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**Instructions
for
Obtaining Fire Protection System Permits**

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN0388	Changed name of procedure and associated form – Fire Protection System Permit. Modified Purpose and Scope. Added to Definitions section. Added to Procedure section. Replaced Appendix A with a new sample permit.	2/28/08	P. O'Dea	P. O'Dea

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE

The purpose of this document is to ensure all College of Nanoscale Science and Engineering (CNSE) facility fire protection system(s):

- 1). are returned to proper working condition after testing, maintenance, modification or hot work.
- 2). testing and modifications are communicated and coordinated with the Facilities, Environmental Health & Safety (EH&S) and Security Departments.
- 3). testing is communicated with employees onsite to avoid confusion and false evacuations.
- 4). work is performed in accordance with appropriate protocol to maintain fire protection system integrity.

2. SCOPE

- 2.1 A Fire Protection System Permit (CFM-00005-F1) must be completed:
 - 2.1.1 Anytime work activities within the facility have the potential to affect the fire alarm system and its components including testing, modification and maintenance of the fire system.
 - 2.1.2 Anytime hot work activities will be carried out indoors which will affect the fire alarm system. In addition, a Hot Work Permit (EHS-00029-F1) must be completed anytime an activity involves the use of an open flame or spark producing equipment.
- 2.2 These work instructions apply to all CNSE employees, tenant employees, contractors and sub-contractors that are engaged in work activities within the CNSE facility.

3. DEFINITIONS

- 3.1 Testing Includes:
 - 3.1.1 Fire alarm testing (semi-annual or annual)
 - 3.1.2 Sprinkler testing (quarterly, semi-annual or annual)
 - 3.1.3 Maintenance or modification of any system or system component.

- 3.2 Modification Includes:
 - 3.2.1 Disconnection of any fire alarm device – even if temporarily.
 - 3.2.2 Addition of system components or devices.
 - 3.2.3 Replacement of system components or devices.
 - 3.2.4 Relocation of system components or devices.
- 3.3 Maintenance Includes:
 - 3.3.1 Removing the system from normal operating status to repair, inspect or perform other functions.
- 3.4 Hot Work Activities:
 - 3.4.1 Including, but not limited to, welding, cutting, brazing, burning, grinding and soldering operations.

4. RESPONSIBILITIES

- 4.1 Compliance with this procedure is the responsibility of the contractor, tenant, or CNSE employee responsible for the fire protection system work.

5. ASSOCIATED DOCUMENTS

- 5.1 CFM-00005-F1 Fire Protection [System Permit](#)
- 5.2 CFM-00004 Obtaining Work Authorization Permits
- 5.3 CFM-00004-F1 Work Authorization Permit Form
- 5.4 [EHS-00029-F1 Hot Work Permit](#)

6. PROCEDURE

- 6.1 The Fire Protection [System Permit](#) form shall be [completed and](#) attached to a Work Authorization Permit form when submitting the work for approval.
- 6.2 The permit form shall not be modified (i.e. addition of contractor logo, etc.).
- 6.3 [Notification for fire alarm system testing shall be made to all site employees via an email message a minimum of one \(1\) business day](#)

ahead of the testing. Those performing the tests shall provide the notification message to CNSE Facilities for site-wide distribution.

- 6.4 In addition, those performing the test shall:
 - 6.4.1 Post signage to notify occupants of the testing at the entrance of the affected buildings on the day of the testing. Signage shall include the date and approximate time of the testing.
 - 6.4.2 Make a public address system announcement in the affected buildings notifying employees of the testing 30 minutes prior the start of testing.
 - 6.4.3 Make a second public address system announcement in the affected buildings notifying employees of the testing again immediately prior to the start of testing.
 - 6.4.4 Make a final announcement in the affected buildings at the conclusion of all testing for the day.
- 6.5 The SUNY Fire System Representative shall confirm completion of the testing, system maintenance, modification or hot work activity and then confirm Part 2 of the permit has been accurately completed.
- 6.6 The SUNY Fire System Representative shall provide a copy of the completed permit for record in the Facility archive.
- 6.7 A 'Fire Protection System Permit' is provided for reference and example in Appendix A.

7. RECORDS

Completed Fire Protection System Permits shall be kept on file in the Facilities archive for at least three (3) years.

8. APPENDIX

Appendix A – ‘Fire Protection System Permit’ Instructional Form

