

Fire Alarm – Servicing and Isolation

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1. Purpose

This procedure details how the Fire alarm system is managed whenever Works, Servicing or Isolations are required. The Fire Safety Advisor will regularly audit the system.

2. Scope

The procedure is aimed at keeping false alarms from the fire detection monitoring equipment to a minimum due to maintenance works in areas that fire detection operates, by scheduling in advance isolations in areas where works are to be carried out. It is also aimed at checking and swiftly repairing faulty detection devices, keeping disruption to the monitoring system to a minimum.

3. Definitions

FSA: Fire Safety Advisor
AFAS: Automatic Fire Alarm System
FAE: Fire Alarm Engineer
ESIM: Estates Senior Infrastructure Manager

4. Responsibilities

It is the responsibility of the FAE to notify the following of any servicing or testing:

- Building Managers/Security staff
- Holloway main control room
- CBRE
- ESIM

The FAE should be issued with a radio from security along with instructions so as to be able to be in contact with security at all times.

The FAE should notify the above when testing/servicing is complete and the status of the system

It is the responsibility of Security staff on receipt of notice of testing or servicing of the Fire Alarm System to notify the monitoring station of this and the start and completion of the testing/servicing.

5. Maintenance Procedure

Any planned maintenance should be appended on the Control of Works Calendar.

Before maintenance begins by the FAE the link to the control room should be disconnected to avoid disruption to control room staff.

Sounders should be isolated for the duration of the maintenance to avoid unnecessary evacuations.

A FAE should always stay by the Fire Alarm Panel during testing in case of an Actual Fire Alarm Activation

6. Fire Alarm Isolation Requests

If any hot works or activities that could produce smoke or heat, then the Project Manager/Tutor needs to raise a job through the help desk to have local devices isolated prior to works/activity taking place.

It is the responsibility of CBRE to ensure that isolations are in place before any works take place.

If the works finish early, then the Project Manager/Tutor must inform CBRE who should check the area to make sure it is safe to de-isolate the devices.

NOTE: 24 hours' notice needs to be given for any isolation.

NOTE: Detectors should not be left isolated overnight.

7. Isolations Instigated Due to Device Faults

From time to time fire detection monitoring devices will go into fault condition; this can be for a variety of reasons. This needs to be investigated and if the fault cannot be cleared by resetting the panel then the device should be isolated, and Fire Alarm engineers notified of the fault.

8. Fire Panel Isolations

On occasions it may be necessary for Fire Alarm Engineers to isolate the panel to carry out maintenance works to either the panel or to the Fire Alarm system within the building. These isolations are not carried out by CBRE, and it the responsibility of the Fire Alarm Engineer to ensure that security are notified of the isolation and that it is de-isolated as soon as possible after works are completed.

9. Documentation

Once maintenance has been complete a note should be placed in the Fire Logbook referencing the maintenance sheet sent to CBRE.