



Fire Protection – Impairment Notification

Instructions

- After reading the [Guidance Notes](#), complete sections 1 and 2 prior to shutdown and Email to: GlobalProperty.Impairment@AIG.com
Notification of planned sprinkler impairments should be provided as far in advance as possible (48 hours where possible) with immediate notification required in connection with emergency sprinkler impairments.
- Complete section 3 when the fire protection system is restored and e-mail to AIG at the above e-mail address.

Section 1 – Company Details			
Name		Subsidiary	
Location			
Address			
City		ST/Province	
Country		Post Code	
Completed By		Position	
Email		Telephone	

Impairment # / ID

Section 2 – Sprinkler Impairment Details			
1. Part(s) of system to be shut down – Check all that apply.			
<input type="checkbox"/>	Automatic Sprinkler Systems(s)	<input type="checkbox"/>	Fire Pumps
<input type="checkbox"/>	Underground Main(s)	<input type="checkbox"/>	Suction/Gravity Tanks(s)
<input type="checkbox"/>	Detection System(s)	<input type="checkbox"/>	Alarm Systems(s)
<input type="checkbox"/>	Fixed Protection System(s) - (CO ₂ , Halon, FM200, Dry Chemical, etc.)		
Reason for Shutdown			
Area(s) Affected			
Start - Date	Time	End - Date	Time
Other Comments			
2. Precautions to be Followed – Check all that apply.			
<input type="checkbox"/>	Inform Department Heads in building of area where fire protection is out of service	<input type="checkbox"/>	Supplement manual fire protection with extra extinguishers
<input type="checkbox"/>	Stop all cutting, welding and other hot work in affected area	<input type="checkbox"/>	Notify the Shift Supervisor, Plant Emergency Organization or plant Fire Brigade Chief
<input type="checkbox"/>	Prohibit Smoking throughout affected area	<input type="checkbox"/>	Notify Alarm Service and Plant Security
<input type="checkbox"/>	Shut down all hazardous processes	<input type="checkbox"/>	Notify the public Fire Department
<input type="checkbox"/>	Maintain as many sprinklers in service as practical	<input type="checkbox"/>	Notify AIG that fire protection is out of service

Section 3 – System Restoration Details			
Restored -	Date	Time	
Completed By		Position	



Fire Protection - Guidance Notes

Where all or part of a sprinkler system is to be isolated, AIG should be informed in advance (at least 48 hours where possible) via this form. Completed forms should be e-mailed to GlobalProperty.Impairment@AIG.com

Failure to do so may invalidate insurance cover. Where an emergency necessitates isolating the sprinkler system, AIG should be informed immediately.

Sprinkler Impairment Precautions

Before and During Works

1. Plan and prepare the works so as to minimize the duration and impact of the impairment.
2. Avoid impairing more than one sprinkler riser at the same time.
3. If the works have to last several days, consider putting the sprinkler system back in service at night.
4. Use existing sectional control valves to isolate the affected area and to keep as many sprinkler installations as possible in service. Water supplies should only be impaired when there is no other solution.
5. Inform the management of the buildings where the sprinkler protection is impaired, to make sure that loss prevention measures are strictly applied during the impairment and to postpone hazardous operations when possible.
6. Notify each member of the plant emergency organization and the public fire department of the impairment.
7. Forbid all 'Hot Work' in the affected area. This includes any cutting, welding, grinding, or other operations that can produce sparks or ignition sources.
8. Enforce 'No Smoking' regulations in the affected area.
9. Establish a fire watch (hourly rounds at least) in the affected area during idle times.
10. Ensure provision of adequate fire extinguishers and where applicable fire hose reels.
11. Shut down hazardous processes in the impaired area.
12. Notify AIG via the Global Property Impairment Desk at GlobalProperty.Impairment@aig.com

Work Completed – Restore the System(s) Promptly

1. Make sure that all sprinkler pumps are fully operational and that all sprinkler control and water supply valves are fully open and securely padlocked.
2. Conduct a test at each sprinkler riser by fully opening the drain valve. Pressure should not drop significantly and should quickly go back to its original position as soon as the valve is closed.
3. All persons informed of the impairment should be informed of the restoration.
4. Restore the alarm(s) and notify the alarm company the work is complete.
5. Restore any fire protection equipment to 'automatic' that had been secured or placed in 'manual'.
6. Notify the public fire department that the impairment is corrected and that the alarms are restored to service.
7. Notify AIG that the impairment has been corrected.

Impairment Hot Line
[+] 1 (817) 490-3255
[+] 1 (877) 705-7287 US/Canada



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