



AIG Fire Protection Impairment Notification Form

AIG NOTIFICATION: This form is one method of impairment notification- telephone, free-form email, and submitting tag photos are acceptable alternatives. Notify AIG 48 hours (or as soon as possible) prior to planned fire protection systems impairments/systems being taken out-of-service. For emergency situations where unplanned impairments are required, notify AIG as soon as possible. Once all impairments are confirmed to be restored per Part 3 of this form, notify AIG of restoration.

With each impairment, review AIG’s Managing Fire Protection Systems Impairments Technical Insight Document and utilize the AIG Impairment Tag System (or equivalent).

Instructions:

- 1) Read and complete **Part A and Part B**.
- 2) Email this form (with Parts A and B completed) to the AIG Impairment Desk (Alternatively, call to report details).
- 3) After Completion of Impairments(s), verify restoration of all systems, read and complete **Part C**.
- 4) Email this form (with **Parts A through C** completed) to the AIG Impairment Desk (Alternatively, call, or email to report restoration details).
- 5) Retain Impairment Notification Form (paper or electronic) for future review reference.

AIG Impairment Desk: Email: GlobalProperty.Impairment@AIG.Com
1-817-490-3255 (Global) or 1-877-705-7287 (US/Canada Toll Free)

Form Reset

Part A. Impairment Contact Information

Person Reporting Impairment Name & Contact Number	
Person Performing Work- Name & Contact Number	
Insured Company Subsidiary / Location Name	
Address	
City/State/Country	
Additional Site/Corp. Contact Name & Contact Number (optional):	
Person Performing Work Company Name	

Part B: Impairment Scope & Precautions

System(s) to be impaired – Check All That Apply.					
Automatic Sprinkler Systems(s)		Fire Pump(s)			
Water Main(s)		Suction, Gravity, Pressure Tanks			
Detection System(s)		Alarms Systems			
Special Extinguishing System(s) (CO ₂ , Halon, Clean Agents, Dry/Wet Chemical, Spark Detection/Suppression, etc.)					
Other:					
Reason for Impairment					
Equipment Valve/System Number(s) as applicable					
Affected Areas and Percentage of Building Area					
Planned Impairment Start	Date		Planned Impairment Completion	Date	
	Time			Time	
Other Comments					
Planned Precautions – Check All That Apply.					
Impairment Tag Completed and Posted On/Near Impaired Equipment.					
Size/duration of planned impairment reduced (where possible).					
All expected tools and equipment for repair are on-site and available.					
Hot Work (cutting, welding, open flame, etc.) prohibited in impaired area.					
Smoking Prohibited in Impaired area.					
Hazardous Processes in Impaired area shut down (or Extraordinary Protection added).					
Fire extinguishers verified to be properly placed in impaired area with all in full service.					
Site managers and departments notified.					
Others notified as required: <input type="checkbox"/> Fire service <input type="checkbox"/> Alarm company					

Before and During Impairment:

- 1) Plan and prepare the work to minimize the duration of the impairment. If the impairment must be more than one day, consider planning such that the impaired system(s) is back in service each night or when not required to be off.
- 2) Avoid impairing more than one sprinkler riser at a time- plan work to minimize the size of the impairments. Use existing sectional control valves to isolate the affected area and to keep as many sprinkler installations as possible in service. Water supplies should only be impaired when there is no other solution.
- 3) Inform site management and emergency response personnel when sprinkler protection is impaired to make sure that loss prevention measures are strictly applied during the impairment and to postpone hazardous operations when possible.
- 4) For underground valve closures, such as road box or key valves, the number of turns to close should be counted and recorded.
- 5) Forbid all 'hot work' in impaired areas- including any cutting, welding, grinding, or other operations that can produce sparks or ignition sources.
- 6) Enforce 'No Smoking' regulations in the affected areas.
- 7) Ensure the provision for adequate fire extinguishers and, where applicable, fire hoses.
- 8) Shut down hazardous processes in the impaired areas.
- 9) Notify AIG Risk Engineering.

Part C: Impairment Restoration Verification

System Restoration Details			
All closed valves visually verified to be restored to fully open position and locked	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire alarm system restored, and monitoring company notified, where applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Main drain test conducted on each system after sprinkler system and sectional valve restoration	<input type="checkbox"/> Yes <input type="checkbox"/> No	Facility personnel notified of restoration, where applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
All Fire Protection System restored to "Automatic" that Were Placed in "Manual" Operation for the Impairment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire department/service notified, where applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
AIG Notified of Impairment Restoration	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Impairment Restoration Verifier (Name)			Date
			Time

Impaired Systems Restoration

- 1) Verify all fire system valves and fire pumps are fully operational. Verify fire pump controllers are in the automatic position.
- 2) Verify all associated fire system control valves are secured in the fully open position. For underground valve closures, such as road box or key valves, the number of turns to open each valve should be counted and matched with the recorded turns to closure.
- 3) Verify all fire extinguishers have been returned to their normal location and are indicating "fully changed."

AIG offers Impairment Tags for our property policy holders free-of-charge. Ask your Risk Engineer for a request form. Reference the AIG Impairment Handling Insight Document for more details on correctly handling fire protection system impairments.

[For more information, contact your local AIG Risk Engineer.](#)

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This document is not intended to replace any recommendations from your equipment manufacturers. If you are unsure about any particular testing or maintenance procedure, please contact the manufacturer or your equipment service representative.

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