



MELBOURNE AIRPORT - FIRE SAFETY GUIDELINE

FSG05

FIRE PROTECTION IMPAIRMENT & HOT WORKS PERMIT PROCEDURES

All fire impairments required at Melbourne Airport facilities are subject to the APAM Fire Protection Impairment & Hot Works Permit Procedures.

Blue Fire Systems facilitate the fire impairment process for Terminals 2, 3, 4 and associated buildings on behalf of Melbourne Airport.

Impairment requests for Landside Buildings will be approved and facilitated by Melbourne Airport Facility Management: email ozan.altun@melair.com.au

IMPAIRMENT & HOT WORK PERMIT PROCESS

- Applicant emails a completed Fire Impairment & Hot Work Permit Application Form to fire.impairments@melair.com.au. **A minimum of 48-hours notice is required (Business Hours)**
- Applicants **MUST** attach a plan to each impairment application with the extent of areas to be isolated clearly defined
- Applicants **MUST** provide accurate site contact details to ensure isolations & de-isolations can be verified once performed
- Isolations or de-isolations that are required outside normal hours are chargeable. (see table 1 below).

Contractors that do not have an active account with Blue Fire Systems will be required to pay the impairment charges prior to commencement of the permit application process

- Blue Fire Systems will forward the permit application to Melbourne Airport Fire Safety for approval
- A copy of the approved RED TAG PERMIT will be emailed to the applicant and Airport stakeholders
- Impairments will be performed at the times detailed on the permit application. Any amendments require approval by Melbourne Airport Fire Safety
- When wet fire impairments are performed by applicants, the RED TAG PERMIT shall be “signed on” prior to the impairment and “**signed off**” following reinstatement of the system by the applicant. On completion of the impairment, the completed RED TAG PERMIT **shall be** forwarded fire.impairments@melair.com.au

HOT WORK PERMITS

- Refer to above and as follows:
- Applicants **MUST** provide a detailed description of proposed Hot Works to be carried out. Further information may be requested before approval i.e. Safe Work Method Statement, or alternatives to performing Hot Works
- Hot Works deemed as an unacceptable risk will be denied

EXAMPLES OF SYSTEMS

Fire protection systems forming part of this required procedure include the following:

- Smoke and thermal detectors
- Automatic sprinkler systems
- Electric or diesel fire pumps
- Water supply mains
- Fire mains, fire hydrants and fire hose reels
- Fire indication panels/alarms
- Smoke exhaust systems including relevant air handling units
- Emergency warning and communication systems
- Gas suppression systems
- Passive protection such as fire doors, walls and smoke baffles

Table 1

| FIRE IMPAIRMENT CHARGES | | | |
|-------------------------------|----------------|---|---|
| Isolation / De-isolation time | | Isolation / De-isolation Charges (ex GST) | |
| Monday to Friday | 07:00 to 07:30 | Non-Chargeable | |
| | 15:30 to 16:00 | | |
| | 7:30 to 15:30 | \$105.00 | Chargeable for <u>either</u> isolation or de-isolation dependant of impairment time nominated by the applicant |
| | 06:00 to 07:00 | \$151.00 | |
| | 16:00 to 17:00 | | |
| | 17:00 to 06:00 | | |
| Weekends / Public Holidays | | \$302.00 | |

APPLICANT SUBMITS FIRE PROTECTION SYSTEM IMPAIRMENT APPLICATION FORM
WITH A PLAN ATTACHED SHOWING THE PROPOSED ISOLATION AREA (CLEARLY DEFINED)

fire.impairments@melair.com.au
MINIMUM 48 BUSINESS HOURS NOTICE

| NON-CHARGEABLE IMPAIRMENT | | |
|---|----------------|-----------------|
| Isolation / De-isolation Time | | NO CHARGE |
| Monday to Friday | 07:00 to 07:30 | |
| | 15:30 to 16:00 | |
| CHARGEABLE IMPAIRMENT | | |
| Chargeable for either isolation or de-isolation dependent of impairment time nominated by the applicant | | |
| Isolation / De-isolation Time | | |
| Monday to Friday | 07:30 to 15:30 | \$105.00 ex GST |
| | 06:00 to 07:00 | \$151.00 ex GST |
| | 16:00 to 17:00 | |
| | 17:00 to 06:00 | \$302.00 ex GST |
| Weekends & Public Holidays | | |

