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Risk Engineering Services

# Fire protection impairment kit

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# Fire protection impairment kit

This permit is required for any fire protection system impairment, regardless of the reason or duration. Systems include sprinkler heads, sprinkler valves, fire pumps, fire water piping, hydrants, gas suppression equipment and fire alarms.

#### New permits

Place all unused permits in the pocket below.

#### Completed permit retention

Please store all completed permits in a designated area for auditing and review. Ensure both parts of the permit are included.

#### Reordering permits

Reordering can be completed through your local Swiss Re Corporate Solutions Risk Engineer, insurance underwriter or insurance broker.

#### Need a permit urgently?

Print a copy of the permit from our digital copy available through your local Swiss Re Corporate Solutions Risk Engineer or insurance underwriter.

#### Digital permit printing guidance

Print the permit page in full on standard paper. Fold the printed permit in half along the line provided and tear or cut into two parts.

As this permit will not have a carbon-copy ability, it is important to ensure all details are transferred to both parts of the permit.

**Active permit:** If a permit is placed in the section below an impairment is active and all precautions must be taken. All hazardous and hot work\* processes must be stopped and a fire-watch must be in place.

#### Before an impairment

- If system work is planned, attempt to conduct this work when the fire hazard is at a minimum, such as non-operating periods.
- If the impairment is an emergency situation, ensure all precautions below are taken and the permit is issued immediately.
- If hazardous processes are left unprotected, it is recommended to shut these processes down.
- Permits should be issued regardless of reason or duration.

#### Issuing a permit

A permit may only be issued by an authorised manager of the fire protection system. Follow the actions below:

- Take a new permit and complete all the fields.
- Physically confirm all precautions have been activated.
- Separate the permit and place the front of the permit in the pocket below.
- Attach the rear of the permit to the impaired system.

#### \*Impairments and hot work

Alternatives to hot work should always be considered or a dedicated hot work area should be used for the task. However, if hot work is essential, an impairment to the fire protection system should be avoided. Isolation of the detection system directly above the hot work area is permitted if at risk of incorrect activation.

**Note:** If the permit is outside or in a wet environment, place the permit in a sealed plastic slip or container.

## NEW PERMITS

#### When do I use this permit?

This permit is required for any fire protection system impairment, regardless of the reason or duration.

An impairment exists when a fire protection or detection system, or part of that system, is either isolated, shut down or is not operating as intended.

Systems include but are not limited to:

- sprinkler and water spray systems
- all fire system control valves
- fire hydrant or standpipe systems
- fire pumps
- fire hose systems
- fire service mains
- fire water storage tanks
- foam-water systems
- wet-chemical systems
- gas suppression systems
- fire alarms and detection systems

Depending on your country or region, different impairment notifications may be required. This may be notification to the fire department, fire monitoring company, insurance broker or directly to Swiss Re Corporate Solutions.

#### Who should issue this permit?

A competent individual within the organisation should be selected to be the authorised manager for the fire protection systems.

The person selected should have, at a minimum, knowledge in fire protection systems and be aware of the risks of impairing fire systems and how to reduce the exposure during an impairment.

A contractor, temporary staff or third party employee (external) should not be selected as the authorised manager.

#### Enforcing precautions of the permit

Typically works on these systems are conducted by a fire protection contractor, who may not be aware of the policies enforced at this location.

It is important for the authorised manager to inspect the affected areas to ensure all precautions are being followed.

#### Why do I use this permit?

A fire protection system is a critical component of protecting operations at your location.

All of these systems play a crucial role in reducing the severity of a fire at your facility. A fire can cause significant damage to your building, production and ability to continue business operations. Not only is this a risk to the business itself, but to each and every employee at your company.

A fire protection system can also be treated as a life-safety system, allowing for early notification, safe evacuation and possibly restricting fire growth.

Hence an isolation should be treated as seriously as an isolation to any life-safety or property protection system such as an electrical lock-out-tag-out or hot work policy.

## ACTIVE PERMITS

#### Provide temporary protection

- Provide additional fire extinguishers in the areas with the impairment.
- Ensure all inside fire hose stations within the building are working with suitable water flow.
- Ensure all ignition sources are eliminated and all combustibles have been removed or covered with fire-rated blankets.
- Designate trained staff to conduct additional fire-watch services.

#### Notifications

- The fire department and/or fire monitoring company.
- Your emergency response, security and management team.
- Report the impairment to: [impairments\\_apac@swissre.com](mailto:impairments_apac@swissre.com), or
- Alternatively, notification can be made to your local Swiss Re Corporate Solutions Insurance underwriter or broker.

#### During the impairment

- Ensure the permit is attached to the impaired equipment and present in the active permit pocket at all times.
- Ensure all hazardous processes or those that can produce an ignition source remain ceased.
- Prohibit all smoking on site.
- Prohibit all hot work. If hot work is crucial, please call Swiss Re Corporate Solutions or your insurance broker to discuss the exposure. \*Please note the exemption above.
- Continue additional fire-watch services. Ensure all affected areas are regularly inspected.
- Prioritise work to the impaired systems and restore the system as soon as possible.

#### After the impairment

Confirm the completion of work:

- Complete all testing to ensure the system is fully operational.
- If the system is online, but not operating as per the documented design then keep the impairment active.

#### Closing out the permit

An impairment is considered complete when:

- The two parts of the permit are returned to the authorised manager.
- Ensure all fields, dates and times are completed. Sign the finished permit.
- Attach the front and back of the permit together and store for future auditing.
- Contact any notified persons that the impairment has been completed and the system is online.