FIRE SYSTEM ISOLATION AND IMPAIRMENT PROCEDURE

Contents

1 Introduction/Background ............................................................................................................................ 2
2 Scope/Purpose ........................................................................................................................................... 2
3 Definitions ................................................................................................................................................... 2
4 Who Must This Document Be Circulated To? ............................................................................................ 2
5 Planned Isolations ...................................................................................................................................... 3
6 Isolations of Hydrant Water ........................................................................................................................ 3
7 Unplanned Impairments ............................................................................................................................. 3
8 Insurance Providers ................................................................................................................................... 3
9 Roles & Responsibilities ............................................................................................................................. 4
10 Related Documents and References ..................................................................................................... 4
11 Version Control Table ............................................................................................................................. 4
1 Introduction/Background

Fire System isolations and impairments affect the ability to detect and respond to fires. This procedure describes requirements for planned isolations and unplanned fire system impairments.

2 Scope/Purpose

The purpose of this procedure is to ensure early and accurate notification, rectification and recording of planned isolations and unplanned fire system impairments for the University of Wollongong Main Campus.

3 Definitions

The aspects of the Fire System that this procedure pertains to include:

- Fire detection systems
- Fire Indicator Panels
- Fire alarms
- Gas suppression systems
- Fire hydrants
- Fire sprinklers
- Smoke alarms
- Thermal detectors
- Multi-criteria devices
- Network / communications

Impairment Degradation of a facility fire detection or suppression system.
Isolation Isolations of fire detection or suppression system including hydrant water and fire detection system
FRNSW Fire and Rescue New South Wales

4 Who Must This Document Be Circulated To?

This document and revisions are to be communicated to:

- UOW Security.
- FMD Maintenance.
- FMD Service Centre.
- FMD Construction.
- Principal Fire Contractor.
- WHS Unit.
- UOW Procurement Manager.
5 Planned Isolations

A planned isolation of a part of the Fire System may be required as part of planned maintenance, construction activity, or as required by special functions or events. When a Fire System requires isolation, the requestor is required to complete a Permit to Work either by attending the FMD Service Centre or by completing the form located electronically on the WHS intranet and sending the form through to the FMD Service Centre. A Permit to Work is required to be submitted with 24hrs notice prior to the time of intended implementation.

The Permit to Work must be approved by one of the following authorised persons:

- FMD Maintenance Supervisor.
- FMD Maintenance Manager.
- FMD Construction Manager.
- FMD Security Manager.

Security is only to enact an isolation on receipt of an approved Permit to Work from the FMD Service Centre, except where instructed by FRNSW, the Principal Fire Contractor, or where directed due to urgency or emergency by the FMD Maintenance Manager or Maintenance Supervisors.

A Permit to Work is valid for up to one week only. Where isolation is required for periods greater than one week, a new Permit to Work will be required for each subsequent week.

The isolation requestor is to contact the Security Office on Ext: 4555 to ensure that the isolation has been enacted prior to undertaking any works or activity. The isolation requestor is to inform the Security Office once the works, or activity, is completed.

The Security Office is to keep an electronic and manual log of all isolations enacted and reinstated.

6 Isolations of Hydrant Water

Isolation of any hydrant water will require the FRNSW be notified. FRNSW is to be notified when services are reinstated.

7 Unplanned Impairments

When a Fire System is impaired as a result of an unplanned occurrence, an FMD Maintenance Supervisor or the Maintenance Manager is to be advised. The FMD Maintenance Supervisor or Maintenance Manager is to advise the Security Office as to the location and nature of the fault, affected area, and estimated rectification timeframe. FMD Maintenance will provide regular updates to the Security Office.

Where a significant or extended unplanned impairment occurs, FMD Maintenance Unit is to undertake a Risk Assessment. FMD Maintenance Unit is to notify WHS Unit and provide any special instructions. WHS Unit is to then notify relevant Chief Building Wardens and provide any special instructions. Where a major network communications loss occurs, FMD Maintenance Unit is to notify and provide updates to FRNSW.

8 Insurance Providers

Isolations over 8 hours or over multiple shifts should be notified to the University’s Insurer AIG Consultants at impairment@aig.com
9 Roles & Responsibilities

It is the responsibility of FMD Staff members, Maintenance Supervisors, and authorised contractors to ensure all Fire System impairments, including planned isolations, are managed as described in this document.

10 Related Documents and References

UOW Permit to Work Guidelines

Fire and Rescue New South Wales
32 Denison St Wollongong NSW 2500
Ph.: (02) 4224 2020

Insurance Website: www.aig.com.au

Any questions/queries regarding impairments, contact the AIG Australia office:

Direct Number: 612 9240 1770
Switchboard: 612 9240 1711
Fax Number: 612 9240 1722

11 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>070918</td>
<td>Chris Hewitt</td>
<td>New Procedure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Maintenance &amp; Energy</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>070924</td>
<td>Chris Hewitt</td>
<td>Updated Flowchart</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Maintenance &amp; Energy</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>080716</td>
<td>Chris Hewitt</td>
<td>Updated Flowchart</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Maintenance &amp; Energy</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>100802</td>
<td>Chris Hewitt</td>
<td>Reviewed – no changes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Maintenance &amp; Energy</td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>120124</td>
<td></td>
<td>Document updated to reflect name change from Buildings &amp; Grounds (B&amp;G) to Facilities Management Division (FMD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Maintenance</td>
<td></td>
</tr>
<tr>
<td>7.0</td>
<td>120708</td>
<td>Dylan Chresby</td>
<td>Reviewed and updated + name change.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Maintenance</td>
<td></td>
</tr>
</tbody>
</table>