

# Authorisation – Fire Protection System Isolation

WHS-PRO-CHK-025n



Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing

1. This authorisation and log must be updated for each isolation and kept on-site during the job.
2. On completion of the job, the final form is to be returned to the JCU Rep for scanning into the MEX work order.
3. The contractor must be present in the building or have monitoring for the entire duration of the isolation.
4. De-isolation must be tested to ensure the system is working correctly, and all stakeholders must be notified of the de-isolation.
5. The contractor must report any incidents during isolation immediately to security (e.g., fire during an isolation).

## Section 1: To be Completed by the Contractor

Work order number:			
Authorisation validity:	Start		End
This authorisation is issued to:	Organisation/Company:		
	Contact name:		
	Contact Telephone Number:		
Reason for isolation and description of works:	<input type="checkbox"/> Smoke <input type="checkbox"/> Dust <input type="checkbox"/> Steam <input type="checkbox"/> Aerosol <input type="checkbox"/> Heat or Flame - Hot Works <input type="checkbox"/> Damage to the fire safety installation <input type="checkbox"/> Other:		
If hot works are being performed, has an Authorisation – Hot Works been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Fire systems requiring isolation:	<input type="checkbox"/> Fire Detection System <input type="checkbox"/> Fire Indicator Panel <input type="checkbox"/> Network Communications <input type="checkbox"/> Fire Hydrants <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> EWIS <input type="checkbox"/> Water Supplies <input type="checkbox"/> Fire Pumps <input type="checkbox"/> Gas Suppression System <input type="checkbox"/> Other:		
Zones / fire system to be isolated:			
Contingency measures that will be put in place	<u>During working hours:</u> <input type="checkbox"/> Additional fire equipment <input type="checkbox"/> Hose reel <input type="checkbox"/> Fire watch <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Fire blanket <input type="checkbox"/> Other: <u>Outside working hours:</u> At the end of the day, all fire systems must be de-isolated to provide fire coverage outside of working hours.		
Will the fire alarm remain audible during the isolation period?	<input type="checkbox"/> Yes <input type="checkbox"/> No   If no, how will the alarm be raised?		
Have the building occupants been notified of the isolation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Acknowledgement:	<input type="checkbox"/> I acknowledge it is my responsibility to notify the relevant JCU Representative immediately when work is completed to facilitate the de-isolation of the fire protection systems.		

# Authorisation – Fire Protection System Isolation

WHS-PRO-CHK-025n



JAMES COOK  
UNIVERSITY  
AUSTRALIA

Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing

☐ I acknowledge it is my responsibility to protect smoke detectors from dust and any other contaminants that may compromise their function. I understand that repairs or cleaning required as a result of our actions will be at my expense.

## Section 1 Completed by (Contractor):

Name:

Signature:

Date:

## Section 2: To be Completed by JCU Reviewer

☐ SWMS / Risk assessment has been provided and reviewed

### 1. Additional JCU requirements to be implemented by the Contractor:

☐ Security to be notified prior to isolation

☐ QFES notification required

☐ Building occupants notified – who \_\_\_\_\_

☐ Other: \_\_\_\_\_

---

---

### 2. JCU Authorisation Reviewer:

Reviewed:

☐ Acceptable

☐ Unacceptable

Comments:

Name:

Signature:

Date:

Authorisation – Fire Protection System Isolation

WHS-PRO-CHK-025h



Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing

Section 3: Isolation Log

Date	Items Isolated	Start Time	Performed By	Signature	De-Isolation time	Performed by	Signature	Comments