Guidance Note

Automatic Sprinkler Installation

Weekly inspection and test card

Insured:

Installation number:

Address:

Postcode:

General requirements for sprinkler installations

- Installations must be maintained in efficient working order at all times, using manufacturer's recommended practices.
- The tests outlined below should be completed at least every week and the results recorded at that time on the inside of this card.
- Any defect revealed during the test, or otherwise, must be remedied as a matter of urgency.
- In the event of the installation, or any part of it, or the water supplies being impaired or rendered inoperative for any reason, the procedures stated on the back of this card must be followed.

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- Under no circumstances must sprinkler heads be painted or white washed.
- A clear space of at least 50cm (or such other distance as may have been specifically required by the Ecclesiastical Insurance Group) must be maintained at all times between the level of the sprinkler heads and the top of any storage.
- If the installation is of the "wet" type it is important that the temperature within the sprinklered building is kept above freezing point at all times.
- If the installation is of the "alternative wet and dry" type it is essential to ensure that all the pipework above the controlling valves is drained free of water before the system is charged with air for the winter period.
- Where on the "wet" type system a number of sprinklers protect cold areas and are controlled by an isolating valve, the pipework in these areas must be drained free of water before the winter period starts.

Weekly test procedures

1. Before commencing the test ensure that where electronically transmitted alarms are provided, the centre which receives the signal is advised of the intention to conduct the test.
2. Check that all valves controlling the water supply, or supplies, to the installation are secured open in accordance with normal practice.
3. Read the standing water pressure in the system and then operate the 15mm test valve noting the time taken before the alarm turbine operates. Allow the bell to ring for a short period, close the valve and read the residual pressure on the installation gauge.
4. If an inspector's test connection is provided, it is recommended that this be used for initiating the alarm bell test (instead of using normal test valve) at least quarterly.
5. Check that any electrically transmitted alarm signals have been correctly received.
6. If the installation is charged with air complete the appropriate sections of the card.
7. Complete the remaining sections of the card.

Please return this card to the Risk Management department of the Ecclesiastical Insurance Group, at the following address, as soon as is reasonably possible after 31st December.

Ecclesiastical
Benefact House,
2000 Pioneer Avenue,
Gloucester Business Park,
Brockworth, Gloucester,
GL3 4AW, United Kingdom

Email risk.management.support@ecclesiastical.com

Year 20 Week Ending	Are all water supply valves secured 'open'	Pressure on Gauge above alarm valve		Time taken for Alarm Gong to ring after opening 15mm test valve fully	Did all electrical Alarm Signals operate satisfactory	Alternate or Dry Systems			Are the trace heating and lagging in good working order	Has the installation or water supply been turned off, if so, state reason	Has the installation been returned to normal working order	Tested by
		Before Test	After Test			Air Pressure gauge reading	Is Accelerator or Exhauster operational	Is Air Compressor operational				
Jan												
Feb												
Mar												
Apr												
Reminder: About this time alternative installations should be charged with water and stop valves controlling sprinklers liable to be affected by frost should be opened and the drain taps shut												
May												
June												
July												
Aug												

Sep											
Oct											
Reminder: About this time alternative installations should be charged with air, and stop valves controlling sprinklers liable to be affected by frost should be shut and the relevant pipes drained. Operation of trace heating, thermostats and indicators should now be checked.											
Nov											
Dec											
Special Tests											
Date											
Comments											
Date											

Precautions to be taken when an installation or its water supplies are impaired or rendered inoperative from any cause.

1. Where an impairment is deliberately undertaken (for maintenance or extension work or similar) prior notice should be given to the Ecclesiastical Insurance Group.
2. Where the impairment occurs as a result of an accident or in an emergency, notice should be given to the Ecclesiastical Insurance Group as soon as is reasonably possible by telephoning or emailing.
3. For all impairments the following precautions, so far as they are applicable, must be taken with the object of minimizing the effect of the impairment and maintaining the best possible level of protection during the period.
4. Alterations and repairs to the installation or its water supplies should be carried out during normal working hours as far as practicable and the work undertaken as quickly as possible so that the sprinklers are inoperative for the minimum time necessary.
5. Particularly where the work extends overnight, as much of the system as possible be kept in operation by using available sectional valves, temporary hose connections and/or blank flanges to segregate sections of the system.
6. Before the water is turned off a thorough inspection should be made throughout the area which will be unprotected to ascertain there is no indication of fire, that portable fire appliances are adequately provided and readily available and that all fire doors are checked and moved into the closed position where possible.
7. Smoking should be prohibited and hazardous operations avoided or minimized during the impairment.
8. All employees should be informed of the impairment so that extra care can be exercised and, in the case of fire, the best possible use may be made of the portable fire appliances.
9. Frequent patrols of the affected areas should be undertaken by security staff and the public fire brigade informed.
10. If the impairment continues outside of normal working hours additional security patrols should be arranged throughout the affected area and the security staff made aware of the need for prompt action.
11. For planned impairments, and where possible for emergency conditions, the work should be undertaken whenever possible with process machinery stopped.
12. At the completion of the work, a thorough check should be made of the installation in the area concerned to ensure that all pipework and sprinklers are properly connected and a test made of the installation, water supplies and alarm signalling devices to ensure they all function correctly.

Additional general precautions

13. An adequate stock of spare sprinkler heads of all types must be maintained at all times and any used heads promptly replaced.
14. After an incident involving operation of the sprinkler system, all sprinkler heads in the vicinity of the involvement area should be thoroughly checked by sprinkler engineers and replaced if necessary.
15. In drought conditions where any water supply is likely to be reduced or curtailed special attention should be given to the maintenance, in an efficient condition of all other water supplies. Portable fire extinguishing appliances should be held in special readiness for immediate use and, in the case of large premises it is recommended that a watchman be on duty during all periods outside of normal working hours.

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