

11.1.12 RED TAG PERMIT POLICY

PURPOSE

The purpose of this policy is to manage sprinkler system impairments in the event the sprinkler system must be taken out of service.

The red tag permit system, developed by FM Global, is used as a method for retaining a record of impairment and informing FM Global when impairment occurs.

SCOPE

Red Tag Permit procedures shall apply to all Baylor University personnel and all contract personnel conducting hot work at, in, and around all University-owned, leased, and/or occupied properties that are protected by a fire suppression system.

RESPONSIBILITY**A. Contractors, Project Managers, etc.**

Contractors, Project Managers, etc. are responsible for ensuring that the requirements of this operating procedure are understood and practiced by their employees or subcontractors. Baylor Facility Services (BFS) will assume responsibility to obtain a required RED TAG PERMIT and follow guidelines defined in this policy when working on a BFS project requiring sprinkler impairment. Contractors of capital projects shall be required to do the same.

B. Baylor University Department of Risk Management

The Risk Management Department is responsible for the development and maintenance of this operating procedure, providing resources for equipment and personnel training, and for auditing all operation to ensure compliance to this procedure. Specific responsibilities include:

1. Issue a RED TAG PERMIT for work being done on any fire sprinkler system that will be impaired.
2. Provide training for those requesting permits and impairing fire sprinkler systems.
3. Suspend sprinkler impairment, if the fire protection system can be restored, in the event of unsafe conditions.

C. Sprinkler Technicians

Sprinkler technicians shall obtain proper authorization to impair a sprinkler system via the RED TAG PERMIT and shall make every effort as to not endanger lives and property. The technician is also responsible for the following:

1. Ensure full compliance with the requirements of this procedure.
2. Use appropriate safety equipment as needed.

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3. Suspend sprinkler impairment, if the fire protection system can be resorted, in the event of an unsafe conditions or a fire.

BEFORE A SPRINKLER SYSTEM IMPAIRMENT

- A. Plan to do the work when the facility is not operating and/or shut down hazardous processes, where applicable.
- B. Have everything ready before impairing fire protection equipment, i.e., equipment, parts, and personnel.
- C. Plan for temporary protection such as extra extinguishers, charged hose line, temporary sprinkler protection, etc.
- D. If the fire protection system can be restored, have someone available and prepared to restore the system promptly in the event of a fire.
- E. Request a RED TAG PERMIT from the Department of Risk Management.

DURING A SPRINKLER SYSTEM IMPAIRMENT

- A. Hazardous processes should be shut down.
- B. Hot work, including cutting and welding, will be prohibited.
- C. Continue work on the system until protection is restored.

AFTER A SPRINKLER SYSTEM IMPAIRMENT

- A. Make certain the fire protection equipment is placed back in automatic service.
- B. If sprinkler protection was impaired, conduct a two-inch drain test at the sprinkler riser.
- C. Lock sprinkler control valve in the wide open position where a lock is present.
- D. Complete RED TAG PERMIT and return to the Department of Risk Management.

REQUESTING A PERMIT

RED TAG PERMITS may be requested by contacting the Department of Risk Management at (254) 710-4586. In most cases a minimum of one day's notice shall be provided to Risk Management prior to the planned impairment.

The following information shall be completed on the RED TAG PERMIT before, during, and after impairment:

- 1. Building and area protected that will be impaired
- 2. Sprinkler valve location and number
- 3. Reason for impairment
- 4. Planned date/time for valve to be closed
- 5. Planned date/time for valve to be opened
- 6. Name of technician and project manager or supervisor
- 7. Actual date/time valve was closed

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8. Actual date/time valve was opened
9. Number of turns to close valve
10. Number of turns to open valve
11. If a two-inch drain test was performed

RED TAG PERMIT TRAINING**A. Persons to be Trained**

All persons who conduct hot work; managers, project managers and supervisors of those conducting hot work; and those issuing hot work permits shall complete an annual online training course or complete the DVD training video. A certificate of completion or a roster sheet with the names of those who received the training shall be sent to the Department of Risk Management and must be on file for the person requesting/requiring a permit, before the permit will be issued.

B. Training Registration

To register for on-line training, provide the following information to the Department of Risk Management:

1. Person's name
2. Company name
3. Email address

Within three business days, instructions for registration will be sent via email.

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