



Liberty
International
Underwriters

FIRE PROTECTION OUT OF SERVICE

**Attach this portion of the permit tag
to the closed valve**

DO NOT REMOVE TAG UNTIL VALVE IS REOPENED

Protecting: _____ Valve no: _____

Impaired: _____ / _____ / _____ a.m./p.m.
DATE TIME

By: _____

Authorised by (Fire Safety Manager): _____

Reason for closing: _____

Restored: _____ / _____ / _____ a.m./p.m.
DATE TIME

By: _____

Verified by (Fire Safety Manager): _____

UPON COMPLETION RETURN THIS TAG TO THE FIRE SAFETY MANAGER

**This portion of the permit tag to be
retained by the Fire Safety Manager**

IMPAIRED FIRE PROTECTION

Protecting: _____ Valve no: _____

Impaired: _____ / _____ / _____ a.m./p.m.
DATE TIME

By: _____

Authorised by (Fire Safety Manager): _____

Reason for closing: _____

To be restored: _____ / _____ / _____ a.m./p.m.
DATE TIME

Restored: _____ / _____ / _____ a.m./p.m.
DATE TIME

By: _____

Verified by (Fire Safety Manager): _____



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FIRE PROTECTION OUT OF SERVICE

**Attach this portion of the permit tag
to the closed valve**

Before authorising valve closure, the Fire Safety Manager should evaluate the work to be done and confirm that precautions have been taken to prevent fires and to reduce the downtime of the sprinkler system.

Before impairment

- Ensure all necessary materials are available for repairs/alterations before any valve closure or system impairment (*planned impairments*).
- Alert appropriate personnel and the emergency response team, so safeguards can be taken. Appoint someone to reopen valves or enable systems in the event of a fire *if safe to do so*.
- Notify fire and emergency services of fire protection system impairments.
- Notify your insurance broker.
- Discontinue hazardous operations (e.g. hot work, welding and cutting operations; handling of flammable liquids).
- Obtain extra fire extinguishers, hoses and other manual fire-fighting equipment.
- Establish a continuous fire watch for the area(s) affected by the impaired protection systems.
- Fasten this tag (top portion of permit) to the impaired system.
- Record valve closures on the Record of valve closures document.

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During the repair work

- Complete the work while the premises are fully attended where possible.
- Monitor the progress of the work and maintain the fire watch throughout.
- Display the lower portion of this permit on a fire protection status board for the duration of the impairment.

After completion of work

- Immediately restore fire protection systems to service.
- Open and lock wide open sprinkler systems and water supply control valves and do main drain tests downstream from water-based extinguishing systems. If tests are satisfactory, relock the valves open.
- Detach this tag when you have verified that this system is operational.
- Fasten a yellow DO NOT SHUT VALVE tag to the reopened valve.
- Secure fire protection control/alarm panels and verify alarms, fire protection systems and water-based extinguishers are operational.
- Ensure all red tags are accounted for, match each with the lower portion of its permit, and complete and sign both portions.
- Return any system control keys to the usual place.
- Update the Record of valve closures document to reflect the reopening of valves.
- Notify appropriate personnel, fire and emergency services, the alarm company and broker of the fire protection restoration.

The lower portion of the permit tag should be detached and the front displayed on a fire protection status board or other prominent place to act as a reminder to the Fire Safety Manager of the fire protection impairment. It should remain on display until the fire protection has been restored and the upper portion of the permit tag returned. Both parts should then be completed and retained as a permanent record.

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