

FIRE PROTECTION – SYSTEM IMPAIRMENT

1.0 Definitions and Responsibilities

1.1 Impairment: Any partial or complete shutdown of fire protection, sprinklers, or alarm systems, and water supplies, including control valves, fire pumps, suction tanks, underground mains, sprinkler systems, gaseous suppression systems (Inergen), detection systems, guard services, etc. Impairments can be planned or unplanned and may include new installations,

1.2 Responsibility: The Plant Safety Coordinator will include responsibility as the Plant Fire Protection coordinator in an advisory function. These responsibilities include but are not limited to:

- Advising management on best practices for fire protection prevention;
- Facilitation of fire inspections at regularly scheduled intervals;
- Informing management of fire protection deficiencies and recommended corrective action;
- Investigation of fires and recommended corrective action;
- Training of employees in fire protection.

2.0 Impairment Procedure

2.1 Notify all responsible personnel in the areas where protection is impaired. Precautions should be taken to eliminate any sources of ignition that may be caused by process equipment, cutting/welding, smoking etc.

2.2 Ensure that fire extinguishers are available in the area of impairment.

2.3 Notify the Plant Safety Department of the shut down, and provide them with the completed Fire Protection Shut Off tag. (HSF 4-0063).

2.4 Fire Protection Impairment Reporting Procedures

Tokio Marine Management, Inc. requires that Impairments and Impairment Restorations are reported to us immediately. Planned Impairments should be reported in advance so that we may be in a better position to assist you. We have established four reporting options for your convenience.

OPTION 1: (Preferred): Online Impairment Notification System

This is the preferred method for reporting Impairments. To report your Impairment, simply use the following link: www.tokiomarine.us/losscontrol/property.aspx

This link will also be available from our website and is serviced by Global Risk Consultants. This online system will allow you to report your impairments and track impairments through to restoration, including auto-generated follow-up system.

If you are unable to use the online system, please use one of the following methods for reporting your impairment:

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OPTION 2: E-Mail Impairment Notification System

Complete the electronic version of the attached form and e-mail it to: impairmentdesk@tokiom.com. If you do not have an electronic copy of this form, you can request one by using this same e-mail address. Just indicate in the subject box “Request for Impairment e-mail template,” and an electronic copy of the form will be sent to you.

OPTION 3: Hotline Impairment Notification System

You can report your impairment by calling the toll free number, **(866) 247-2942**. This call will be directed to the impairment line at Global Risk Consultants. An impairment coordinator will answer the phone during business hours or you will be directed to voicemail during non-business hours. For an emergency impairment or should you have questions, dial zero “0” and your call will be forwarded to an impairment contact at Global Risk Consultants.

OPTION 4: FAX Impairment Notification System

You can report your impairment by completing the attached form and fax to the toll free number, **(866) 372-3979**.

NOTE: Impairments received after hours or on weekends and holidays via email, fax or voicemail, will be reviewed on the next business day.

Fire Protection Impairment Notification System

Tokio Marine now uses an on-line impairment reporting system serviced by Global Risk Consultants. This on-line system streamlines the reporting process and improves your ability to follow-up on impairments and make changes as needed.

To Access the online system, click here: www.tokiomarine.us/losscontrol/property.aspx

[Fire Protection Online Impairment Notification System](#)**Functionality:**

- Language Selector** – Select from the language options on the top right in the Language Selection.
- What's an Impairment?** – This links to a document explaining what an impairment is.
- Create Account** - Click on the “*Create Account*” button from the Main Menu. Enter your contact information as requested. You will receive email confirmation when completed with easy access link to the online system.
- Report Impairment** - Click on the “*Report Impairment*” button from the Main Menu and answer the questions on the screen. When completed, you can print the Impairment Tag. You will also receive an email confirmation with the impairment tag attached.
- Restore Impairment** - Click on the “*Restore/Update/ Cancel*” link contained in the Impairment Notification email or simply go to the [Fire Protection Online Impairment Notification System](#). Click on the “*Restore/Update/Cancel*” button from the Main Menu. Click the “Restore” button. Enter the Restoration Date and Time, and answer the questions on the screen.
- Update Impairment** - Click on the “*Restore/Update/Cancel*” button to extend the Anticipated Restoration Date, if applicable.

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- **Cancel Impairment** - Allows you to cancel an impairment record.

2.5 Close the valve. For fire protection valves, the number of turns to close should be recorded on the "Fire Protection Shut Off" tag. Complete the "Fire Protection Shut Off" tag. (HSF 4-0063).

2.6 Attach the yellow (bottom) copy of the tag to the Fire System Valve.

2.7 Notify the guardhouse of the fire system down situation so they can monitor the alarm, and contact the alarm company.

2.8 When impairment is completed, if sprinkler systems were involved, open the control valve(s), relock the valve, and conduct a full flow 2-inch drain test. Ensure that any fire pump or other water supply is in full automatic service.

2.9 Advise the guardhouse, the alarm company, and Safety Department that protection has been restored.

2.10 Remove the yellow impairment tag, complete the documentation with regard to the drain test and return the yellow impairment tag to the safety department. The impairment tag shall be re-matched with the white copy and preserve the permits for 3 years for auditing purposes. The permits may be destroyed after 3 years.

2.11 If the Yellow impairment form is not returned as stated, it is the responsibility of the Safety Coordinator to follow up and ensure the system was returned to service.

3.0 Additional Information

Questions about impairments shall be directed to Tokio Marine @ (866) 372-3979 or Kim Voss, Director of Safety and Health