RED TAG PERMIT
For Fire Protection System Impairments

The purpose of the Red Tag Permit System is to manage the fire alarm and sprinkler systems during impairments.

**General information**
When planning an impairment and before initiating the permit, follow these steps
- Plan to use temporary protection such as extra fire extinguishers.
- During the impairment shut down hazardous processes and prohibit all hot work operations.

**Using the Wall Kit (can be obtained from Risk and Safety Services)**
- A wall kit containing the red tag permits should be posted in plain view in the sprinkler control room.
- 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.
- Inform employees that the red tag permit system is in effect.

**Work Instructions**
**Before Impairment - Part 1** (see Fig. 1)
- Check the boxes indicating all the precautions taken.
- Fill-in the information boxes for Part 1
  - **Index Number** *(will be different for each facility, contact Risk and Safety Services for your facility’s Index Number)*
  - **INSURED NAME – City of Boise**
  - **LOCATION – physical address of your facility**
  - Sprinkler Valve Location/Number
  - Check type of system
  - Name the area with the impaired system
  - Reason for the impairment
  - Planned date/time to be closed
  - Planned date/time to be opened
• The Firesafety Supervisor must notify FM Global (property insurer) by phone (888-201-8943) about the impairment. Alternatively, a copy of the red tag permit can be faxed (800-736-5564) to FM Global or reported online at http://www.fmglobal.com/redetag/default.aspx.

• The Firesafety Supervisor should notify the alarm monitoring company for the facility.

• The Firesafety Supervisor then signs the tag to document the impairment and removes Part 1 for his/her records.

**During Impairment - Part 2** (see Fig. 2)

- Record the date, time and the number of turns needed to close the valve on Part 2.
- Attach Part 3 to the shut valve.
- Remove and place Part 2 in the During Impairment (center) pocket of the wall kit as a reminder of the impairment.

**After the Impairment - Part 3** (see Fig. 3)

- Record the date, time, and the number of turns needed to open the valve on Part 3.
- Promptly restore fire protection equipment to automatic service.
- If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser and compare the results to previous 2-inch drain tests to ensure the results are satisfactory.
- Lock sprinkler control valves in the wide-open position.
- Reset the alarm system immediately and notify the alarm monitoring company.
- Notify the local fire department that the fire protection is restored.
- Notify FM Global that the fire protection is restored.
- Collect Parts 2 and 3, staple them together and place them in the After Impairment (right) pocket of the wall kit.
**FIGURE 2 - Red Tag Permit, Part 2 of 3**

<table>
<thead>
<tr>
<th>Control Number</th>
<th>Index Number</th>
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<tbody>
<tr>
<td>3094229</td>
<td></td>
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**PRECAUTIONS TAKEN (CHECK A) APPROPRIATE**
- [ ] Contaminated Water caucus
- [ ] Dangerous Waste Disposal
- [ ] Non-Contaminated Water
- [ ] Quenching Point of Fire
- [ ] Extinguisher in Operable Area
- [ ] Fan Page in Operable Area
- [ ] Exit Page in Operable Area
- [ ] Fax Page in Operable Area
- [ ] Exit Page in Operable Area

**PLANNED DATE TIME TO BE CLOSED**
- [ ] Actual Date Time Closed

**PLANNED DATE TIME TO OPEN**
- [ ] Actual Date Time Open

**NOTES TO BE ADDED**
- Employee performing the work notes the actual time the system was closed and reopened.
- Additional instructions for Part 2. After system has been restored, fax permit to FM Global [(800) 736-5564]

**REMARKS**
- Part 2 of 3; all three parts must be completed.

Details about how the system was closed and reopened.
Part 3 is hung on the control mechanism for the system.

Additional instructions for completion of the permit.

FIGURE 3 - Red Tag Permit, Part 3 of 3