



Fire System Impairment Reporting Procedure

Coshocton Mill

500 North 4th Street

Coshocton, Ohio 43812


Phone: 740-622-6543

Fax: 740-623-3885

Topics

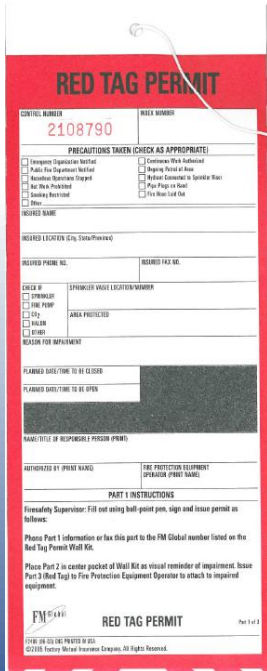
- ❖ Introduction To Procedure
- ❖ Red Tag Permit
- ❖ Accessing Web Site
- ❖ Modifying An Impairment Report
- ❖ Restoring Fire Protection System
- ❖ Reference Material and General Information

Red Tag Permit

RED TAG PERMIT	
CONTROL NUMBER 2108787	INDEX NUMBER
PRECAUTIONS TAKEN (CHECK AS APPROPRIATE)	
<input type="checkbox"/> Fire Agency Organization Notified <input type="checkbox"/> Public Fire Department Notified <input type="checkbox"/> Accidents or Operations Stopped <input type="checkbox"/> Hot Work Permitted <input type="checkbox"/> Smoking Permitted <input type="checkbox"/> Other	<input type="checkbox"/> Containers Well Anchored <input type="checkbox"/> Drugging Permitted at Area <input type="checkbox"/> Hydraulic Connected to Sprinkler Head <input type="checkbox"/> Plug Plugs in Good <input type="checkbox"/> Fire Hoses Laid Out
INSURED NAME	
INSURED LOCATION (City, State/Province)	
INSURED PHONE NO.	INSURED FAX NO.
CHECK IT <input type="checkbox"/> SPRINKLER <input type="checkbox"/> FIRE PUMP <input type="checkbox"/> CITY <input type="checkbox"/> MAIN BN <input type="checkbox"/> SHOWER	SPINKLER VALVE LOCATION/NUMBER AREA PROTECTED
REASON FOR IMPAIRMENT	
PLANNED DATE/TIME TO BE CLOSED	
PLANNED DATE/TIME TO BE OPEN	
NAME/TITLE OF RESPONSIBLE PERSON (PRINT)	
AUTHORIZED BY (PRINT NAME)	FIRE PROTECTION EQUIPMENT OPERATOR (PRINT NAME)
PART 1 INSTRUCTIONS Firesafety Supervisor: Fill out using ball-point pen, sign and issue permit as follows: Phone Part 1 information or fax this part to the FM Global number listed on the Red Tag Permit Wall Kit. Place Part 2 in center pocket of Mail Kit as visual reminder of impairment. Issue Part 3 (Red Tag) to Fire Protection Equipment Operator to attach to impaired equipment.	
	RED TAG PERMIT
<small>FORM 100-10, ONE PRINTED IN U.S.A. ©2005, Factory Mutual Insurance Company. All Rights Reserved.</small>	

- ❖ This is a three (3) part form, read and apply associated directions for each form part 1-3.
- ❖ This form needs to be filled out and tag hung as required by given directions, before reporting the impairment to Factory Mutual.

Red Tag Permit Cont.



RED TAG PERMIT

CONTROL NUMBER: 2108790

ISSUE NUMBER: _____

PRECAUTIONS TAKEN (CHECK AS APPROPRIATE)

Equipment Operator Isolated
 All Hot Surfaces Isolated
 Residual Operator Stayed
 Hot Work Restricted
 Smoking Restricted
 Other: _____

Continuity Risk Mitigated
 Spill Prevention Plan
 Relief Operator Is Isolated Area
 Hot Work Is Isolated
 Fire Watch Is On Duty

ISSUED BY: _____

ISSUED FOR: _____

ISSUED PERMIT NO.: _____

ISSUED FAX NO.: _____

CHECK IF:
 SPRINKLER
 FIRE PUMP
 ALARM
 OTHER: _____

REASON FOR IMPAIRMENT: _____

PLANNED DATE/TIME TO BE CLOSED: _____

PLANNED DATE/TIME TO BE OPEN: _____

NAME/TITLE OF RESPONSIBLE PERSON (PRINT): _____

AUTHORIZED BY (PRINT NAME): _____

FIRE PROTECTION EQUIPMENT OPERATOR (PRINT NAME): _____

PART 1 INSTRUCTIONS

Firewatch Supervisor: Fill out using ball-point pen, sign and issue permit as follows:

Please Print 1 information on fax this part to the FM Global number listed on the Red Tag Permit Wall Kit.

Please Print 2 in center pocket of Wall Kit as visual reminder of impairment, issue Part 3 (Red Tag) to Fire Protection Equipment Operator to attach to impaired equipment.

FM Global RED TAG PERMIT

FORM 10-2004 (REV. 01/04) (PRINTED IN USA)
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FIRE PROTECTION EQUIPMENT DECALS
BEFORE AFFIXING DECAL, BE CERTAIN SURFACE IS DRY AND CLEAN OF DIRT, OIL AND GREASE

WARNING!!
FIRE PROTECTION EQUIPMENT:
DO NOT SHUT OFF WITHOUT
PROPER AUTHORIZATION

P7834 Equipment/Valve No. _____

WARNING!!
FIRE PROTECTION EQUIPMENT:
DO NOT SHUT OFF WITHOUT
PROPER AUTHORIZATION

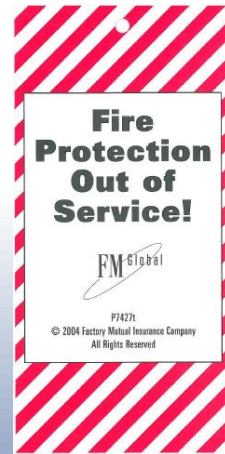
P7834 Equipment/Valve No. _____

WARNING!!
FIRE PROTECTION EQUIPMENT:
DO NOT SHUT OFF WITHOUT
PROPER AUTHORIZATION

P7834 Equipment/Valve No. _____

WARNING!!
FIRE PROTECTION EQUIPMENT:
DO NOT SHUT OFF WITHOUT
PROPER AUTHORIZATION

P7834 Equipment/Valve No. _____



Use FM Global's Red Tag Permit System To Manage Your Fire Protection Impairment

When Fire Protection Equipment must be taken out of service, this Red Tag Permit System will help you manage your impairment.

FIRE PROTECTION NOW

IN SERVICE

Before Impairment

- Plan to do the work when the facility is not operating, and/or shut down hazardous processes, if possible.
- Have everything ready before impairing Fire Protection Equipment, i.e., equipment, parts and personnel.
- Plan for temporary protection such as extra extinguishers, charged hose lines, temporary sprinkler protection, etc.
- Notify your Emergency Organization and the Public Fire Department of the planned impairment so that they can be prepared to handle an emergency.
- If the Fire Protection Equipment can be restored, is someone available and prepared to restore the system promptly in the event of fire?
- Use Red Tag Permit.
- Notify FM Global and others. (If assistance is needed after business hours, telephone FM Global for instructions to reach a consultant.)

During Impairment

- Shut down hazardous processes.
- Prohibit smoking.
- Prohibit all hot work including cutting and welding. If hot work is essential to complete the work, discuss in advance with FM Global.
- Have guards patrol area where protection is out of service.
- Continue the work until protection is restored.
- Use Red Tag Permit and reusable Impairment Tag.

Emergency Impairment

- If an emergency impairment occurs, stabilize the situation and institute above precautions.

After Impairment

- Make certain the Fire Protection Equipment is placed back in automatic service.
- If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser.
- Lock sprinkler control valve in the wide open position.
- Reset alarm system and notify Central Station, if applicable.
- Notify your Emergency Organization and your Public Fire Department.
- Complete Red Tag Permit and return reusable Impairment Tag to kit.
- Notify FM Global and others.

FM Global Index
FM Global Customer Service Desk:
Phone (888) 210-9330
Fax (888) 210-9330

Others:
Fire Dept. _____
Alarm Co. _____
Water Dept. _____

9-61-Cleveland Operations

Check out our FREE online training course
<http://www.fmglobal.com>

FM Global

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www.fmglobal.com

A. Red Tag Permit (F2480)


B. Fire Protection Equipment Decals (P7834)

C. Reusable Impairment Tag for Fire Service Connections (P7427t)

D. Red Tag Permit System Wall Hanger (P7427)

Red Tag Permit Cont.

- A. To authorize impairments and document tasks as they are performed

RED TAG PERMIT	
CONTROL NUMBER 2108790	ISSUE NUMBER
PRECAUTIONS TAKEN (CHECK AS APPROPRIATE)	
<input type="checkbox"/> Impairment Supervisor Notified <input type="checkbox"/> Public Fire Department Notified <input type="checkbox"/> Neighbors/Customers Informed <input type="checkbox"/> Hot Work Prohibited <input type="checkbox"/> Smoking Prohibited <input type="checkbox"/> Other: _____	<input type="checkbox"/> Continuum Work Reluctant <input type="checkbox"/> Repair Point of Issue <input type="checkbox"/> Work Reluctant to Suspend Work <input type="checkbox"/> Play Pigs in Hand <input type="checkbox"/> No Work-Led Out
ISSUED NAME	
ISSUED LOCATION (City/State/Zip+Area)	
ISSUED PHONE NO.	ISSUED FAX NO.
CHECK IF	SPRINGER WIRE LOCATION NUMBER
<input type="checkbox"/> SPRINGER	
<input type="checkbox"/> HOT WORK	AREA PROTECTED
<input type="checkbox"/> HOT	
<input type="checkbox"/> WELD	
REASON FOR IMPAIRMENT	
PLANNED DATE/TIME TO BE CLOSED	
PLANNED DATE/TIME TO BE OPEN	
NAME/TITLE OF RESPONSIBLE PERSON (PRINT)	
AUTHORIZED BY (PRINT NAME)	THE PROTECTION EQUIPMENT OPERATOR (PRINT NAME)
PART 1 INSTRUCTIONS	
Fire/safety Supervisor: Fill out using ball-point pen, sign and issue permit as follows:	
Place Part 1 information or fax this part to the FM Global number listed on the Red Tag Permit Wall Kit.	
Place Part 2 in center pocket of Wall Kit as visual reminder of impairment. Issue Part 3 (Red Tag) to Fire Protection Equipment Operator to attach to impaired equipment.	
	RED TAG PERMIT <small>Page 1 of 3</small>
<small>FORM 100-00-0000-0000-0000 ©2000 Factory Mutual Insurance Company. All Rights Reserved.</small>	

Red Tag Permit Cont.



- A. To authorize impairments and document tasks as they are performed
- B. To affix to fire protection equipment as a reminder that authorization is needed before any shutdown can occur

Red Tag Permit Cont.



- A. To authorize impairments and document tasks as they are performed
- B. To affix to fire protection equipment as a reminder that authorization is needed before any shutdown can occur
- C. To wire to fire service connection as a reminder that fire protection is out of service

Red Tag Permit Cont.

- A. To authorize impairments and document tasks as they are performed
- B. To affix to fire protection equipment as a reminder that authorization is needed before any shutdown can occur
- C. To wire to fires service connection as a reminder that fire protection is out of service
- D. Wall hanger with pockets to keep other elements of the system organized and within reach; also lists steps to take before, during and after an impairment.

**Use FM Global's Red Tag Permit System
To Manage Your Fire Protection Impairment**

When Fire Protection Equipment must be taken out of service, this Red Tag Permit System will help you manage your impairment.

**FIRE PROTECTION
NOW**

OUT OF SERVICE

Before Impairment

- Plan to do the work when the facility is not operating, and/or shut down hazardous processes, if possible.
- Have everything ready before impairing Fire Protection Equipment, i.e., equipment, parts and personnel.
- Plan for temporary protection such as extra extinguishers, charged hose lines, temporary sprinkler protection, etc.
- Notify your Emergency Organization and the Public Fire Department of the planned impairment so that they can be prepared to handle an emergency.
- If the Fire Protection Equipment can be restored, is someone available and prepared to restore the system promptly in the event of fire?
- Use Red Tag Permit.
- Notify FM Global and others. If assistance is needed after business hours, telephone FM Global for instructions to reach a consultant.

Emergency Impairment

If an emergency impairment occurs, stabilize the situation and institute above precautions.


During Impairment

- Shut down hazardous processes.
- Prohibit smoking.
- Prohibit all hot work including cutting and welding. If hot work is essential to complete the work, discuss in advance with FM Global.
- Have guards patrol area where protection is out of service.
- Continue the work until protection is restored.
- Use Red Tag Permit and reusable Impairment Tag.

FM Global Index
FM Global Customer Service Desk
Phone (888) 216-9330
Fax (888) 216-9332

Other:
Fire Dept. _____
Alarm Co. _____
Water Dept. _____

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<http://www.fmglobal.com>

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www.fmglobal.com

After Impairment

- Make certain the Fire Protection Equipment is placed back in automatic service.
- If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser.
- Lock sprinkler control valve in the wide open position.
- Reset alarm system and notify Central Station, if applicable.
- Notify your Emergency Organization and your Public Fire Department.
- Complete Red Tag Permit and return reusable Impairment Tag to kit.
- Notify FM Global and others.

Introduction To Procedure

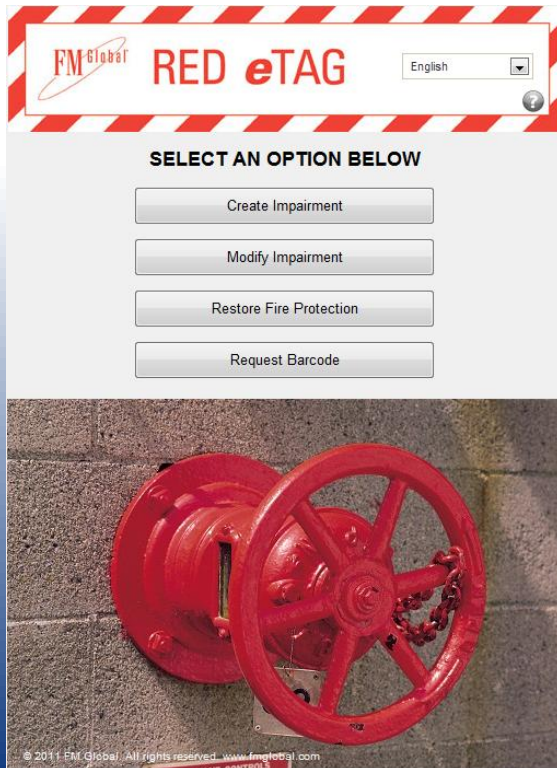
1. Fill out a valve closure tag (available from the FM Global servicing office for your location) and attach to each shut valve. Do not lock shut valves.
2. Telephone your ***FM Global Servicing Office impairment line:***
 - ❖ Impairment phone number: (888) 216-9390
 - ❖ Fax phone number: (888) 216-9333

Tell them where and when the fire protection will be out of service. In the event they are not available, leave a message.
3. ***Online impairment notification at Red eTag (<http://www.fmglobal.com/redetag/>).***
4. Work without interruption until completion. Make sure that everything is ready before shutting valves – excavating, pipe plugs, repair parts, personnel.
5. Do the work during idle periods, if possible.
6. **Shut down hazardous processes. Do not conduct any hot work (cutting, welding, etc.) in the area that has protection out-of-service.**
7. **Notify the public fire department.**

Introduction To Procedure

7. **Notify personnel working in the affected area to open the valve in the event of an emergency. If the area is not normally occupied, assign a guard to patrol areas where protection is out of service.**
8. Provide temporary protection to the impaired system; have charged hose lines available, extra extinguishers available, and provide a temporary water supply by whatever means possible.
9. When work is finished, make sure the valve is fully open, make a drain test, and lock the valve in the open position.
10. Telephone your **FM Global servicing office and tell them the protection has been restored. It is sufficient to leave a message if it is after business hours.**
11. If online impairment reporting utilized the **“Restore Fire Protection”** tab must be completed.
 - ❖ The same general procedure applies to fire pumps, CO2 systems, or other fire suppression systems.

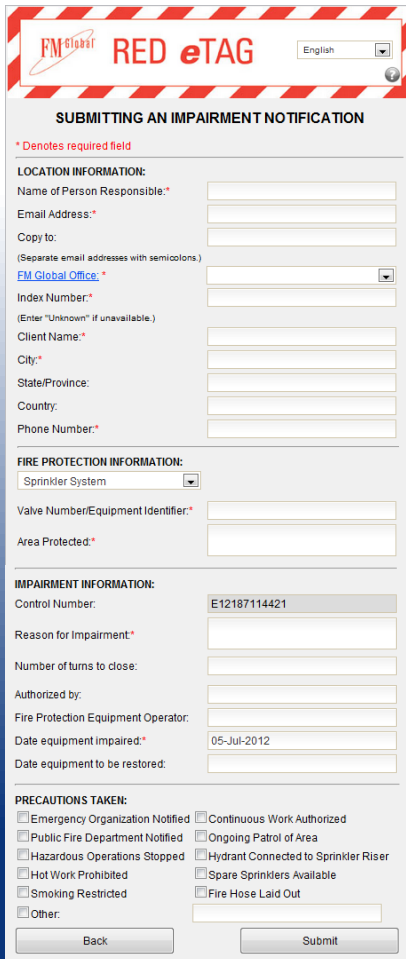
Accessing Web Site



❖ **Log onto**
www.fmglobal.com/redetag/
(Save as short cut on desktop)

1. Click Create Impairment button

Submitting An Impairment Report



FM Global RED eTAG English

SUBMITTING AN IMPAIRMENT NOTIFICATION

* Denotes required field

LOCATION INFORMATION:

Name of Person Responsible:*

Email Address:*

Copy to:

(Separate email addresses with semicolons.)

FM Global Office:*

Index Number:*

(Enter "Unknown" if unavailable.)

Client Name:*

City:*

State/Province:

Country:

Phone Number:*

FIRE PROTECTION INFORMATION:

Sprinkler System

Valve Number/Equipment Identifier:*

Area Protected:*

IMPAIRMENT INFORMATION:

Control Number:

Reason for Impairment:*

Number of turns to close:

Authorized by:

Fire Protection Equipment Operator:

Date equipment impaired:*

Date equipment to be restored:

PRECAUTIONS TAKEN:

Emergency Organization Notified Continuous Work Authorized

Public Fire Department Notified Ongoing Patrol of Area

Hazardous Operations Stopped Hydrant Connected to Sprinkler Riser

Hot Work Prohibited Spare Sprinklers Available

Smoking Restricted Fire Hose Laid Out

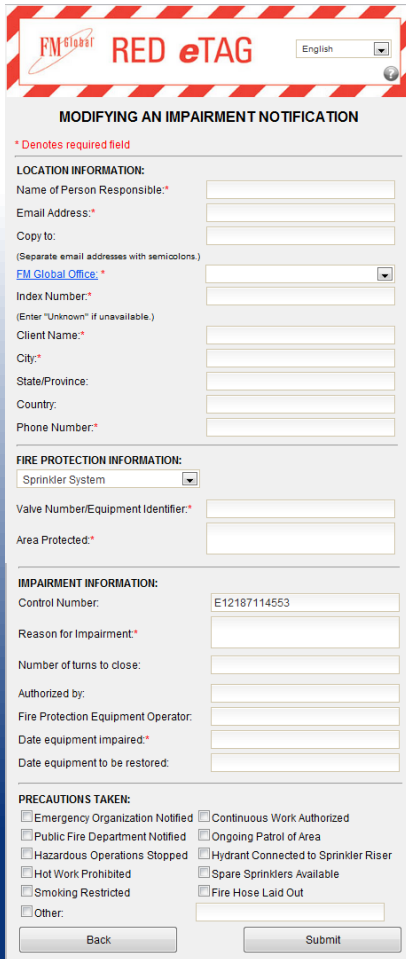
Other:

Back Submit

❖ Fill in information boxes as requested on the online form.

❖ Copy to: Chris Fisher (CJFISHER@rocktenn.com) and Dave Harter (DHARTER@rocktenn.com) and Scott Fehrenbach (SFEHRENBACH@rocktenn.com)

Modifying An Impairment Report



FM Global RED eTAG English

MODIFYING AN IMPAIRMENT NOTIFICATION

* Denotes required field

LOCATION INFORMATION:

Name of Person Responsible:*

Email Address:*

Copy to:

(Separate email addresses with semicolons.)

FM Global Office:*

Index Number:*

(Enter "Unknown" if unavailable.)

Client Name:*

City:*

State/Province:

Country:

Phone Number:*

FIRE PROTECTION INFORMATION:

Sprinkler System

Valve Number/Equipment Identifier:*

Area Protected:*

IMPAIRMENT INFORMATION:

Control Number: E12187114553

Reason for Impairment:*

Number of turns to close:

Authorized by:

Fire Protection Equipment Operator:

Date equipment impaired:*

Date equipment to be restored:

PRECAUTIONS TAKEN:

Emergency Organization Notified Continuous Work Authorized

Public Fire Department Notified Ongoing Patrol of Area

Hazardous Operations Stopped Hydrant Connected to Sprinkler Riser

Hot Work Prohibited Spare Sprinklers Available

Smoking Restricted Fire Hose Laid Out

Other:

Back Submit

❖ Use this section:

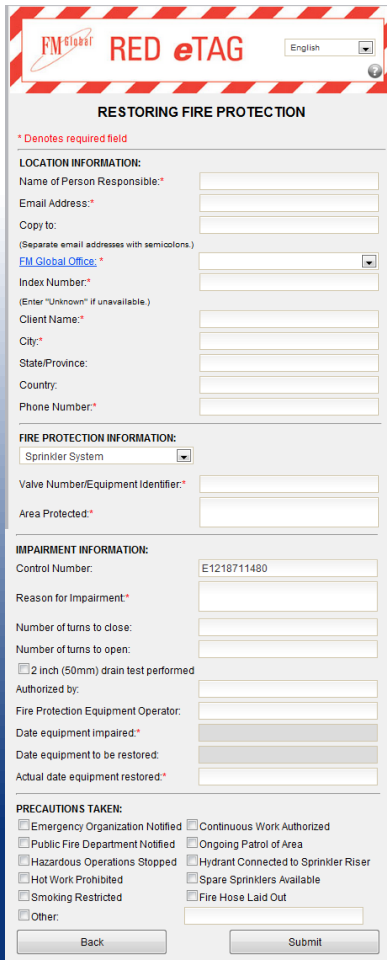
If repairs are going to last longer than originally stated when impairment was created.

❖ Additional valves having to be closed to isolate system for repairs.

Repairs made – result in finding additional repairs that have to be made.

❖ **Copy to: Chris Fisher (CJFISHER@rocktenn.com), Dave Harter (DHARTER@rocktenn.com) and Scott Fehrenbach (SFEHRENBACH@rocktenn.com)**

Restoring Fire Protection System



The screenshot shows a web form titled "RESTORING FIRE PROTECTION" with a red and white striped border. The form is divided into several sections: LOCATION INFORMATION, FIRE PROTECTION INFORMATION, IMPAIRMENT INFORMATION, and PRECAUTIONS TAKEN. Each section contains various input fields, dropdown menus, and checkboxes. A red asterisk indicates required fields. The form includes a "Back" button and a "Submit" button at the bottom.

FM Global RED eTAG English

RESTORING FIRE PROTECTION

* Denotes required field

LOCATION INFORMATION:

Name of Person Responsible:*

Email Address:*

Copy to:

(Separate email addresses with semicolons.)

FM Global Office: *

Index Number:*

(Enter "Unknown" if unavailable.)

Client Name:*

City:*

State/Province:

Country:

Phone Number:*

FIRE PROTECTION INFORMATION:

Sprinkler System

Valve Number/Equipment Identifier:*

Area Protected:*

IMPAIRMENT INFORMATION:

Control Number:

Reason for Impairment:*

Number of turns to close:

Number of turns to open:

2 inch (50mm) drain test performed

Authorized by:

Fire Protection Equipment Operator:

Date equipment impaired:*

Date equipment to be restored:

Actual date equipment restored:*

PRECAUTIONS TAKEN:

Emergency Organization Notified Continuous Work Authorized

Public Fire Department Notified Ongoing Patrol of Area

Hazardous Operations Stopped Hydrant Connected to Sprinkler Riser

Hot Work Prohibited Spare Sprinklers Available

Smoking Restricted Fire Hose Laid Out

Other:

Back Submit

❖ Repairs complete, system checked for leaks, and all valves returned to open position and locked.

❖ Copy to: Chris Fisher (CJFISHER@rocktenn.com), Dave Harter (DHARTER@rocktenn.com) and Scott Fehrenbach (SFEHRENBACH@rocktenn.com)

Restoring Fire Protection System

- ❖ With repairs completed and the affected fire protection system back in service the completed “Red Tag Permit” needs to be forwarded to the “Engineering Department” (D. Harter, S. Fehrenbach) for the mill Fire System documentation file(s), which are reviewed semi-annually by the insurance inspectors (FPS and FM Global).



Reference Material and General Information

❖ Responsibility for Impairment reporting:

- Day Shift – Area Superintendent (or assigned designate)
- Off Shift - Shift Supervisor
- Weekends – On call Duty Manager (or assigned designate)
- Fire System Maintenance – Maintenance Supervisor or Engineer having oversight of these activities)

The individual with responsibility as defined above shall apply his name on the Fire Watch board (in hallway) outside Shift Supervisor office above the **FM Global “IMPAIRMENT WALL KIT”**.

- ❖ **Mill Fire System drawing (located in shift supervisor office area).**
- ❖ **Listing of all valves associated with the Fire System (located in shift supervisor office area).**
- ❖ **Key for valve locks (all locks keyed the same) and a key for the lock on the fire system supply cabinet are located in shift supervisors desk.**
- ❖ **The locks on risers #04 (#1PM hood sprinklers) and risers #02 and #14 (#2PM hood sprinklers) are the break away type.**