

Sprinkler system test record card.

Valve ID

Area covered

System design criteria

Weekly tests

All installations should be inspected and tested weekly to ensure that they are operational and that alarms and other peripheral devices are in good working order.

Notes

Test particulars should be recorded here and any defects revealed promptly remedied. Should an installation, or any of its water supplies, become inoperative, notice must be given immediately to QBE and the precautions on the back page followed.

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General conditions				Testing			Protection			
Week ending	Is the valve, its trim and associated pipework in good condition and easily accessible?	Is the main control valve fully open and secured to prevent tampering?	Are any/all other valves in the proper open or closed position for normal operation of the sprinkler system?	Pressure on gauge 'C'			Electric alarm received at main fire alarm panel or other monitoring mechanism?	Has the system been shut off and/or drained for any reason since the last weekly test?	If 'yes', physically check the main control valve is fully open and carry out a main drain test*	Tested by
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About the end of October alternate installations should be changed to air.

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*A main drain test involves recording the pressure above the alarm check valve. Fully open and then close the 50mm (2 in) drain valve, make sure there is adequate drainage for this as in some cases this can be a significant flow. Monitor the time taken for the pressure above the alarm check valve to recover. This should be relatively instantaneous. If there is slow recovery of pressure this may indicate a significant blockage in the supply or that the control valve is only partially open and prompt further investigation.

Sprinkler system test record card.

Impairment procedure reminder.

Shutting down the system

- 1 QBE Insurance must be informed before a sprinkler installation is rendered inoperative or before any of its water supplies are shut off. This can be done via email to impairments@uk.qbe.com.
- 2 The shutdown period should be as limited as possible in time and extent. All efforts should be made to restore the water supplies temporarily before the premises are left.
- 3 Senior staff should be informed individually of the proposed shutdown and be instructed to make special safety checks and to pay special attention to the availability of fire extinguishers.
- 4 Hot Work (cutting, grinding, welding and other flame- or spark-producing activities) and other hazardous activities should be suspended for the period of the sprinkler or water supply shutdown.
- 5 When the reason for the shutdown is building or demolition work, full details of its extent and nature should be obtained from the contractor. Before work is started, the area concerned should be cleared of all combustible materials and at all times free access for fire fighting should be preserved.
- 6 If the shutdown period is expected to last for three or more days, or if the above precautions cannot be carried out in full, a reliable watchman should be employed for the period. Their duties outside business hours should include frequent and systematic patrols of the whole premises. In the case of major building or demolition work, the temporary employment of a daytime watchman is also recommended.

Further details on impairment handling can be found in the Risk Management Guidance notes on the QBE Property web page: QBEeurope.com/risk-solutions/property/property-riskmanagement-documents.asp

Sprinkler heads must not be painted and an adequate supply of spares must be available at all times

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