

AUTOMATIC SPRINKLER SYSTEM INSTALLATION

TEST CARD

Installation No.

Company name

Address

Maintenance Contract With

This card should be displayed near the installation main control valves. It is provided by Allianz Insurance plc to enable you to record the results of the weekly tests and procedures which must be undertaken as a condition of your insurance.

Tests on each installation alarm valve must be undertaken each week and the card filled in at the time as it is only by evaluation of the test results that deterioration in equipment or water supply performance can be ascertained. The tests are to be undertaken by a designated responsible person who has been instructed in the necessary procedures. Sufficient numbers of staff should also similarly be instructed so that the ongoing care and testing of equipment will continue during any period of absence of the person normally responsible. Any equipment faults must be immediately rectified or suitably actioned with specialist contractors as appropriate.

Remote Alarm (Transmitted to independent Alarm Receiving Centre or Fire Authority). Notification must be given to the Alarm Receiving Centre or Fire Authority prior to the test being undertaken. After the test a check must be made to verify that the signal was satisfactorily received by the Alarm Receiving Centre or Fire Authority.

Burst Pipes Water from a frozen sprinkler system can cause serious damage to stock, plant and machinery besides rendering the protection ineffective. The temperature in all areas containing water charged pipework (including roof voids) must be automatically maintained above 4°C by the use of overriding frost thermostats. In the case of pumphouses containing one or more diesel driven pumps the figure is increased to 10°C. The lagging of external pipework is not always sufficient and may need to be supplemented by electrical trace heating. In the case of air charged systems, regular checks are needed to ensure a complete absence of water in the pipework and the correct operation of air compressors/air supplies.

Maintenance of the system is essential at regular, preferably 6 monthly intervals. A contract should be entered into with a specialist company that is certified or registered for carrying out such works either by The Loss Prevention Certification Board under their LPS 1048 scheme or an alternative and equivalent certification body acceptable to Allianz Insurance plc.

The installation main stop valve must, if sited internally be secured open by means of a padlocked (or rivetted) leather (or plastic) strap. In the case of external post indicator valves, padlocked chains should be utilised.

An adequate supply of spare sprinkler heads must always be kept at hand. **Sprinkler heads must on no account be painted or whitewashed.**

Sprinkler pipes should be maintained in good condition and should not be used to support or suspend any items other than those that are part of the sprinkler system.

A clear space must be maintained below the level of the sprinkler heads of at least half of a metre for Ordinary Hazard systems and one metre for High Hazard systems, unless variation of this dimension has been specifically approved by Allianz Insurance plc.

Should the installation or any part of its water supplies be altered or rendered inoperative from any cause, either planned or emergency, or should any faults develop, then notice must be sent to Allianz Insurance plc immediately and the precautions printed on the back of the test card carried out as far as they apply. Where the impairment is expected to last more than 10 continuous hours then Allianz impairment notification forms are to be completed and sent to your insurance broker. Failure to complete the weekly tests on a regular uninterrupted basis could affect the policy terms and cover.

SPRINKLER CARD – WEEKLY TESTS

| Year: | Date | Is installation main isolation/stop valve secured open | Pressure on Gauge above Alarm Valve | | Time for external alarm to ring after opening alarm test valve | Did remote visual and audible alarms function correctly | Tested by |
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| | | | Before Test | After Test | | | |
| JANUARY | | | | | | | |
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| FEBRUARY | | | | | | | |
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| APRIL | | | | | | | |
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Reminder – Alternate Installations should be put on water, and any subsidiary valves used as cut-offs in frosty weather should be opened.

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| JULY | | | | | | | |
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| AUGUST | | | | | | | |
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| SEPTEMBER | | | | | | | |
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| OCTOBER | | | | | | | |
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Alternate Installations should be put on air, and any subsidiary valves used as cut-offs in frosty weather should be closed and the drain valves opened.

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| NOVEMBER | | | | | | | |
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| DECEMBER | | | | | | | |
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After 31 December, please retain this card for inspection by a surveyor of the Loss Control Engineering Department of Allianz Insurance plc. A replacement card will be issued separately.

Inspect as follows and ensure:

- 1 that all isolation/stop valves which could interrupt the supply of water to the sprinkler installation are secured open,
- 2 that the valve on the water motor alarm feed pipe is secured open,
- 3 that all drain and test valves are secured closed,
- 4 that there are the necessary number of spare sprinklers, together with the appropriate sprinkler spanner,
- 5 that alternate installations are in the 'water charge' mode from May to October and are in the 'air charge' mode from November to April,
- 6 that the accelerator or exhauster device, if fitted, is operative,
- 7 that the hand fire extinguishing appliances are ready for use and correctly located,
- 8 that the sprinkler heads have not been painted or contaminated by any other type of deposit,
- 9 that there are no signs of leakage from the system,
- 10 that there is the necessary clear space beneath the level of the sprinkler heads. In the case of Ordinary Hazard systems there must be a minimum clear space of at least 0.5 metre and in the case of High Hazard piled stock, 1.0 metres below the level of the sprinkler heads.

Test as follows:

- 1 Check that the Alarm Receiving Centre has been advised of the proposed test where means for the automatic transmission of an alarm call is provided.
- 2 If there are any other alarms at the premises which will activate upon the test being conducted on the sprinkler system, ensure that the appropriate personnel have been forewarned.
- 3 Ensure that any water supply supplying the sprinkler installation is in a satisfactory state of readiness to be activated by the test of the Sprinkler Installation Alarm Valve.
- 4 Verify that the Main Isolation/Stop Valve is secured in the fully open position and document this on the card.
- 5 Record on this card the 'Before Test' pressure as indicated on the Gauge above the Sprinkler Alarm Valve.
- 6 Open the 15mm test valve fully to ensure that the Water Motor Alarm and Sprinkler Installation Alarm Valve is in full working order.
- 7 The bell should sound continuously for a period of at least 30 seconds within a reasonable time of the 15mm valve being opened.
- 8 Shut and secure the 15mm test valve and record on this card the 'After Test' as indicated on the Gauge above the Sprinkler Alarm Valve.
- 9 Check that the Alarm Receiving Centre has received all the relevant signals where means for the automatic transmission of an alarm call is provided.
- 10 Advise all relevant personnel when the tests have finished and that any further alarms should be treated as an actual fire.

SPECIAL PRECAUTIONS TO BE TAKEN

When an installation or its water supplies are rendered inoperative from any cause:

- 1 Permission must be obtained from Allianz Insurance plc before rendering a sprinkler installation inoperative or when a gravity tank or pressure tank is to be shut off and the only remaining water supply is non-automatic.
 - 2 Alterations and repairs to the installation or its water supplies should be carried out promptly and during daylight working hours so far as possible, so that the sprinkler system may remain inoperative for as short a time as possible. As much of the installation as practicable must be retained in an operable condition by blanking-off pipework feeding the inoperative part or parts where the work is taking place. Particular attention must be paid to this point whenever the premises are not fully occupied.
 - 3 Before the water is turned off a thorough examination of every part of the premises must be made to ascertain that there is no indication of fire.
 - 4 Smoking should be prohibited during the progress of the work.
 - 5 When an installation is rendered inoperative during working hours, Managers, Supervisors or heads of department must be notified, so that, in case of fire, the best possible use may be made of portable Fire Extinguishing Appliances.
 - 6 Before the water is disconnected and the installation rendered inoperative, all portable Fire Extinguishing Appliances must be held in special readiness for immediate use, and a sufficient number of trained personnel must be available to handle them.
- 7 In the case of manufacturing premises, when the alterations and/or repairs are extensive or it is necessary to "break" a pipe exceeding 40mm in internal diameter or to overhaul, repair or remove a main stop valve, alarm valve or back pressure valve, every effort must be made for the work to be carried out when the machinery is stopped.
 - 8 In the event of an installation having to be rendered inoperative as a matter of urgency or becoming inoperative through accident, the above precautions, so far as the same are applicable, must be observed with the least possible delay, and the Allianz Insurance plc should be notified as soon as possible.
 - 9 **Hot Work – In-situ welding of sprinkler pipework is to be avoided. Where such work is unavoidable a 'Hot Work Permit' safe system of work (approved by Allianz Insurance plc) must be implemented. All hot work processes are to be avoided during sprinkler shut down periods.**
 - 10 **Drought Conditions – If the water supply to an installation is impaired due to drought the following precautions are necessary:**
 - **Where an installation has a gravity tank or a pressure tank as a secondary supply the tank should be examined both morning and evening in order to ascertain that it is in order and will be available during the period the town mains or other supply is inoperative.**
 - **All the Ordinary Fire Extinguishing Appliances must be held in special readiness for immediate use.**
 - **In the case of large risks it is recommended that a watchman should be on duty throughout the night.**

**IF YOU REQUIRE ADDITIONAL TEST CARDS,
PLEASE CONTACT US USING THE FOLLOWING METHOD:**

Email: ghocentraladmin@allianz.co.uk