

PRECAUTIONS TO BE TAKEN WHEN ANY PART OF THE SPRINKLER SYSTEM IS TO BE RENDERED INOPERATIVE

Prior Notice must be given to Protector Insurance before rendering the installation inoperative. Refer to Impairment Notification Procedures.

Pre Shutdown Inspection and considerations

- Before the water is turned off, or any part of the system is drained, a thorough examination of every part of the premises must be made to ascertain that there is no indication of fire.
- In special circumstances consideration should be given to notification of the Fire & Rescue Service of intention to render the sprinkler protection inoperative.
- All necessary precautionary measures should be implemented prior to shutdown of the sprinkler protection. i.e. all staff informed, fire doors closed and frequent patrols of affected areas.
- Should an installation remain inoperative outside normal working hours, 24 hour security patrols should be instigated.

Hand Fire Extinguishing Appliances

When any part of the sprinkler installation is rendered inoperative, management/supervisory staff must be notified and hand-extinguishing appliances placed on special readiness so that, in case of fire, the best possible use may be made of the appliances. A sufficient number of trained personnel must be made available to handle the appliances.

Timing of Work

Alterations and repairs to the installation or its water supplies should be carried out during normal working hours with the least possible interruption to protection.

Where the closure of any part of the sprinkler installation would deny protection to hazardous process area or plant items, special precautions should be implemented and, where practicable, consideration should be given to the suspension of such hazardous process for the duration of sprinkler installation shutdown or deferring impairment until idle hours. Constant manning of such areas with trained hand appliance personnel may also be considered necessary for the period of shutdown. In the case of manufacturing premises, planned impairments of extended nature should preferably be deferred until machinery and plant is idle.

Method of Work

In as far as is practicable, all extensions or alterations to sprinkler installations should be conducted in such a manner as to render the sprinklers inoperative for the shortest possible period. To this end all extension or alteration pipework should, where possible, be installed and satisfactorily tested, prior to the final connection to the existing sprinkler installation pipework. Where extensive alterations are required, as much of the protection as practicable must be maintained operative during the progress of the work by plugging off connections to impaired areas.

Smoking & Welding

During the period of installation shutdown all smoking within and around the affected area should be prohibited. In-situ welding of sprinkler pipework is to be deprecated. Where such work is unavoidable a 'Hot Work Permit' system must be pursued. All hot work processes should be avoided during sprinkler shutdown periods.

Emergency Shutdown

In the event of the installation having to be rendered inoperative as a matter of urgency, or becoming inoperative through accident, the above precautions, insofar as the same are applicable, must be observed with the least possible delay and Protector Insurance be notified as soon as possible. (Refer to Impairment Notification Procedures).

Drought Conditions

- Where town main supplies are curtailed through drought, special attention should be given to the maintenance, in an efficient condition, of any other supplies. All fire extinguishing appliances must be held in special readiness for immediate use.
- Where practicable, consideration should be given to augmenting existing appliances with temporary provision as appropriate.
- In case of large premises it is recommended that a watchman should be on duty throughout the night.
- In times of water use restrictions please refer to Protector Insurance prior to curtailing the weekly testing procedures.

If in doubt contact your Broker and Protector Insurance on **0161 274 9077** or email: risk@protectorinsurance.co.uk

SPRINKLER SYSTEM WEEKLY TEST CARD

VALVE CARD

Year: _____ Installation No: _____

Name & Address: _____

Insurance Issued By: Protector Insurance
7th Floor, 3 Hardman St
Spinningfields
Manchester
M3 3HF

The results of the routine tests must be recorded each week on this card at the time of the test.

Completed cards should be returned annually to Protector Insurance at the above address.

WARNING:

Regular servicing, weekly and half-yearly tests (where appropriate), are a condition of insurance policy cover and failure to conduct the same could affect policy terms and cover.

PRIOR NOTIFICATION

Protector Insurance must be given prior notification of intention to isolate any sprinkler installation or water supply.

Complete an Impairment Permit and send the Notification Sheet to your Broker and Protector Insurance at the above address, or email the Risk Management team:

risk@protectorinsurance.co.uk

Note: Where possible notification should be by email but telephoned advice is acceptable if followed by written confirmation

If, due to unforeseen circumstances, the sprinkler system is rendered either wholly or partially inoperative your Brokers and Protector Insurance must be immediately informed.

Please see the rear of this card for details of precautions to be taken if the sprinkler system is to be rendered inoperative.

IN CASE OF FIRE

1. Call the Fire Service immediately (even if the system is fitted with automatic Fire Service Signalling)
2. Provided there is no risk to personnel, make best use of fire extinguishers, hose reels, hydrants etc.
3. DO NOT close the installation main stop valve, until it has been ascertained by the Fire Service, through a thorough examination of every part of the premises, that the fire has been fully extinguished. When the installation main stop valve is eventually closed, the valve station MUST NOT be left unattended until all fused or damaged heads have been replaced and the valve has been fully opened.

Weekly Test Card for Sprinkler Valve No.

A test should be conducted weekly to establish that the Installation Valve and Alarm Gong are in working order and that the water supply is adequate with all valves in the correct open/shut position. Before conducting any testing you should notify the Alarm Receiving Centre, where automatic signalling is provided that will be activated by the tests. Confirm that the alarm signal was received upon completion of tests.

Installation Valves Testing Procedure

- Record the pressure on the gauge both above and below the Alarm Valve and enter into Columns 3i and 3ii
- Open the 15mm Test Valve fully and record in Column 4 for the time taken for the Alarm Gong to sound: the gong should sound continuously until shut off
- Shut the Test Valve and record the pressure registered on the gauges in Columns 5i and 5ii
- Service and clean the alarm motor and gong upon completion of the test, if necessary
- Check that the direct connection to the Central Alarm Station, Fire Service or remote panel, if provided, has operated.

Town Main Water Supplies Test

- This test must be carried out on a regular basis to establish the continued effectiveness of the town main. However, such tests may not be possible on some Alternate installations when pressurised with air
- Prior to testing the town main, isolate any pressure tanks or elevated tanks.
- Open 80mm test valve and record the pressure on the gauge above the alarm valve at the flows required for the installation.
- Where a flow meter is not installed, open the 50/80mm valve fully and record the pressure on the gauge above the alarm valve.
- Firmly close and secure the test valve and reopen valves from previously isolated supplies.

Equipment Faults

- Installers / manufacturers instructions must be adhered to when undertaking testing.

Testing Procedure

- Installers / manufacturers instructions must be adhered to when undertaking testing.

Date	Installation Valves		Electric Alarms	Pressure Tank	Water Storage	Water Supply	Test & Maintenance	General Comments
	3. Pressure on Alarm Valve gauges prior to test i) above valve ii) below valve	4. Time taken to ring the gong after the 15mm Test Valve was fully open (seconds)						
Week 1								
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Reminder - At this time of year installations on the Alternate or Subsidiary Air Value Systems should be charged with water. Subsidiary Stop Valves controlling sprinklers likely to be afflicted with frost should be opened and the drain valves closed.								
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Reminder - At this time of year the installations on the Alternate or Subsidiary Air Valve Systems should be drained thoroughly of water and charged with air. Subsidiary Stop Valves controlling sprinklers likely to be affected with frost should be closed and the pipes thoroughly drained of water. Any electric trace heating thermostats and trace heating on pipework should be checked and made functional. Any lagging on pipework should be checked for structural integrity and made good if required.								
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Town Main Water Supplies Test

The Sprinkler maintenance company will complete the flow and pressure test of the town main water supplies.

Date of Test	Running Pressure:	L/min =	bars:	@	L/min =	bars:	50/80mm full flow =	Units bars / PSI bars / PSI bars / PSI

Routine Service Conducted by: