

STANDARDS and OPERATIONAL GUIDELINES

Notification of Impairments to the Fire Protection System	Standard Number: PS-Mechanical-300-07
	Date Issued: September 20, 1995
	Date Revised: January 28, 2013
	Revision Number 02

1. PURPOSE

- 1.1 The purpose of this document is:
- To ensure that code and insurance requirements for Fire Protection Systems at Edmonton Airports' Facilities are being met.
 - To ensure that Fire Protection System Impairment notification, approval and follow up requirements are understood by all stakeholders.
 - To clarify the roles and responsibilities of stakeholders involved in the Notice of Impairment Process.

2. APPLICABILITY

- 2.1 This procedure is applicable for use with Fire Protection Systems at the following airports operated by Edmonton Airports:
- Edmonton International Airport,
 - Villeneuve Airport
- 2.2 This procedure is applicable to all persons who may impact the capability of the Edmonton Airports Fire Protection Systems, including, but is not limited to:
- EA trades staff,
 - Project Managers (both EA and Tenant)
 - Construction and Service Contractors (both EA and Tenant)
- 2.3 This procedure is **not** applicable to Tenant Owned Fire Protection Systems unless a proposed impairment impacts the EA Fire Protection System also.

3. IMPAIRMENT CLASSIFICATION

- 3.1 Impairments are classified as either Major or Minor. As part of the NOI evaluation, EA Engineering will determine if the requested impairment is either a Major or Minor Impairment. Below are some examples:
- Major Impairments
 - closing of sprinkler or standpipe valve for more than 8 hrs
 - removal of sprinklers in an area over 100 m² (for more than 8 hrs)
 - impairment of 2 or more fire hose cabinets

- impairment of 2 or more fire hydrants
- closing of a standpipe valve that impacts numerous sprinkler zones
- closing of main utility water valves (where looping is not provided)
- closing of utility water system branch valves that impact tenant building FP systems
- shutting OFF of BOTH fire pumps or controllers at the EIA reservoir #1
- shutting OFF the fire pump or controllers at the ZVL reservoir, the COT tower or the CBSA building
- impairment fire pump control or communication systems

b) Minor Impairments

- closing of a sprinkler or standpipe isolating valve ...provided it will be returned to service within 8 hrs
- impairment of one fire hydrants, provided they will be returned to service within 8 hrs
- removal of a sprinkler system in an area of a building (are no greater than 100 m2) for up to one month
- impairment of ONE fire hose cabinet for you to one month
- impairment of ONE terminal building wall hydrant for up to one month

4. FAILURE OF FIRE PROTECTION SYSTEMS

4.1 In the event of an unplanned impairments to the Fire Protection System, such as a failure of system, the EA Maintenance Manager or designate shall:

- a) notify the EA Duty Manager of the impairment as soon as possible (normally within 2 hours of the impairment being discovered). The notice will state the system affected, the impact of the impairment and the estimated time for system restoration.
- b) notify the EA Duty Manager when the system is restored or will issue an update as to the estimated time for completion of repairs.
- c) assess the need for fire watch with Emergency Response Services and implement a fire watch as required.
- d) upon completion of the repair, submit the NOI request form as a record of the impairment.

4.2 The EA Duty Manager will notify stakeholders of the Fire Protection System impairment in accordance with EA protocols.

5. TIMING REQUIREMENTS

- 5.1 The review and approval of a Notice of Impairment (NOI) request requires a minimum of two (2) business days notice and may take longer depending on the complexity of the request.
- 5.2 The requestor is responsible to ensure that the NOI request is submitted with all relevant information included and with sufficient time prior to the planned impairment of the fire Protection system. Delays and/or costs due to improperly completed requests are the responsibility of the Requestor.

6. SCOPE

- 6.1 This procedure covers temporary impairment of Fire Protection systems and equipment due to:
- a) Additions
 - b) Modifications
 - c) Testing
 - d) Repairs
 - e) Failures
- 6.2 Fire Protection Impairments that require an NOI Request and approval include but are not limited to:
- a) Wet, dry, and pre-action sprinkler systems, zone valves, fire hose cabinets, wall hydrants and standpipes.
 - b) Chemical Systems, such as FM-200
 - c) Hydrants
 - d) Fire Water Pumps, jockey pumps, supply lines and reservoirs
 - e) Communication lines and and controls systems pertaining to Fire Protection Systems

7. EXCEPTIONS

- 7.1 This process does not cover:
- a) Bypass of Fire Alarm Detection and Annunciation systems and equipment.
 - b) The Fire Alarm Bypass process is detailed on EIA's Website and **may** be required in addition to the NOI. The bypass request is located at: http://corporate.flyeia.com/business_development/construction_at_eia/general_requirements (Login:shpoint\FAPUser, Password:F@Puser)

8. RESPONSIBILITIES

8.1 Requestor

- a) Prepares the Notice of Impairment Request and submits to EA Technical Services on the EA Sharepoint Portal.
- b) Requests Fire Alarm Detection and/or Annunciation Bypass Request(s), if required.
- c) Arranges for Fire Watch, if required.
- d) Prior to commencement of work, ensures that the Notice of Impairment Request has been approved.
- e) Ensures contractors working on the system are aware of any conditions or caveats placed on the NOI.
- f) The impairment is considered over at the time stated on the form. The requestor shall notify EA Technical Services if the systems will not be restored by the time indicated on the request form.
- g) Upon completion of work, ensures the Protection system has been reinstated, and notifies EA Technical Services that the work is completed providing the NOI tracking number for reference.

8.2 EA Technical Services

- a) Prescreens the NOI request prior to distribution and informs Requestor of deficiencies.
- b) Distributes Notice of Impairment Request to EA Engineering and EA Emergency Response Services for review.
- c) Notifies the following stakeholders of the Fire Protection System impairment and duration and any others not listed as indicated in the NOI approval:
 - Authority Having Jurisdiction
 - EA Emergency Response Services (Fire Hall)
 - EA Maintenance Center
 - EA Duty Manager
 - EA Risk / Insurance
 - EA Property Management (when required)
 - NOI Requestor
- d) Closes Notice of Impairment Request upon notification by Requestor that all work is complete and the Protection system is operational.
- e) Provides notification of NOI closure.
- f) Ensures records are kept for a minimum of two (2) years or as deemed necessary by Edmonton Airports.

- 8.3 EA Engineering
- a) Reviews and approves or rejects the impairment request.
 - b) Determines if the NOI is a Major or Minor Impairment.
 - c) Provides caveats on approval, as required.
 - d) Notifies EA Emergency Response Services of Major impairments and arranges review with Authority Having Jurisdiction.
 - e) Audits that Protection systems have been reinstated to operational state.
- 8.4 EA Emergency Response Services
- a) Reviews NOI's and returns comments to Engineering. (Note that Engineering may approve prior to the two (2) business day approval period so comments must be provided as soon as possible upon review).
 - b) Participates in Major Impairment reviews with Engineering and Authority Having Jurisdiction.
 - c) Performs a verification check that the system has been returned to service.
 - d) Notifies Technical Services if the system has not been returned to service within the allotted time of the NOI.
- 8.5 EA Risk / Insurance
- a) Notifies Insurance Underwriter of start and end of Impairment to Fire Protection System.
- 8.6 EA Property Management
- a) Notifies Tenants, as required, of start and end of Impairment to Fire Protection System.

9. PROCEDURE

- 9.1 The requestor accesses the Notice of Impairment request form from the EA Website <https://portal.flyeia.com/Infrastructure/default.aspx> (Login:shpoint\FAPUser, Password:F@Puser), completes "Request Details", and submits the form using the Submit button when completed. The form is sent to EA Technical Services for processing.
- 9.2 EA Technical Services distributes NOI to EA Engineering and EA Emergency Response Services.
- 9.3 EA Engineering will advise the requestor of the application as to whether or not the request will be approved or if there are additional requirements needed to effect approval.

- 9.4 EA Engineering will determine if the NOI is a Major or Minor Impairment and arrange review with the Firehall and Authority Having Jurisdiction for major impairments.
- 9.5 Upon approval, notification will be sent to the requestor and affected stakeholders.
- 9.6 Upon receipt of the approved NOI, the requestor may proceed with the impairment. No work on systems shall commence until the request is approved.

NOTES:

- a) The impairment approval is only for the systems, date, and times as noted on the request form.
- b) If there are changes to the work, an additional request must be made.
- c) If the systems will not be restored by the time indicated on the request form, the person in charge of the work is responsible for notifying EA Technical Services of the delay.
- 9.7 Upon completion of the work, the requestor is responsible to confirm the system has been reinstated to its operational state and shall notify Edmonton Airports by emailing Technical Services at cadd@flyeia.com, and referencing the NOI number in the subject line. The reference is shown on the upper right hand of the approval.
- 9.8 EA Technical Services notifies EA Emergency Response Services that the work has been completed.
- 9.9 EA Emergency Response Services inspects the Fire Protection System to ensure that it has been returned to a serviceable condition and advises EA Technical Services.
- 9.10 EA Technical Services closes the NOI and sends out notification.
- 9.11 EA Engineering periodically audits the Fire Protection System.

10. INTERPRETATION

- 10.1 EA Engineering shall be responsible for the interpretation of this standard.

11. ATTACHMENTS

- 11.1 Notice of Impairment Flowchart

12. APPROVAL

Manager, Engineering and Planning

Date

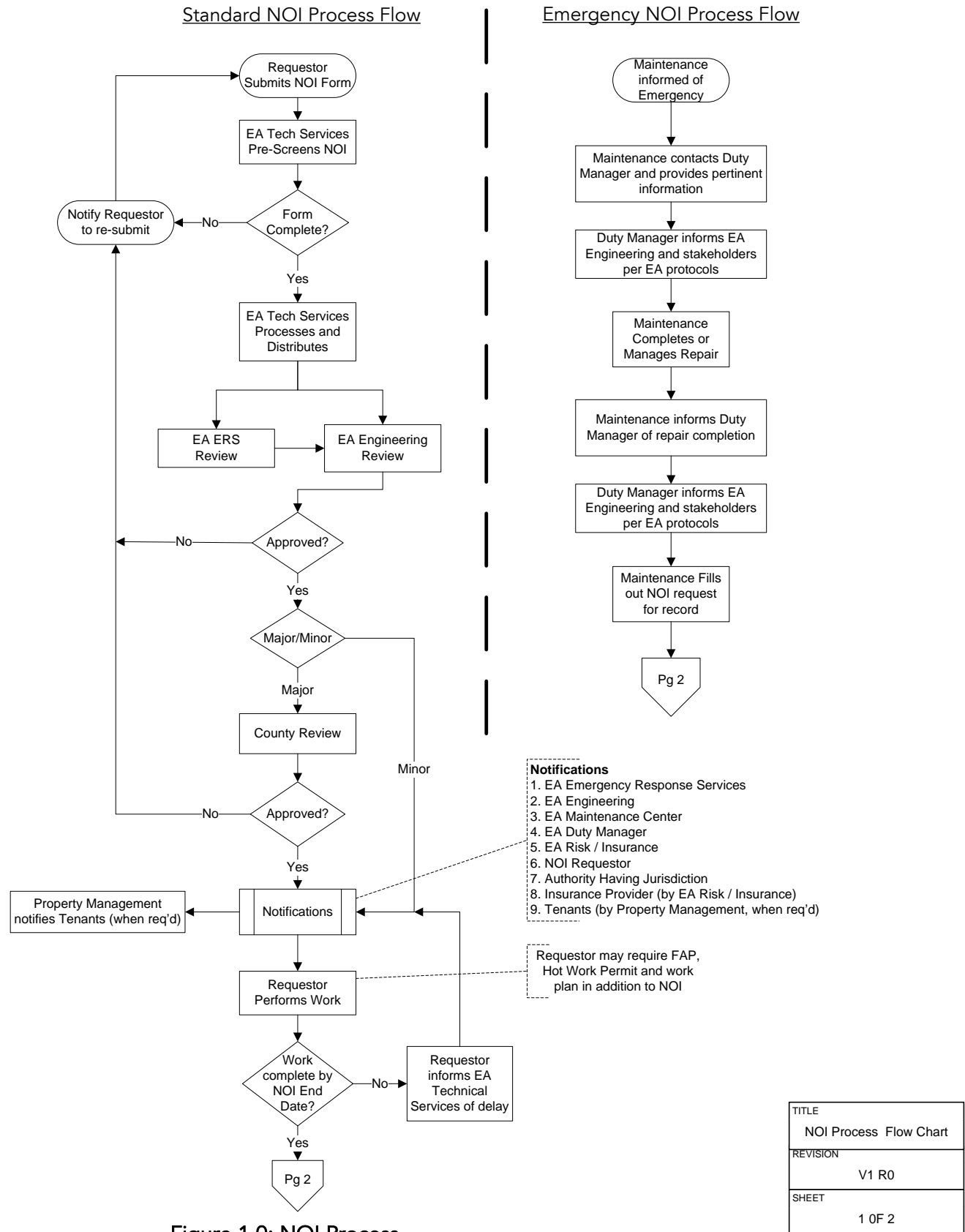
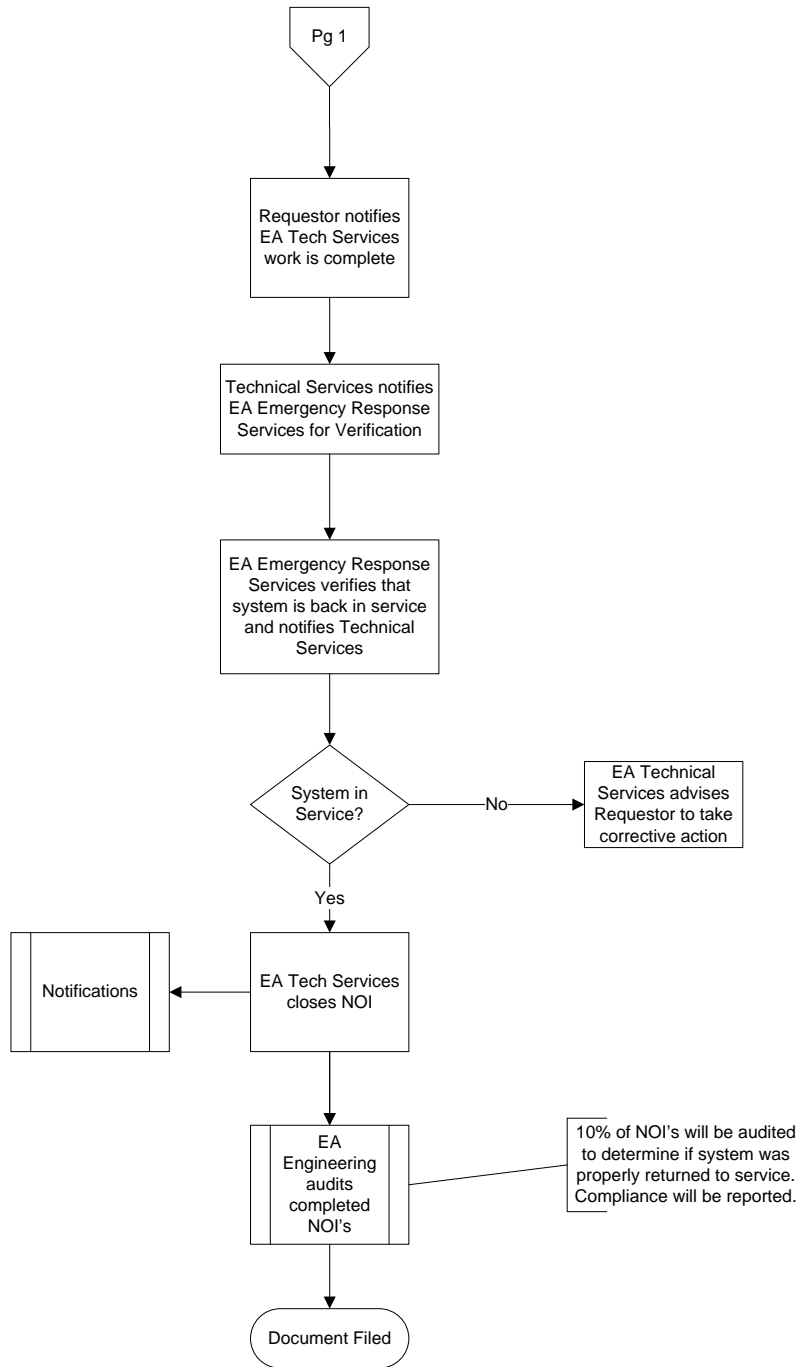


Figure 1.0: NOI Process



TITLE	NOI Process Flow Chart
REVISION	V1 R0
SHEET	2 OF 2