

Bagging-off Control Measures

| PTW Number | LOCATION | ACTIVITY | DATE |
|---|----------|---|------|
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| <u>No. of Bags / Bands Issued:</u> | | <u>No. of Bags / Bands Returned:</u> | |
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1. Prior to the start of any works the measures below must be in place and witnessed that they are in place by the Contract Administrator to prevent activation and contamination of detector heads in the staircases and corridors.
2. All the detector heads in the work area must be bagged using Campus Division issued orange paper bags and elastic bands. Any other type of bag or plastic gloves is not permitted under any circumstances. The detector heads that have been bagged are to be recorded on the 'Daily Sign Off' sheet and the sheet is then to be placed in the Fire System Log Book (or Red Box) that is generally held in the Porter's Lodge near the front entrance to the Building. It is the Competent Person's responsibility to check and sign the bagging off sheet and removal of all bags at the end of each working day.
3. Doors on each floor/landing must be kept shut to prevent activation of the detector heads in adjacent corridors. If the risk of activation is too great then these also must be bagged off as above.
4. While any detectors are bagged off, the site must be occupied by at least one member of the Contractor Staff to maintain a careful fire watch. This person then can raise the alarm by means of the manual call points (break glasses) in the event of a fire breaking out within the area.
5. Hot Works associated with the bagging off of detector heads must be completed at least one hour before leaving site, and the Contractor stand by fire watch must be present throughout the minimum one hour fire watch period. Hot Works must be included in the PTW and the Hot Works control measures also implemented.
6. All issued Permit to Work Documentation, Daily Sign off Sheets, all bags and all bands must be returned to the Contract Administrator at the end of the work or upon expiry of the Permit to Work.

Fire Alarm Local Detector Isolation Daily Sign off Sheet

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| Building: | |
| Project Description and Project / Job Number: | |
| Permit to Work Reference: | |
| Name of Contract Administrator: | |

The Contract Administrator must ensure that, 'bagging-off' detectors is only to be carried out with appropriate paper bags and elastic bands. The paper bags used must not contain any plastic lining or other materials.

| Location of Work | Date | No. of detectors bagged off during the day | Signature of Competent Person | No. of bags removed prior to the end of working day | Signature of Competent person |
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