



## Isolation of Fire Alarm System

This form may take you 5 minutes to fill in.

**Part 1 : (To be filled by Applicant)**

<b>Full Name</b>	<b>Office Mobile Contact No :</b>		
Designation	Email Address		
Name & Address of Company			
<b>Type of System Isolation</b> (Please Circle)			
Smoke Detector / Heat Detector / Beam - Type Smoke Detector / Fire Sprinkler / Total Gas Flooding System / Fire Hosereel / Manual Call Point / Kitchen Fire Suppression System / Fire Alarm Panel / Others - State system type:			
<b>Isolation Area:</b> T1/ T2/ T3/ T4/ Ancillary Bldg/ Others	<b>AOM/ FM Work Permit No:</b>		
Purpose for Isolation/ Scope and detail of work:			
<b>Location (Unit No/ Grid Lines):</b>			
Date of Isolation	Duration: From	Hrs to	Hrs

(To be submitted at least 3 working days before works) Allowable Isolation timing: Mon-Fri, 0830-1800 hrs.

\*Isolation outside the allowable timing required CAG project officer endorsement on this application form Part 2)

**PART 2: (To be filled by Applicant)**

Please fill in information accordingly, tick if compliant with the fire safety regulations, cross for non-compliances. Please indicate N.A wherever not applicable, .

<b><u>Project Officer (CAAS/CAG Project Only)</u></b>	
<b>Full Name/ Div/Designation</b>	<b>Office Mobile No:</b>
Signature:	Date:

<b><u>Joint Site Inspection</u></b>	
Date & Time:	Fire Alarm Panel: Affected Zone/ ACV:
Name of Building Maintenance Contractor:	Name of Contractor : Emergency Mobile Contact No :
Signature & Date	Signature & Date

**In case of fire, Please call Airport Emergency Service at 65412525**

**AES Requirement/ Rules and Regulations [Compulsory]**

- 1 Adjacent zones and floors shall not be isolated at the same time (as per Building Maintenance Contractor's joint inspection)
- 2 Submission of Addition & Alteration Plans, Fire Sprinkler Drawing (where applicable)
- 3 Smoke/ Heat detector shall be isolated and sprinkler system shall be in service. No hot work shall be conducted in the isolated sprinkler zone and no concurrent isolation of detectors and sprinklers unless permission granted by AES
- 4 To inform Fire Station 1 (65412526) before commencement and after completion of works and isolation permit shall be prominently displayed.
- 5 No extension of isolation timing is allowed unless a joint approval from the CAAS/CAG project officer and AES has been sought.
- 6 Main contractor to brief all sub-contractors on AES fire safety requirements and shall be held accountable / responsible for their actions.

**Confirmation & Agreement:**

This is to certify that:

1. The isolation is required by us and the location where the isolation of building protection system is to be carried out; and
2. The fire safety regulations, directions and requirements stipulated above are complied with and the isolation carried out in accordance with the current CAG Fire Safety Manual, Singapore Standard CP52, Code of Practice for Automatic Fire Sprinkler System and Singapore Standard CP10, Code of Practice for Installation and Servicing of Electrical Fire Alarm System.

I/We accept any stop work order(s) and/or an AES service charge (as per schedule of rates in fire safety manual) which may be issued to us by AES for any violation, fire outbreak or false fire alarm activation due to negligence or ignorance to the above aerodrome fire safety requirements

**Indemnity:**

I/We hereby indemnify and hold harmless the Changi Airport Group (Singapore) Pte. Ltd., its employees or agents in respect of any liability, loss, claims or proceedings whatsoever arising under any statute or common law in respect of personal injury (including death) of any person or damage to any property movable or immovable, arising out of or in the course of or by reason of the services performed at my/our request as stated herein.

<b>Full Name:</b>	<b>Signature :</b>
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- Signature of representative authorized to sign for and on behalf of the above named company

**PART 3: (To be filled by AES Division)**

The above mentioned work is : <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
<b>Remarks:</b> _____ To comply with ALL AES Requirements, Rules and Regulations	
_____	
_____	
Name & Designation:	Date and Signature

**PART 4: (To be filled by CAAS/ CAG Engineering Team)**

The above mentioned work is noted by:	
<b>Remarks:</b> _____	
_____	
_____	
Name & Designation:	Date and Signature

**PART 5: (To be filled by Requesting Contractor & Respective Building Maintenance Contractor)**

Requesting contractor shall submit the completed application form to respective Building Maintenance Contractor (BMC) at least one day before isolation date. It is mandatory to sign in and sign out with BMC before and after works to ensure no miscommunication during fire alarm isolation/normalisation.	
BMC shall also send photo evidence to the mobile phone of the duty FP officer at 9639 3843 before commencement and after completion of Isolation work	
Confirmed isolation/ draining has been carried out before commencement of work:	
_____	
Requesting Contractor	Respective Building Maintenance Contractor

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