# 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.

**PROTECTOR** insurance

# **SPRINKLER SYSTEM WEEKLY TEST CARD**

**PUMP 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.

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 Pump No.

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

- Testing Procedure
  Manufacturers instructions must be followed when undertaking testing
  Enter date of the test
  Check water storage tanks, ball valves, alarms, etc
  Check and record pump house temperature
  The person responsible for testing should sign initials upon completion

- Electric Motor Driver Pump

  Start the pump automatically via the 15mm hydraulic con
  Record the pressure the pump starts at
  Record the pressure on the pump delivery gauge with the
  Start the pump manually (if required)
  Check all electrical alarms are functioning correctly
- very gauge with the pu

- ection to the start switch
- Diesel Engine Driven Pump Test

  Check engine oil and refill as required

  Check batteries, replace as required

  Start the pump automatically via the 15mm hydraulic connect

  Record the pressure the pump starts at

  Check the engine cooling system is operating correctly

  Record the pressure on the pump delivery gauge with the pu

  Run the pump for a minimum of 30 minutes

  Record the total running hours

  Start the pump manually (if required)

  Check the engine fuel tank is full and that reserves are suffici

  Check all electrical alarms are functioning correctly

: Faults - Must be rectified in

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dd/mm/yy	/ All valves held in the	Storage and Priming Tanks	Record pump house	All alarms (local and	Did the following pass the safety	owing pass		criteria?	Recut	Record Re	Record D	Did the pump start?		Record Record hours run cut in	ird Record		Did the pump start?	art? Tested by who and any comments
Week	n 0	(if applicable) charged to correct levels with fresh water? Ball valves in good	temperature	remote) operate correctly (Y/N)	Cooling O System (Y/N)	ii) iii) Oil Level Fue Lev (Y/N) (Y/I)	- I ()	iv) v) Battery Bat Charger top up (Y/N) (Y/	teries iped N)	e l	ō.	uto //N)	lan /N)	pres	5	sure Auto (Y/N)	i) Man (Y/N)	
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efficient o be checked	efficient operation of electric motor driven pumps and diesel engine driven units. Pump suction tanks be checked for integrity and made good if neccessary	tric motor driv	en pumps and if neccessary	diesel engine	driven units	r. Pump suc	tion tanks,	immersion	n heaters a	nd any ele	ectrical tra	ce heating	on pipework	should be	checked a	nd made i	functional. A	immersion heaters and any electrical trace heating on pipework should be checked and made functional. Any lagging on pipework should
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Periodic servicing should be associated equipment.

		Diesel Pump		Electric Pump					
Date of Service / Test	Date Diesel Engine Serviced	Flow	Pressure	Flow	Pressure	Servicing Company	Signature	Comments	