

CE: FIRE SYSTEM ISOLATION PROCEDURE

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In developing this procedure, the University had regard to the provisions of section 190(4) of the Emergencies Act (ACT) 2004 and WHS Act 2017.

1. Purpose

Fire system isolations and impairments affect the ability to detect and respond to fires, so it is essential that appropriate temporary fire protection measures are in place to mitigate risk associated with isolations and impairments. These procedures cover UC requirements, notification of impairments, as well as the processes and permit to be used by UC staff (trained and competent), trade service contractors, and principal contractors.

2. Definitions

Hot Work	Grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations.
Dusty Work	Demolition, construction, maintenance or cleaning operation which produce significant dust, steam or airborne particles, which could affect the fire systems.
Isolation / Impairment	The disengagement or disconnection of a system such that it cannot operate effectively.
Permit Duration	Permit duration will be based on duration and period written on permit.
Fire Watch	Continuous and systematic surveillance of a defined area for the purpose and detection of unwanted fires for at least 60 minutes.
FIP	Fire Indicator Panel
EWIS	Emergency Warning Indicator System
BOWS	Building Occupant Warning System

Permit Approver (PA)	A qualified and experienced person who has the authority to sign off permits. UC level 7 and above staff usually Project Delivery or O&M staff supervising the works.
Permit Requestor (PR)	A person who requests approval for work to be undertaken under the relevant permit.

3. Application

This procedure is applicable to all work undertaken on all UC campuses by contractors, sub-contractors and their employees. It is intended to supplement any standard processes contractors would use when undertaking hot or dusty work and includes specific procedures with regards to sprinkler isolations. UCX Events that impact Fire Systems are also required to follow this procedure.

4. Planned Impairments

- 4.1. All attempts must be made to avoid the isolation and impairment of the fire protection systems.
- 4.2. They may only be isolated if an alternative means of conducting the required works is not achievable.
- 4.3. Contractors will have to provide ongoing fire watch patrols of any unprotected areas.
- 4.4. Impairments should always be planned for the shortest duration possible.
- 4.5. Before a planned impairment, ensure that precautionary actions are taken as per UNIMUTAL Impairments to Fire protections System Document.

5. Unplanned Impairments

- 5.1. When a Fire System is impaired because of an unplanned occurrence, the Permit Approver (CE) is to be contacted immediately.
- 5.2. Permit Requestor will identify remedial works and will need to follow this procedure and complete the permit.

6. Principles

- 6.1. All Fire Protection Impairments must be authorised, recorded, and strictly controlled by Campus Estate.
- 6.2. Permit Requestor must complete Fire Isolation System Permit CE-WHS-FRM-001 and submit it to the Permit Approver.
- 6.3. Major events holders (i.e. UCX) must seek authorisation from VPFI after CE endorsement of the Fire Isolation System Permit.
- 6.4. In the event of smoke from bushfires requiring temporary isolation of smoke detection ,the Permit Approver should submit the ACT Fire and Rescue [online form](#) to ACTF&R and seek endorsement prior to submitting the fire isolation system permit.
- 6.5. Existing Fire Block plans for all buildings can be accessed through [Fire Block Plans](#) link.
- 6.6. All fire isolation system impairments likely to exceed 8 hrs, or a single shift, must be notified to the insurer.

- 6.7. A Permit Approver must complete the Unimutual Impairment Notification electronic form, which will prompt to save the notification form to a dedicated file, and automatically attach the form to an e-mail addressed to RSVP_APAC@axaxl.com & services@unimutual.com.au and send a copy of the form to insurance@canberra.edu.au.
- 6.8. Acknowledgement will be received from the Insurer with a ticket number, which must be saved on the original impairment form as AXA XL Impairment #.
- 6.9. The Fire System Isolation Permit (where it exceeds 8 hrs or single shift) and Unimutual Impairment Notification electronic form is also required to be shared with ACTFRFireSafety@act.gov.au for information purpose only.
- 6.10. The Permit to Work register can be access through [Permit to Work Register](#).
- 6.11. Upon completion of the works, the Permit Approver must notify Unimutual of the restoration of impairments by returning the above completed Unimutual Impairment Notification electronic form with ticket number, restoration date and time.

7. Authority to Isolate

- 7.1. The isolation and de-isolation of the FIP's can only be undertaken by authorised service technician from a licensed fire contractor.
- 7.2. Only authorised service technician from licensed fire contractor are permitted to isolate fire systems for examples wet, dry and EWIS/BOWS etc.
- 7.3. Only in case of UCX Events in Building 1 Refectory, isolation and impairment can be done by trained and competent staff.

8. Fire System Isolation process map

Fire System Isolation

