

Fire Alarm System Impairment Notification



Where any part of your automatic fire alarm system is to be extended, altered, repaired or rendered inoperative, Ecclesiastical Insurance Office must be advised at least 48 hours before using the attached form.

Should your system become inoperative or develops a fault that necessitates isolating the system, Ecclesiastical must be informed immediately using this form.

Before and during the works

- Advise your central monitoring station and local Fire Brigade.
- Alterations and repairs to the actual fire alarm system must be carried out during normal working hours.
- Where the premises are protected by multiple fire alarm systems, avoid impairing more than one fire alarm system at the same time.
- Avoid the partial or complete shut-down of a system and only isolate the smallest part of the system necessary for the works. As much as possible of the system should be retained in an operative condition.
- Should the works exceed one working day, the fire alarm system must be put back into service at night. You must notify us if this is not possible.
- The affected area must be continuously occupied or have a continuous fire watch provided.
- Any hot work in the affected area must be subject to a hot work permit system.
- Prevent smoking in the affected area.
- Outside of working hours all fire doors and fire shutters in the affected zone must remain closed.
- Fire Extinguishing Appliances must be kept in readiness with trained personnel immediately available.
- Notify all occupiers of the building when the fire alarm system is impaired to ensure loss prevention measures during the period of impairment are strictly applied.

On completion of the works

- Ensure all detection devices and warning systems are fully operational.
- Inform all persons aware of the impairment that the system has been restored.

Section A – Insured details

Insured:

Person making notification:

Address:

Telephone:

Email:

Section B – Fire Alarm System Impairment Details

Impairment type:

Planned

Emergency

System / Equipment impaired:

Area(s) affected by impairment:

Reason for impairment:

Proposed impairment date & time:

Expected Rrestoration date & time:

Section C – Precautions to follow

You must follow and undertake the requirements outlined in the previous page.

Section D – Restoration of system following impairment

Restoration date & time:

Comments:

Person making notification:



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