

LOSS CONTROL

Automatic Sprinkler System Pump Test Card

Company name

Address

Maintenance contract with

This card should be located in a safe, clean and accessible place within the pump house. 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.

Pump equipment must be tested and the card filled in at least once a week 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.

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. The storage tank immersion heater must be checked for functionality prior to the onset of winter.

Maintenance of the equipment is essential at regular intervals in accordance with the engine/pump manufacturers instructions but at least no longer than annually. 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.

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

Isolation valves 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.

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.

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Weekly Test Procedures

Water Storage Tank/Facility

- 1 Check water level indicator is operational.
- 2 Check ball valve operation and verify tank water level.
- 3 Check immersion heater and trace heating is operational and pipe insulation undamaged.
- 4 Check ladder and access platform in good condition and secure from unauthorised access.
- 5 Check for damage to the tank or its roof and if there are any leaks.
- 6 Where applicable, check Jackwell screens are clean and free from obstruction.

Pump House

- 1 Check pump house is not being used for storage.
- 2 Check minimum temperature has not dipped below 10°C (4°C if only electric pump(s) present) and then reset. Check also that temperature does not rise by more than 10°C during test.

Jockey Pump

- 1 After isolating any other pumps, simulate pressure reduction on the small bore hydraulic pump start connection (closing stop valve and very slowly opening drain valve). Record cut-in pressure of the jockey pump. Return these valves to normal position.

Electric Pump

- 1 Check mains power indicator on pump controller panel is lit.
- 2 Check/top up priming water at correct level (if applicable).
- 3 After isolating any other pumps, simulate pressure reduction on the small bore hydraulic pump start connection (closing stop valve and very slowly opening drain valve). Record cut-in pressure of the electric pump. Return these valves to normal position.
- 4 Record the pump churning pressure and current.
- 5
 - a Check circulation relief valve is operating adequately
 - b If relief valve not fitted then open main test valve to obtain sufficient flow to prevent overheating.
- 6 Check temperature of packing glands. There should be a slight drip to maintain cooling.
- 7 Run pump for 15 minutes. Check pump bearings for overheating.
- 8 Whilst pump is running, check visual and audible alarms at remote indicator panel.
- 9 Close main test valve and shut off pump.
- 10 Start pump manually from the controller (if fitted).
- 11 Stop pump and return system to normal.

Diesel Pump

Note: Diesel pump should not be left unattended

- 1 Check/top-up engine oil and fuel.
- 2 Check indicator lamp for engine oil heater (if fitted).
- 3
 - a Check/top-up battery electrolyte
 - b Check specific gravity of battery electrolyte and if necessary replace battery
 - c Check battery charger functional, indicator lamps operative.
- 4 Check/top-up cooling water (if of closed type cooling system).
- 5 Check/top-up priming water at correct level (if applicable).
- 6 Check drive belt tension.
- 7 After isolating all other pumps, simulate pressure reduction using the small bore hydraulic pump start connection (by closing stop valve and very slowly opening drain valve). Record cut-in pressure of diesel pump. Return these valves to normal position.
- 8
 - a Check circulation relief valve is operating correctly
 - b If relief valve not fitted then open main test valve to obtain sufficient flow to prevent overheating.
- 9 Check for correct operation of cooling line.
- 10 Check temperature of packing glands. There should be a slight drip to maintain cooling.
- 11 Run for at least 20 minutes, checking 9 and 10 above regularly and noting any defects (such as leaks from hoses, oil pipes, exhaust system).
- 12 Whilst pump is running, check visual and audible alarms at remote indicator panel.
- 13 After 30 minutes with pump still running and valves closed record
 - a Engine speed
 - b Churning pressure
 - c Engine oil pressure
 - d Engine oil temperature
 - e Hours engine run.
- 14 Shut off pump and start manually from controller.
- 15 Stop pump and return system to normal.
- 16 Refill fuel tank and ensure there is sufficient reserve supply to run the tank for 6 hours on full load.

On completion ensure that the system has been returned to normal, that all valves are set in the open or closed position as appropriate, that the alarm is reset and any remote signalling is back on line.

Additional test cards can be downloaded from: Business.risk.support@allianz.co.uk