

1. Person requesting the isolation		Permit Number <i>(Building-FSIP-date)</i>					
Name of person requesting the isolation		<input type="checkbox"/> Faculty / Department <input type="checkbox"/> Entity <input type="checkbox"/> Contractor					
Signature		Date of submission					
		Phone number					
2. Isolation request details: complete and forward to buildingsmaintenance@ul.ie minimum 24hours prior to requiring isolation							
Fire Protection Systems Requiring Isolation	Fire Detection System	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Fire Sprinklers	<input type="checkbox"/> Yes. <input type="checkbox"/> No			
	Fire Indicator Panel	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Fire Hydrants	<input type="checkbox"/> Yes. <input type="checkbox"/> No			
	Network Communications	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Fire Pumps	<input type="checkbox"/> Yes. <input type="checkbox"/> No			
	Gaseous Suppression System	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Fire Service Water Supplies	<input type="checkbox"/> Yes. <input type="checkbox"/> No			
	Voice Evacuation System	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Other – Details: _____	<input type="checkbox"/> Yes. <input type="checkbox"/> No			
Building		Level/s	Room/s				
Schedule of Devices	<i>i.e: L2 S49</i>						
Reason for isolation	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Construction	<input type="checkbox"/> Other – Details: _____				
Requirements	Isolate for less than 10 hours <i>(ie: daily)</i>	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Isolate for more than 10 hours * <i>(ie: continuous)</i>	<input type="checkbox"/> Yes. <input type="checkbox"/> No			
	Isolation date		De-isolation date				
	Isolation time		De-isolation time				
	Indicate days	<input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.					
3. Authorisation	* For isolation > 10 hours: insurance company must be notified. Additional fire watch measures to be put in place. See note						
Name of person authorising the isolation		Signature					
Phone number		Date of authorisation					
4. Implementation							
Day DD/MM	Mon __/__/__	Tues __/__/__	Wed __/__/__	Thurs __/__/__	Fri __/__/__	Sat __/__/__	Sun __/__/__
Name of person isolating the Fire Protection System							
<i>Time isolated</i> (00hr00)							
Name of person de-isolating the Fire Protection System							
<i>Time de-isolated</i>							
5. Close Out							
Signature of Authorising Person		<i>Date and Time Isolation Permit Closed</i>	__ Hr __ on __/__/__				

Fire Protection System Isolation and Impairment Procedure

1. Preface

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

Definitions

The purpose of this procedure is to ensure early and accurate notification, rectification and recording of planned and unplanned fire system impairments for University of Limerick's campus building.

Fire Protection Systems shall include:

- Fire detection systems including smoke, thermal, flame or beam detection, manual call points
- Fire indicator panels
- Fire Evacuation Systems
- Gaseous suppression systems
- Fire hydrants
- Fire sprinklers
- Network communications, e.g. Alarm signalling equipment
- Fire service water supplies
- Fire pumps

This procedure is applicable to all Contractors or Maintenance Staff intending to carry out works on the University of Limerick's campus.

Note:

- Only Contractors on the Buildings and Estates approved Contractor list may carry out work on the campus Fire Alarm System.
- All costs associated with the Fire Protection System isolations are the responsibility of the Contractor or the Department requesting the isolation.

2. Planned Isolations

A planned isolation of a part of the Fire Protection System may be required as part of planned maintenance, construction activity or as requested for special functions or events. When a Fire Protection System requires isolation, the requestor is required to complete the relevant Fire Protection System permit.

The Fire Protection Isolation system applies equally to all external contractors and direct labour Buildings and Estates staff. The system must be applied in addition to any work risk assessment method statement (RAMS) already in place.

Any employee of the Buildings and Estates Department authorising Fire Protection System Isolation permits must have been given prior written authorisation as an Authorised Officer to issue Fire Protection System Isolation permits and have accepted the appointment by signing

the letter of appointment. The Buildings and Estates Department shall maintain a current inventory of Authorised Persons electronically and on paper within a safety manual. Authorised Persons must have read and understood the Buildings and Estates Department Fire Safety Policy. The locations for holding permit books shall be at the following location(s):

- Buildings and Estates Reception / Office;

3. Un-Planned Impairments

When a Fire Protection System is impaired as a result of an unplanned occurrence, an Authorised Person or Technical Services Manager is to be advised. The Authorised Person or Technical Services Manager will risk assess and determine appropriate action.

Where a significant or extended unplanned impairment occurs, the Buildings and Estates Department is to undertake a Risk Assessment of the affected area. The Buildings and Estates Department is to advise the Health and Safety Department and outline any special instructions.

4. Insurance and Local Authority Requirements

Isolations and impairments of the Fire Protection Systems that are expected to last over 10 hours shall be notified to the University of Limerick's insurer

Isolation and impairments of the Fire Sprinkler System in the Foundation Building should be notified to the University of Limerick's insurer, prior to the issuing of the permit. Any special instructions should be included as part of the permitting process.

Isolation and impairments of the Fire Hydrant System within the campus that are expected to last over 10 hours shall be notified to the University of Limerick's insurer and the local Fire Authority, prior to the issuing of the permit. Any special instructions should be included as part of the permitting process.

5. Procedures

These procedures relating to Fire Protection System Isolation Permits must be observed.

No one will be permitted to carry out work on a Fire Protection System within the University of Limerick's campus until they have received a completed Building's and Estates Fire Protection System Isolation Permit.

Permits should be kept in a secure location with access only by Authorised Persons.



**B&E Fire Protection System Isolation / Impairment
Permit**

Safety Form No. 017

Rev: 0.3

Date: Nov 2019

Appendix 1: Fire Protection System Isolation Permit

- To be completed by the person / company who is requesting / requiring the Fire Protection System isolation
- A risk assessment must be undertaken and attached to this permit
- The permit and risk assessment will be reviewed by an Authorised Person
- Responsibility for the safety controls listed in the risk assessment remain with the person requesting the isolation