

Fire Detection Isolation and Impairment Control Form (Detector Bagging Off)

Document information

Document Reference Code	Document Owner	Team File	Related procedures / work instructions	Version
HAS-FT-044	Rich Corrigan	Health and Safety	HAS-MP-006	4

Version history

Version	Reason for Issue	Version Author	Issue Date	Review Due
1	New document	Felicity Evans	05/09/2023	04/09/2025
4	<p>Clarified process and responsibility, added version history. Included requirement for the building fire risk assessment (FRA) to be amended to reflect the detectors being isolated. Clarified that contractor RAMS must incorporate key information from the building FRA.</p> <p>Changed document title from "Bagging off control measures" to Fire Detection Isolation and Impairment Control Form (Detector Bagging Off)</p>	Richard Corrigan	08/01/2026	08/01/2028

Key Contact Information and Project Details

Building:		Name of Campus Division Project Manager:	
Room or Area Isolation is to take place (E.g. Fry Room G.04)		Contact Details of Campus Division Project Manager (Email and Phone No.)	
Project Description and Project / Job Number		Name of Contractor Responsible Person	
Date of Permit (Start and End Date)		Contact Details of Responsible (Email and Phone No.)	
Permit to Work Number		Additional Information	
Associated Hot Works Permit Number (If required)			
Number of Bags / Bands Issued		Number of Bags / Bands Returned	

Mandatory Control Measures for Fire Detection Isolation

Risk Assessment and Method Statement (RAMS): The RAMS for works which require fire detection equipment to be isolated must incorporate information from the buildings fire risk assessment (FRA) and this **must** be communicated to all relevant persons on site. The buildings' Facilities Manager must be aware of these works and the fact the detectors will be isolated so that they may amend the FRA for the building accordingly.

Pre-Works Verification: Prior to the start of any works, all measures must be in place and **witnessed** that they are in place by the **Responsible Person** as determined by the contractor carrying out the works, to prevent activation and contamination of adjacent detector heads in the staircases and corridors.

Bagging Material: All 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 are not permitted under any circumstances.

Documentation & Logging:

- The detector heads that have been bagged are to be recorded on the **'Daily Sign Off' table below**.
- The sheet is then to be placed in the **Fire System Log Book (or Red Box)** that is generally held in the reception of the building near the front entrance. This is to ensure that should the emergency services attend due to a fire, they are aware of which detectors have been isolated.

Responsible Person Duty: It is the **Responsible Person's** duty to manage all bags and associated paperwork, ensure the bags are put in place daily, and ensure they are accounted for and removed at the end of each work session. **The Contractor named under the Permit to Work must appoint this person** and ensure that the bags are installed at the start of the work day and removed once works are completed. This must be recorded on the table below.

Door Containment: 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, these detectors must also be bagged off.

Continuous Fire Watch: While any detectors are bagged off, the site **must be occupied by at least one member of the Contractor Staff**. **At no point can the site be left unattended.**

In the event of a fire, this person shall use the manual call points (break glass) to sound the alarm and they must evacuate following the instructions in the buildings fire action notice boards.

When the PTW is used in conjunction with Hot Works:

- Hot Works associated with the bagging off of detector heads must be completed at least **one hour before leaving site**.
- The Contractor stand-by fire watch must be **present throughout** the minimum one hour fire watch period.
- Hot works may not be carried out without a suitable Hot Works Permit to Work.

Final Hand-Back: All issued Permit to Work Documentation, Daily Sign off Sheets, all bags, and all bands must be **returned to the Health, Safety and Quality Assurance team** at the end of the works or upon expiry of the Permit to Work. Completed sign-off sheets and bags can be returned to the contractors offices at each Campus. Please see our [Information for Contractors Webpage](#) for more information.

