

Fire Protection Impairment Permit

QBE Insurance (Australia) Limited ABN 78 003 191 035 AFSL 239545



Purpose
<p>Fire protection systems form an integral part of managing and reducing the risk of a building fire by ensuring installed fire protection systems are operational. Often, these fire protection systems may be deactivated or isolated due to building works, repairs, or maintenance, and is referred to as a fire protection impairment.</p> <p>There are two main types of fire protection impairments requiring the use of a documented process, such as this permit, these are:</p> <p>Emergency impairment – Emergency work resulting in the need for the fire protection system to be either partly or fully isolated.</p> <p>Planned impairment – Planned work resulting in the need for the fire protection system to be either partly or fully isolated.</p> <p>An impairment permit is required where an active fire protection system is not operational for more than 8 continuous hours (or one shift)</p>

System Impairment Details				
Company name				
Location address				
Area/location of impairment				
Type of work	Emergency work	Planned maintenance		
Impairment start date/time:		AM	PM	
Impairment end date/time:		AM	PM	
Fire services affected	Yes	No	N/A	
Fire sprinklers				
Fire hydrants				
Other suppression systems				
Fire detection systems				
Fire pumps				
Water supply				
Other:				
Reason/comment for impairment				

Impairment Precautions	Yes	No	N/A
Hot work prohibited onsite			
Smoking prohibited onsite			
Portable fire equipment accessible			
Notify operations and emergency management personnel of the impairment			
Notify fire brigade and/or alarm monitoring provider			
Additional staff/security patrols or fire watch provided			
All hazardous operations minimised or discontinued			
Site's lockout/tagout (LOTO) procedures are followed			
Minimise impairment area and duration			

Requestor
Requestor name
Requestor company name
Authorisation
Authoriser name
I verify the impairment precautions have been examined and the impairment can commence.

Reinstatement Checks	Yes	No	N/A
The following services that was impaired are now fully operational:			
Fire sprinklers			
Fire hydrants			
Other suppression systems			
Fire detection systems			
Fire pumps			
Water supply			
Other:			
The following reinstatement actions have been completed:			
LOTO or any other fire impairment tags have been removed			
Notify operations and emergency management personnel that fire systems have been reinstated			
Retain impairment permit for records			
Reinstatement date/time:		AM	PM
Reinstators name:			

Purpose

Fire protection systems form an integral part of managing and reducing the risk of a building fire by ensuring installed fire protection systems are operational. Often, these fire protection systems may be deactivated or isolated due to building works, repairs, or maintenance, which is referred to as a fire protection impairment.

There are two main types of fire protection impairments requiring the use of documented process, such as this permit, these are:

Emergency impairment – Emergency work resulting in the need for the fire protection system to be either partly or fully isolated.

Planned impairment – Planned work resulting in the need for the fire protection system to be either partly or fully isolated.

Scope

The fire protection impairment process includes identification of when a fire impairment is required, roles and responsibilities during an impairment, and procedures before, during and after an impairment.

When is an Impairment Required?

An impairment notification is required for instances where the active fire protection system is out of operational service for **more than 8 continuous hours (or one shift)**

The fire protection impairment may include, but not limited to:

- Fire sprinklers
- Fire hydrants
- Other suppression systems (i.e., gas suppression, foam systems etc)
- Fire detection systems
- Fire pumps
- Water supply

Note: A fire impairment permit is not required for portable fire equipment

Responsibility

- An authorised personnel from the organisation has responsibility to issue; reinstate; and ensure the precautions outlined within the fire protection impairment permit are reviewed
- Person undertaking impairment is suitably qualified and authorised to proceed
- Ensure reinstatement following the completion of work

Fire Impairment Procedures

Before an Impairment

Complete a fire protection impairment permit process, including impairment precautions and approvals, prior to commencing the impairment.

All impairment permits should be sent to your insurance broker, who will forward to your insurers. All completed impairment permits should be retained, so they can be made available to insurers on request.

The following should be considered prior to undertaking a fire protection impairment:

- Impairment durations should be kept to a minimum; for prolonged impairments, plan to restore systems while the site is not operational, such as overnight or shutdowns. Where not possible a fire watch should be provided e.g onsite personnel or security patrols
- Plan to minimise the impairment area by limiting to specific floors or areas where the impairment is necessary
- Plan to shutdown or minimise any hazardous processes or activities during the impairment period
- Ensure awareness of emergency planning and procedures
- Where possible, relocate combustible materials/storage to areas that have an active fire protection system
- Ensure operations and emergency management personnel are aware of the fire protection impairment
- Ensure all hot work is prohibited during the fire services impairment. If hot works are required then ensure a hot works permit is in place and hot works procedures are followed
- Notify building management if the facility is not owned
- Notify the central station service or other alarm-monitoring agency (if applicable)
- Ensure portable fire equipment is accessible throughout the affected area during the impairment
- Fire impairment follows the site's lockout/tagout (LOTO) procedures where implemented

During an Impairment

During the fire protection impairment, the precautions identified prior to the impairment commencing should be constantly monitored, and where necessary, enhanced to ensure hazards are being adequately managed.

Reinstatement on Completion

Following the reinstatement of the fire protection system, the reinstatement portion of the impairment permit must be completed. Retain the completed impairment permit and provide to your insurance broker.

To reinstate the system after a fire protection impairment, ensure the following actions are completed:

- Confirm that the impaired fire protection system has been fully reinstated
- LOTO or any other fire impairment tags have been removed
- Communicate the reinstatement with the relevant stakeholders (building management, fire department, central station service or other alarm-receiving agency and broker/insurer)

Emergency Impairment

For emergency impairments, complete the fire protection impairment permit, ensuring impairment precautions listed within this document are followed. Whilst some elements of the before an impairment may not apply, ensure they are still reviewed.

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