

The University of Southern Indiana

Red Tag Permit System

Purpose: The purpose of this system is to manage sprinkler system impairments in the event the sprinkler system must be taken out of service.

General: The red tag permit system, developed by Affiliated FM, is used as a method for retaining a record of impairment and informing Affiliated FM when an impairment occurs.

Procedures:

Using the Wall Kit

A wall kit containing the red tag permits should be hung in plain view, preferably in the sprinkler control. Affix the red and white decals to all fire protection equipment to alert everyone that authorization is necessary prior to shutting off fire protection equipment.

Fill in vital information to display on the wall kit. Provide telephone numbers for the fire department, alarm company and water department, as applicable. A representative from Affiliated FM will fill in your property's FM index number.

Follow the procedures on the wall kit. The information you fill out on Part I of the Red Tag Permit transfers to Parts 2 and 3. This eliminates duplication of effort.

Inform employees that the red tag permit system is in effect. Tell them where the kit is posted. Educate them about the procedures, and let them know who may authorize an impairment.

When Planning an Impairment

Before initiating the permit, follow these steps:

- Plan to use temporary protection such as extra fire extinguishers or charged hose lines.
- Notify the fire department so they can handle any potential emergency.

During the Impairment

- Shut down hazardous processes and restrict all hot work operations.

Using the Permit

Part 1

The building manager or maintenance supervisor fills out, signs and issues the permit. The information provided describes the location of the facility and the reason for impairment.

The supervisor then notifies Affiliated FM by phone (800 411-3929) about the impairment. The Affiliated FM phone and fax numbers are on the wall kit.

The supervisor then signs the tag to document that the impairment is planned or initiated.

Part 2

- Place Part 2 in the center pocket of the wall kit as a reminder of the impairment.

Part 3

Issue Part 3 to the fire protection equipment operator who documents each step in the impairment and return-to-full-operation process.

Record the date, time, type of valve and the number of turns needed to close the valve.

Attach Part 3 to the shut valve.

After the Impairment

Promptly restore fire protection equipment to automatic service.

If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser.

Lock sprinkler control valves in the wide-open position.

Reset the alarm system immediately and notify the Physical Plant, if applicable. Notify the fire department.

Complete the red tag permit.

Notify Affiliated FM that fire protection is restored. Phone or fax the Affiliated FM office. If using a fax, transfer all information about the restoration from the red tag permit Part 3 to Part 2 and fax Part 2.