POLICY
It is a requirement to use the FM Global Red Tag Permit system (or pre-approved equivalent) at Ageia facility to manage all impairments caused by employees, contractors or their subcontractors. An impairment is anything that results in the planned or unplanned shutdown of a fire protection system. This includes but is not limited to the shutdown of fire protection water supplies, sprinklers, fire pumps, special protection systems and fire alarm systems. The owner of this policy and all related material is Executive Director and will hereafter be referred to as the Firesafety Supervisor.

DEFINITIONS
Purpose: The purpose of the FM Global Red Tag Permit System is to manage the fire alarm and sprinkler systems during impairments. This system is intended use, by management and maintenance staff.

General information
When planning an impairment and before initiating the permit, follow these steps
- Plan to use temporary protection such as extra fire extinguishers or charged hose lines.
- Notify the local fire department so they can handle any potential emergency.
- During the impairment shut down hazardous processes and restrict all hot work operations.

Using the Wall Kit
- 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.

PROCEDURES
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 XXXXX.XX
  - COMPANY NAME
  - LOCATION
  - 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 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 must notify the local fire department.
- The Firesafety Supervisor must notify the alarm monitoring company.
- 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.
- Attach the Fire Department Connection Tag (see Fig. 4) to the Fire Department Connection.

**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.
- Collect the Fire Department Connection Tag and place in the Before Impairment (left) pocket of the wall kit for the next impairment.
Policy Title: Red Tag Permit Policy

Policy Number: ES.06.12.03 Effective Date: 7/1/2014

Approved By: Kevin Cox

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**Figure 1: Part 1**

**Figure 2: Part 2**
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## RELATED POLICIES/REFERENCES

Fire Safety and Disaster Plan