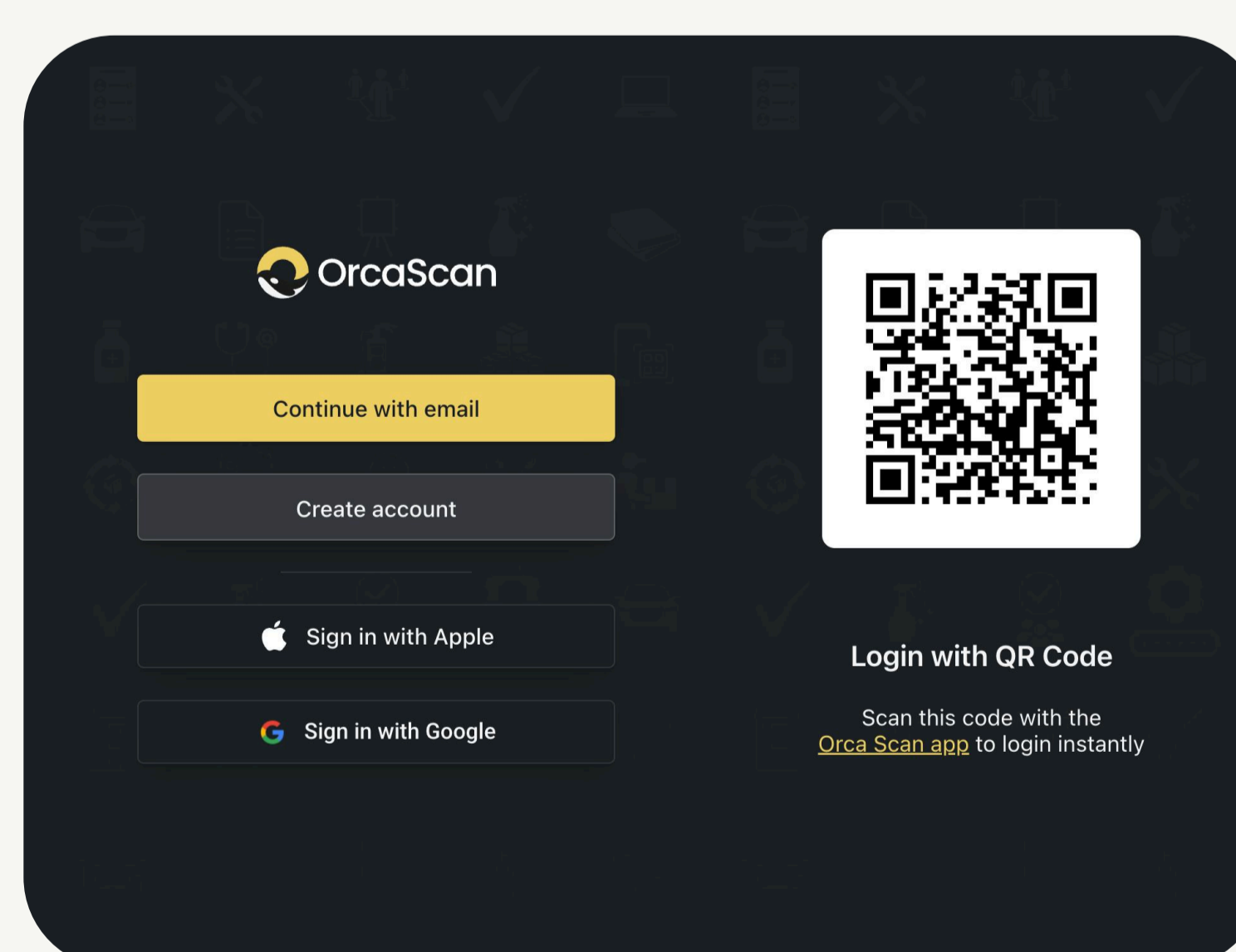
# How to install Orca Scan?



Open the camera in  
your phone

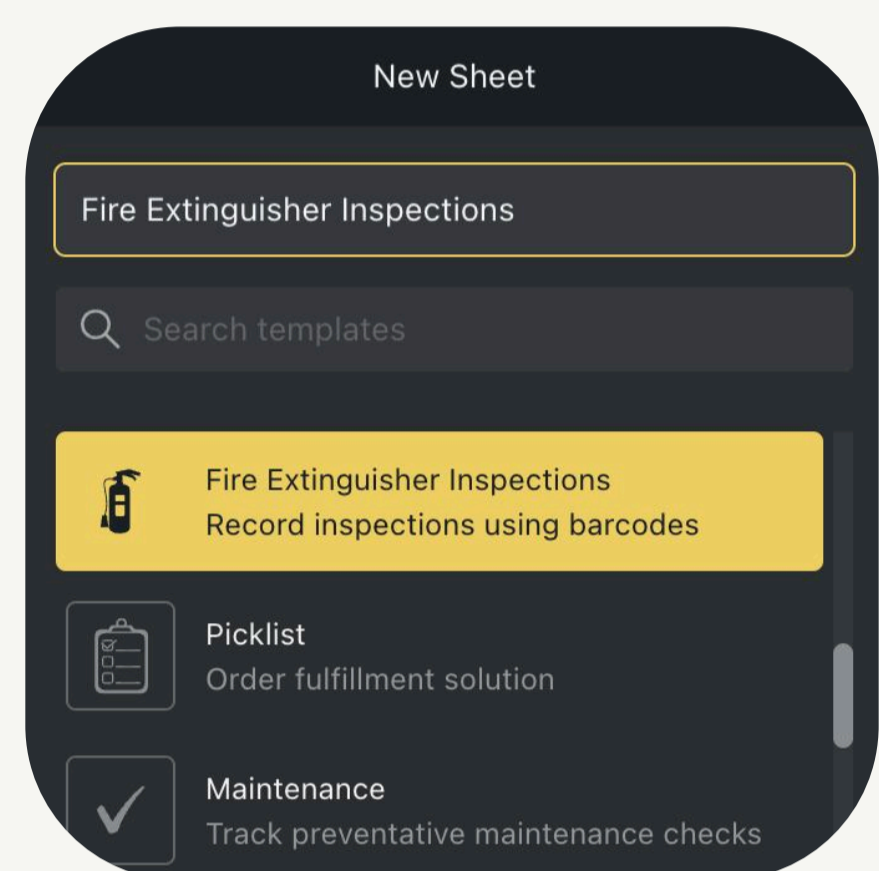


Download the Orca  
Scan app

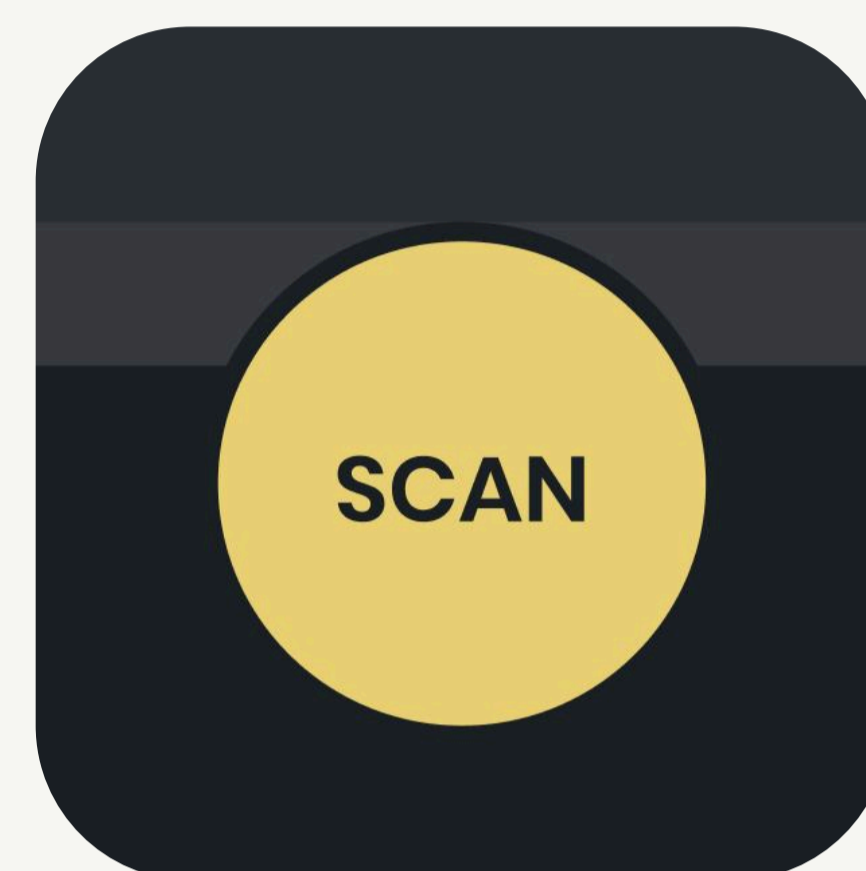


Register for an account

# How do you inspect a fire extinguisher using Orca Scan?



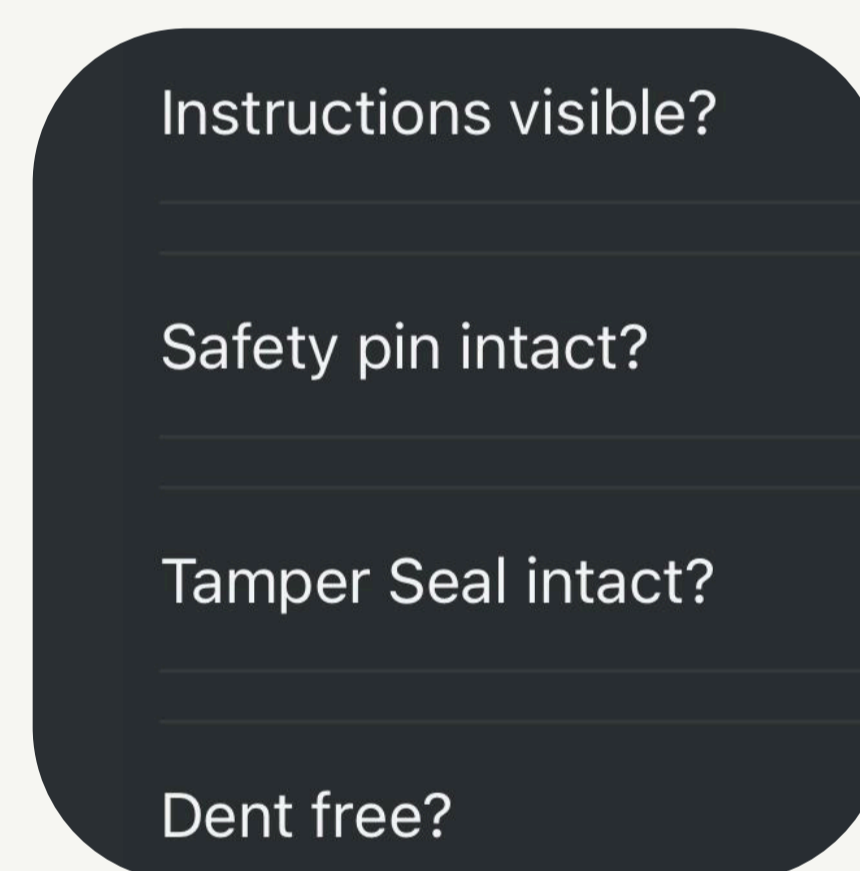
Create a new sheet using the Fire Extinguisher Inspections template



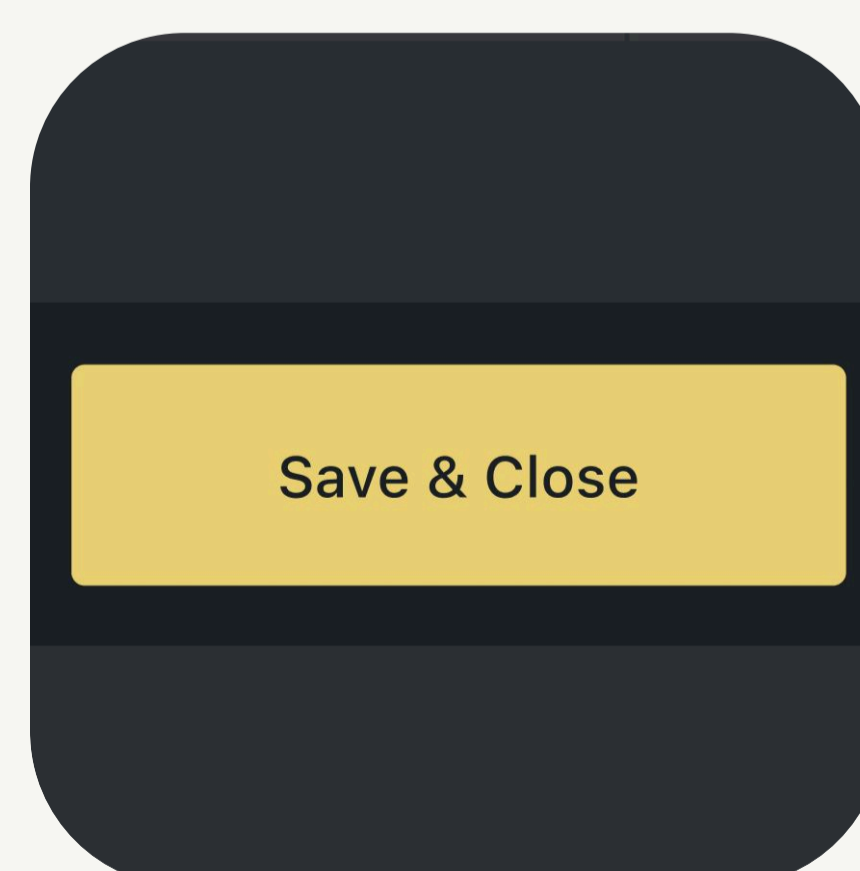
Scan the barcode on the Fire Extinguisher



Sign your signature to confirm you have completed the inspection



Enter the required information by inspecting the extinguisher

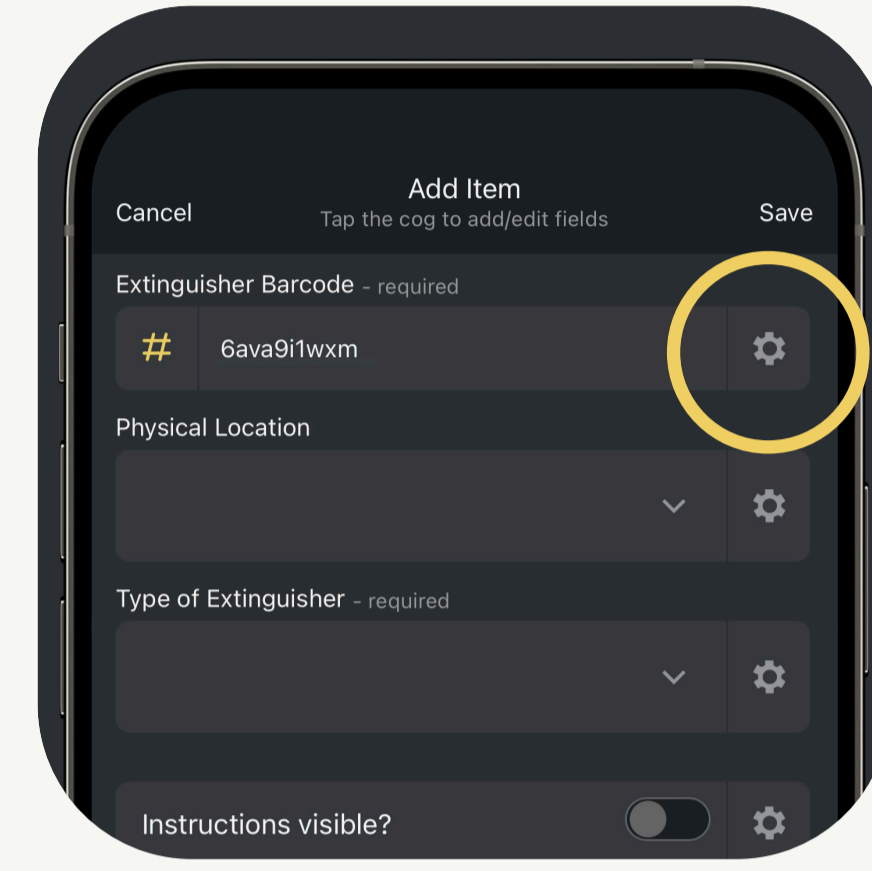


Save the changes

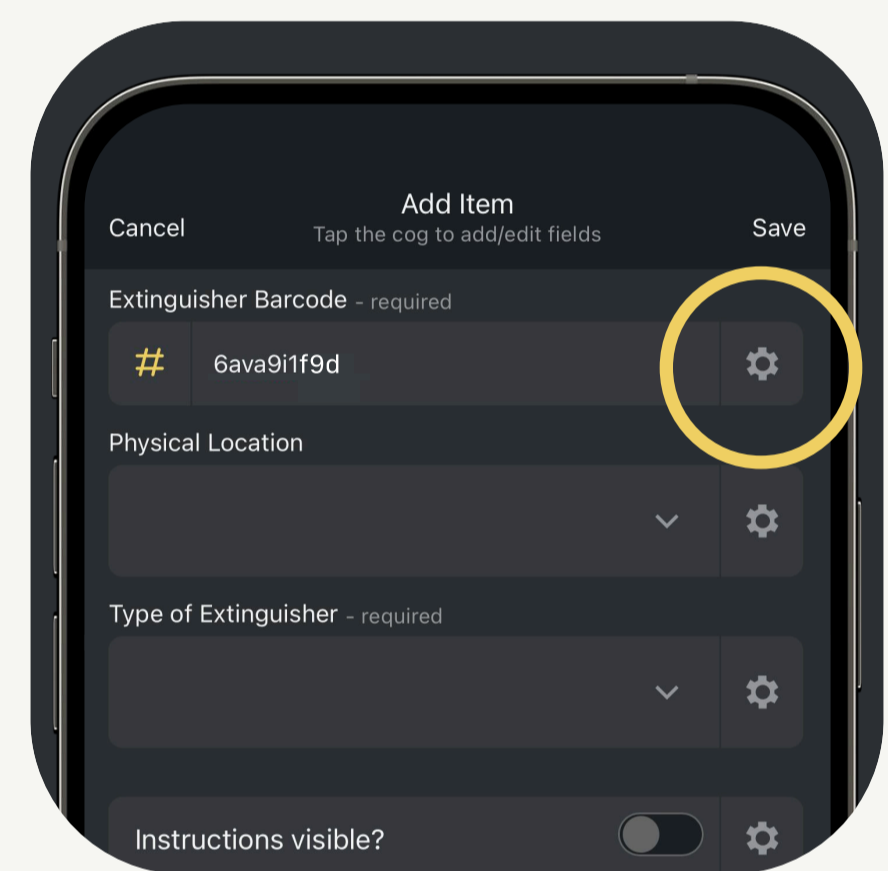
# How do I print a barcode for a fire extinguisher?



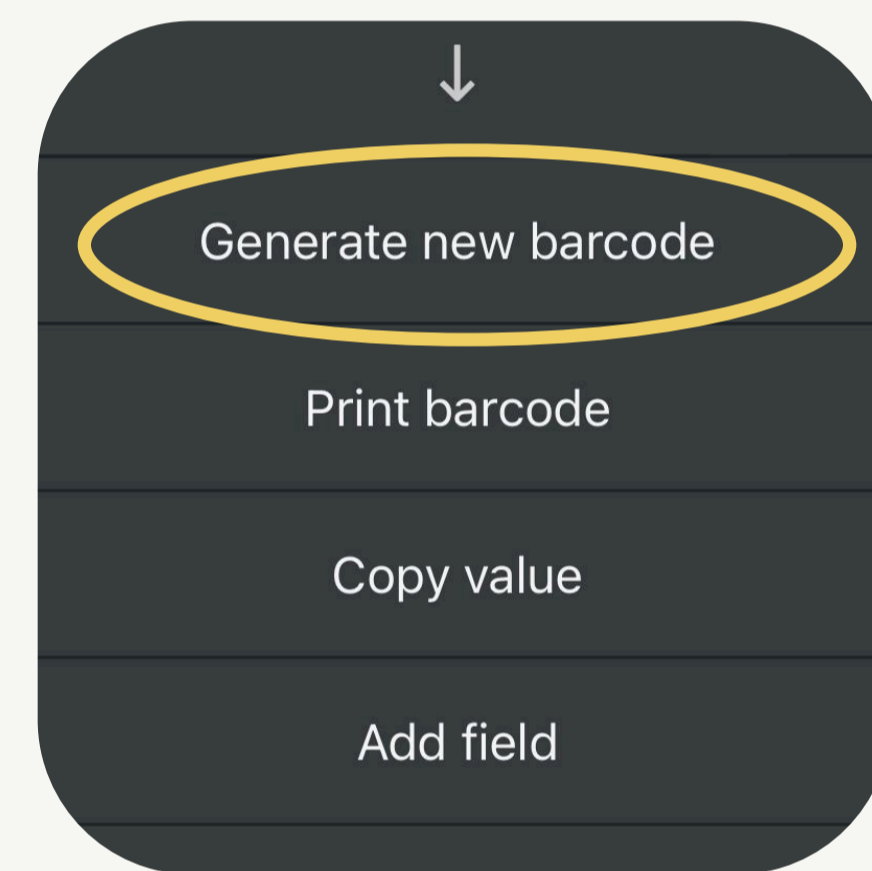
Tap '+' top left to add an item manually



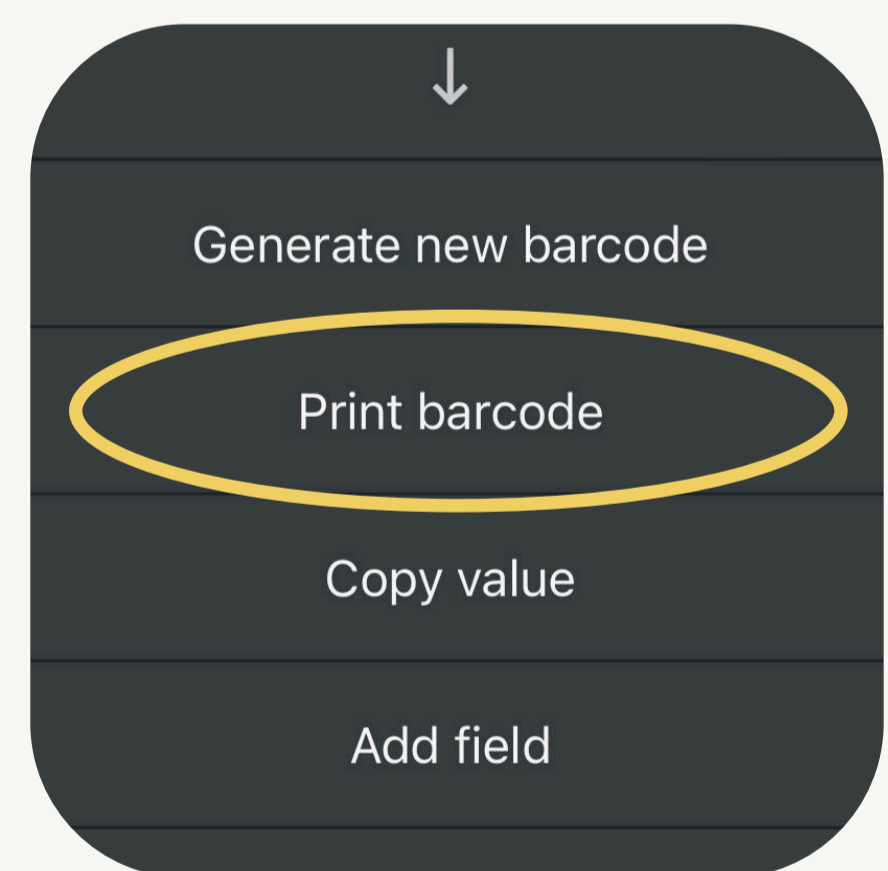
Tap the cog to the right of the barcode field



Tap the cog to the right of the barcode field again



Tap to generate a new barcode



Tap to print barcode



Tap print to send to your printer



[www.orcascan.com](http://www.orcascan.com)