



Facilities Management Division / Maintenance

FIRE SYSTEM ISOLATION AND IMPAIRMENT PROCEDURE

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1 Introduction/Background

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

2 Scope/Purpose

The purpose of this procedure is to ensure early and accurate notification, rectification and recording of planned and unplanned isolations and fire system impairments for the University of Wollongong Campus.

3 Definitions

The aspects of the Fire System that this procedure pertains to include:

- Fire detection systems
- Fire Indicator Panels (FIP)
- Fire alarms
- Gas suppression systems
- Fire hydrant systems
- Fire sprinkler systems
- Smoke detectors
- Thermal detectors
- Multi-criteria devices
- Network / communications

Term	Definiton
Impairment	Degradation of a facility fire detection or suppression system.
Isolation	Isolations of fire detection or suppression system including fire water supplies.
FRNSW	Fire and Rescue New South Wales.

4 Permits

4.1 Fire Detection Isolation and Hot Works Permit (Attachment A)

This permit must be used for any planned isolations of a fire detection system and or for works involving hot works.

4.2 Energy Isolation & Electrical Entry Permit (Attachment B)

This permit must be used for any energy isolation for Electricity, Gas and Water (including fire mains).

Both of these permits must be obtained from FMD Service Desk located in Building 31 with a minimum of 24 hours' notice of any planned isolation and be approved by the applicable FMD supervisor. (See section 6.2)

5 Who Must This Document Be Circulated To?

This document and revisions are to be communicated to:

- UOW Security.
- FMD Maintenance.
- FMD Service Desk.
- FMD Construction.
- Principal Fire Contractor.
- WHS Unit.
- UOW Procurement Manager.

6 Planned Isolations

A planned isolation of a part of the Fire System may be required as part of planned maintenance, construction activity, or as required by special functions or events. Only the part of the system that requires isolation for the works or event should be isolated with the remainder of the system on line.

Isolations for an event using smoke/fog machines only smoke detectors need be isolated. Thermal detectors remain active.

6.1 Isolation by Incumbent Fire Services Provider

When attending site to perform duties where any part of the fire system is to be isolated the incumbent fire services providers representative is to attend the UOW Security Office located in Building 72 and sign into the site and record details of all isolations that they will be performing during their attendance in the Fire System Isolation Register. At the conclusion of the works requiring isolations the incumbent fire services providers' representative is to re-attend the UOW Security Office located in Building 72 and sign out of the site. At this time they must record details of all isolations that remain on the system that were initiated by them or sign that the area is back on line and operating normally.

6.2 Isolation Request by Any Other Person

When a Fire System requires isolation, the requestor is required to complete either a Fire Detection Isolation and Hot Works Permit or an Energy Isolation & Electrical Entry Permit by attending the FMD Service Desk in Building 31. A Fire Detection Isolation and Hot Works Permit or Energy Isolation & Electrical Entry Permit is required to be submitted with 24hrs notice prior to the time of intended implementation.

The Fire Detection Isolation and Hot Works Permit or Energy Isolation & Electrical Entry Permit must be approved by one of the following authorised persons:

- FMD Maintenance Supervisor.
- FMD Maintenance Manager.
- FMD Construction Manager.
- FMD Security Manager.

Security is only to enact an isolation on receipt of an approved Fire Detection Isolation and Hot Works Permit or Energy Isolation & Electrical Entry Permit from the FMD Service Desk, except where instructed by FRNSW, the Principal Fire Contractor, or where directed due to urgency or emergency by the FMD Maintenance Manager or Maintenance Supervisors. (See Section 6 below).

A Fire Detection Isolation and Hot Works Permit or Energy Isolation & Electrical Entry Permit is valid for up to one week only. Where isolation is required for periods greater than one week, a new Fire Detection Isolation and Hot Works Permit or Energy Isolation & Electrical Entry Permit will be required for each subsequent week. These must be submitted individually for each week's period and not as a bulk request.

The isolation requestor is to contact the Security Office on: 4221 4555 or 0407287750 to ensure that the isolation has been enacted prior to undertaking any works or activity. The isolation requestor is to inform the Security Office once the works, or activity, is completed.

The Security Office is to keep an electronic and manual log of all isolations enacted and reinstated.

At the conclusion of approved Hot Works or works associated with an Energy Isolation & Electrical Entry Permit the requestor must return to FMD Service Desk in Building 31 and sign the completion of works section of the active approved permit.

7 Unplanned Isolation by UOW Security

At times a Fire System isolation may be required to be actioned by UOW Security without a completed Fire Detection Isolation and Hot Works Permit or an Energy Isolation & Electrical Entry Permit. This may be at the request of FRNSW or as a result of emergency works request by an approved contractor. Any such isolation is to be recorded in the Fire System Isolation Register located in the security office located in Building 72 and added to Perspective Dispatch program. Should the isolation be the result of a system fault a work request must be raised and logged with FMD.

8 Isolations by FRNSW Following an Alarm Activation and Response

UOW Security will record the isolation by Senior Fire Officer, Fire & Rescue into the Fire System Isolation Register and add to Perspective Dispatch program. UOW Security will then forward an email of the alarm and isolation to FMD sighting the detectors or zones isolated. During business hours FMD Service Desk should be verbally notified in addition to the email.

Email Address: Facilities Management Service Centre fm-service-centre@uow.edu.au

9 Isolations of EWIS/OWS for Special Events and Functions

Special events and functions due to the nature of the event may require the EWIS/OWS to be switched to manual operation. For these approved arrangements security officers are to be stationed at the relevant FIP to monitor for any activation of any part of the fire detection system. Any alarm received at this time must be immediately investigated to assess the genuine requirement and necessity to disrupt the event. Usually special instructions are in place with Master of Ceremonies, Graduation and Exam supervisors to instigate a controlled and informed building evacuation if a genuine alarm has been confirmed. Once public announcements have concluded the building EWIS/OWS system must be returned to auto status to ensure any remaining occupants are warned to leave the facility.

10 Isolations of Fire Sprinkler and Hydrant System Water

Isolation of any fire sprinkler or hydrant system water will require the FRNSW be notified. FRNSW is to be notified when services are reinstated.

11 Unplanned Impairments

When a Fire System is impaired as a result of an unplanned occurrence, an FMD Maintenance Supervisor or the Maintenance Manager is to be advised. The FMD Maintenance Supervisor or Maintenance Manager is to advise the Security Office as to the location and nature of the fault, affected area, and estimated rectification timeframe. FMD Maintenance will provide regular updates to the Security Office. This must be recorded in the Fire System Isolation Register located in the security office located in Building 72 and added to Perspective Dispatch program.

Where a significant or extended unplanned impairment occurs, FMD Maintenance Unit is to undertake a Risk Assessment. FMD Maintenance Unit is to notify WHS Unit and provide any special instructions. WHS Unit is to then notify relevant Chief Building Wardens and provide any special instructions. FMD Maintenance will assess with UOW Security the necessity for any additional security resources where increased vigilance and surveillance of the campus may be required. Where a major network communications loss occurs, FMD Maintenance Unit is to notify and provide updates to UOW Security and FRNSW.

12 Daily Review – UOW Security

UOW Security supervisors will conduct a review at 6:30pm (1830hrs) each day of the week Monday through Sunday to assess that the fire system network has been returned to normal for all isolations. Long term isolations that have been approved to be implemented beyond a normal permitted outage must show the approving authority and the date the isolation is planned or expected to be re-installed. Any other anomalies for services that should have been returned to service must be investigated at this inspection time and action taken to clarify why the services have not been re-installed.

Supervisors should take affirmative actions to ensure the fire network system is fully operational protecting all facilities.

First action is to call the isolation requestor on the number listed in the Fire System Isolation Register.

Escalation procedure to FMD Maintenance Supervisor 0417 465 673.

13 Roles & Responsibilities

It is the responsibility of FMD Staff members, Maintenance Supervisors, and authorised contractors to ensure all Fire System impairments, including planned isolations, are managed as described in this document.

14 Related Documents and References


UOW Permit to Work Guidelines

Fire and Rescue New South Wales, 2 Denison St Wollongong NSW 2500 Ph: (02) 4224 202.

15 Version Control Table

Version Control	Date Released	Approved By	Amendment
1.0	070918	Chris Hewitt, Manager Maintenance & Energy	New Procedure
2.0	070924	Chris Hewitt, Manager Maintenance & Energy	Updated Flowchart
3.0	080716	Chris Hewitt, Manager Maintenance & Energy	Updated Flowchart
4.0	100802	Chris Hewitt, Manager Maintenance & Energy	Reviewed – no changes
5.0	120124		Document updated to reflect name change from Buildings & Grounds (B&G) to Facilities Management Division (FMD)
6.0	120903	Dylan Chresby, Manager Maintenance	Reviewed – inserted updated Process Map.
7.0	120708	Dylan Chresby, Manager Maintenance	Reviewed and updated and name change.
8.0	180926	Craig Dow, Senior Manager Campus Facilities	Reviewed and updated an additional procedure

Attachment A



UNIVERSITY OF WOLLONGONG AUSTRALIA

Original (white) Service Centre
Duplicate (pink) Permit Requestor

Fire Detection Isolation and Hot Work Permit Permit #: 1414

IMPORTANT: 24 hours prior notification is required for Fire Alarm Isolations

General Details

Name of Permit Requestor	
Business Name	Email:
Contact Phone Numbers	Mobile: Office:
UOW Representative/ Project Officer	
Description of Work	(Please tick) <input type="checkbox"/> Fire Isolation <input type="checkbox"/> Hot Work
Building / Room Number or Location of Work	
Permit period (max 7 days)	From Date: / / Time: am/pm To Date: / / Time: am/pm

Fire Detector Isolation (If isolation is required due to hot work, complete Hot Work Requirements Section 3 as well).

Fire alarm zones / rooms to be isolated _____ Floor plan attached

Confirmation of fire detector isolation by the Permit Requestor:

- I am to confirm the Fire Detectors have been isolated prior to starting work.
- I am to confirm the Fire Detectors have been reinstated at the end of work each day.

Contact UOW Security on 4221 4555 or 0497267750ah.

Failure to confirm may result in a NSWFR false alarm charge.

I confirm I understand the permit requirements as outlined above:

Permit Requestor signature: _____ Date: _____

I confirm the permits requirements have been communicated to the permit requestor:

Permit Approver signature: _____ Date: _____

Hot Work Requirements

A risk assessment is required to be completed before the commencement of hot work. The following requirements need to be met as a minimum:

- All combustible materials located in the area will be stored in a manner to prevent the risk of ignition.
- A suitable process for managing emergencies has been established.
- Firefighting equipment is available and workers are trained to use fire-fighting equipment.
- A fire watcher is to be appointed to oversee work at all times.
- A fire watcher/worker must stay for 30mins after the hot works has finished (depending on conditions).

I confirm I understand the permit requirements as outlined above:

Permit Requestor signature: _____ Date: _____

I confirm the permits requirements have been communicated to the permit requestor:

Permit Approver signature: _____ Date: _____

Completion of Hot Work


I confirm that the work site has been verified as safe after the completion of the work:

Permit Requestor signature: _____ Date: _____

Permit Approver signature: _____ Date: _____

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Attachment B

Original (white) Duplicate (yellow)	Service Centre Permit Requestor	 UNIVERSITY OF WOLLONGONG AUSTRALIA	
Energy Isolation and Electrical Entry Permit		Permit #:	0570
<i>IMPORTANT: This PERMIT MUST remain at the job site and returned at the completion of the job.</i>			
1. General Details			
Name of Permit Requestor			
Business Name			
Contact Phone Numbers	Mobile:	Office:	
UOW Representative/ Project Officer			
Description of Work	(Please tick) <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water		
Location of Work			
Permit validation period	From Date: / / Time: am/pm	To Date: / / Time: am/pm	
2. Energy Isolation (Not Valid for Use on High Voltage)			
<p>A risk assessment is required to be completed before the commencement of any work that requires energy isolation. The following requirements need to be met as a minimum:</p> <ul style="list-style-type: none"> • Electrical work must be completed in accordance with UOW Electrical Safety Guidelines and UOW Electrical Design Standards • All work must be completed in accordance with the relevant Australian Standards, Regulations and Codes of Practice • Ensure the workgroup have the appropriate certification, training and licenses • Verify isolations are in place and ensure the work group have locked and/or tagged the right equipment/board. • Ensure the workgroup are working on the correct equipment/part of the plant • Ensure the working area is barricaded and warning signage is displayed as required • Any persons affected by the isolations are to be notified by the UOW Representative / Project Officer 			
I confirm I understand the permit requirements as outlined above:			
Permit Requestor signature: _____		Date: _____	
I confirm the permits requirements have been communicated to the permit requestor:			
Permit Approver signature: _____		Date: _____	
3. Completion of work (end of job only)			
The job is completed and the following have actions have been undertaken:			(Tick if complete)
Danger locks and tags for energy isolation work removed			<input type="checkbox"/>
Job closed in BEIMS			<input type="checkbox"/>
The work site has been left in a safe condition at end of job and verified by:			
(tick) <input type="checkbox"/> Visual Inspection <input type="checkbox"/> Testing <input type="checkbox"/> Certificate of Compliance – Electrical Work (CCEW)			
CCEW or Test Report Number _____ attach copy to this form.			
I confirm that the work site has been verified as safe after the completion of the work:			
Permit Requestor signature: _____		Date: _____	
Work complete and permit closed:			
Permit Approver signature: _____		Date: _____	
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