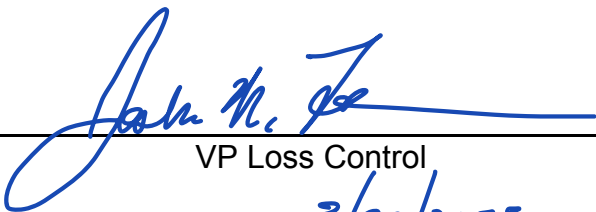


FIRE PROTECTION ONLINE IMPAIRMENT REPORTING SYSTEM MANUAL

Approved by:

Effective Date:

Applies to: Loss Control Property Operations, property owners or designated representatives

A handwritten signature in blue ink, appearing to read "John N. Fe", written over a horizontal line.
VP Loss Control
3/20/2025
Date

Revision History	
Revision / Date	Description of Change
0 / 06-01-2021	Initial issuance for system beta testing
1 / 02-01-2022	Update to reflect changes made during the beta testing process
2 / 02-01-2023	Update made for release of the new online reporting system
3 / 02-24-2023	Reformatted into the standard AEGIS procedure/guideline format

TABLE OF CONTENTS

1. PURPOSE 4

2. TERMS AND DEFINITIONS 4

3. RESPONSIBILITIES 4

4. MAIN BODY 4

 4.1 Logging into the Fire Protection Impairment System 4

 4.2 Report a New Fire Impairment..... 8

 4.3 Company Info 10

 4.4 System Out of Service 13

 4.5 Precautions Taken..... 17

 4.6 To Review an Open (Active/Unresolved) Fire Impairment..... 21

 4.7 To Review a Draft/Saved Fire Impairment..... 24

 4.8 To Review a Resolved Fire Impairment..... 25

 4.9 Fire Protection Impairment Support..... 26

5. ATTACHMENTS..... 26

6. REFERENCES 26

1. **PURPOSE**

Provide direction on how to report fire protection impairments to AEGIS.

Note: This document is a “Guideline” and, therefore, may be deviated from with prior management approval.

2. **TERMS AND DEFINITIONS**

Refer to 5200 – FIRE PROTECTION IMPAIRMENTS for terms and definitions.

3. **RESPONSIBILITIES**

The property owner or designated representative shall be responsible for impairment management of fire protection systems in accordance with this document.

4. **MAIN BODY**

4.1 Logging into the Fire Protection Impairment System

The preferred browsers for using the AEGIS Fire Protection Online Impairment Reporting System are Microsoft Edge and Google Chrome.

Use the following link to access the Fire Protection Online Impairment Reporting System:

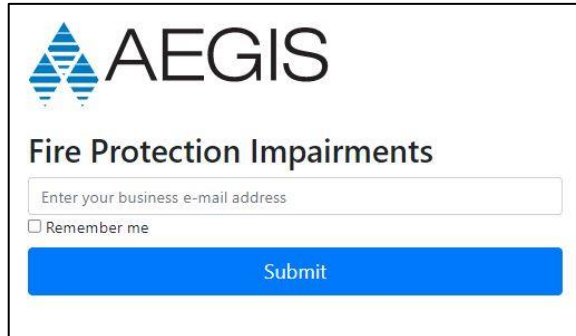
<https://www.aegislink.com/services/loss-control/fire-protection-impairment-reporting.html>

After clicking the above link, you will be directed to the “Fire Protection Impairment” landing page shown below.

The screenshot displays the AEGIS website interface. At the top, the AEGIS logo is on the left, and a 'Sign In' link is on the right. Below the logo is a navigation menu with links for 'About AEGIS', 'News & Events', 'Services', 'Resources', 'Contact Us', and 'My AEGIS'. A breadcrumb trail reads 'AEGISlink / Services / Loss Control / Fire Protection Impairment Reporting'. A green header bar contains the text 'Loss Control'. On the left side, there is a sidebar with an 'Overview' section and several links: 'AEGIS Loss Control Fire Protection Training Class', 'Our unmatched expertise', 'Utility Services', 'Property Services', 'Videos & Webinars', 'Loss Control Task Force', 'Loss Control News', 'Active shooter preparedness e-training', and 'Loss Control Resources'. Below these is a section titled 'Fire Protection Impairment Reporting' with three white paper links: 'Steam Turbine Overspeed Protection Systems White Paper', 'Wildland Fire Hazard Risk Reduction for Solar Photovoltaic Sites White Paper', and 'Lithium-ion Battery Energy Storage Systems (LI-ion BESS) White Paper'. The main content area features a large image of red fire equipment. Below the image is a section titled 'Fire Protection Impairment Reporting' with two buttons: 'Manage Existing Impairments' and 'Report a New Impairment'. To the right of this section is a 'Supporting Documents' list with three links: 'AEGIS Fire Protection Impairment Procedure', 'AEGIS Fire Protection Impairment Form', and 'AEGIS Online Impairment Reporting System User Manual'. Below that is an 'FAQs' section with two expandable questions: 'What is a Fire Protection System Impairment?' and 'What is a One Time Password (OTP) and how does it work?'. On the far right, there is a 'Contact Us' section with contact information for the Fire Impairments Team (201.508.2806) and Portal Support (1.866.692.3447). At the bottom of the page, there is a footer with '© 2023 AEGIS' and links for 'Legal Disclaimer', 'Terms of Use', 'Privacy Policy', and 'Contact Us'. Two red boxes highlight the 'Report a New Impairment' button in the main content area and a duplicate of it at the bottom of the page, with a red arrow pointing from the top box to the bottom one.

To report a new impairment, select “Report a New Impairment.” To update an existing impairment, select “Manage Existing Impairments.”

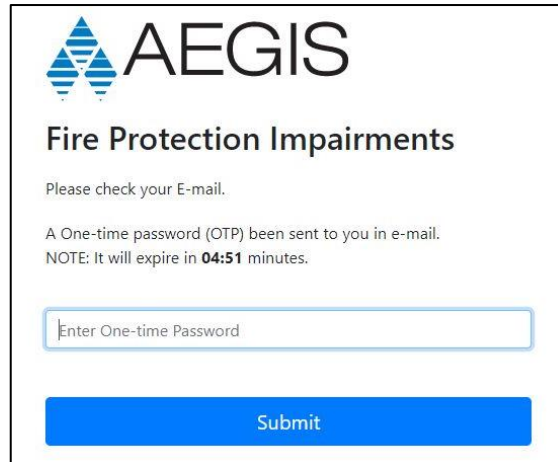
After clicking either “Report a New Impairment” or “Manage Existing Impairments,” you will be directed to the Fire Protection Impairments login screen shown below:



The screenshot shows the login interface for the AEGIS Fire Protection Impairments system. At the top left is the AEGIS logo, which consists of a stylized blue triangle made of horizontal lines. To the right of the logo is the word 'AEGIS' in a large, bold, sans-serif font. Below the logo and name is the title 'Fire Protection Impairments' in a smaller, bold font. Underneath the title is a text input field with the placeholder text 'Enter your business e-mail address'. Below the input field is a checkbox labeled 'Remember me'. At the bottom of the form is a prominent blue button with the word 'Submit' in white text.

Note: If an issue should arise while attempting to log into the system, clear the cache in your web browser, close and restart the web browser and try again. If the issue persists, contact Portal Support either via email (portalsupport@aeigislimited.com) or phone (1-866-692-3447). Directions for clearing the cache for a browser are located at the end of this manual (see ATTACHMENT 1).

Enter your email address as described above; check the “Remember me” box and select “Submit” to receive your one-time password (OTP). The following screen will appear:



The screenshot shows the OTP verification screen. It features the same AEGIS logo and title as the previous screen. Below the title, the text reads 'Please check your E-mail.' followed by 'A One-time password (OTP) been sent to you in e-mail.' and a note: 'NOTE: It will expire in 04:51 minutes.' Below this information is a text input field with the placeholder text 'Enter One-time Password'. At the bottom is a blue 'Submit' button.

For security purposes, the AEGIS Fire Protection Online Impairment Reporting System uses a two-factor authentication process by assigning an OTP for access. The OTP will be emailed directly to your email account. Look for an email from Portal Technical Team that will contain your OTP similar to what is shown below.

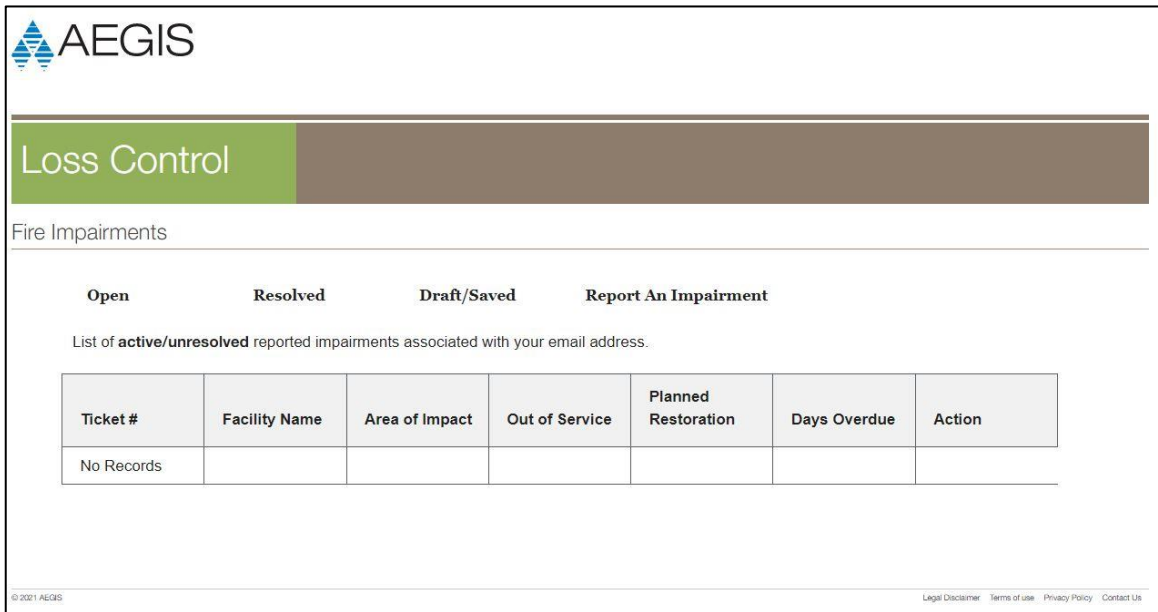


OTP Email

You will need an OTP every time you want to log into the system. It will be a different code each time. Once you enter the code, select “Submit” and you will be logged into the system and directed to the appropriate page based on your initial selection.

If you selected “Report a New Impairment,” you will be directed to the Impairment Input form as shown in the ‘Report a New Fire Impairment’ section of this manual.

If you selected “Manage Existing Impairments,” you will be directed to the page shown below.



Manage Fire Protection Impairments Start Page

Note: You can also report a new impairment from this page. Selecting “Report a New Impairment” on the initial screen bypasses this page and takes you directly to the Impairment Input form.

From this point you can do the following:

Report a New Impairment: Use this option when you are reporting an impairment for the first time. When you select “Report an Impairment,” you will be directed to the “Company Info” page to begin inputting the necessary information.

View Open Impairments: Use this option when you want to view a list of all “Open” impairments. You will only see “Open” impairments for which your email address is listed as either the Contact or the Alternate Contact.

View Resolved (Closed) Impairments: Use this option when you want to view a list of all “Resolved” (Closed) impairments. You will only see “Resolved” impairments for which your email address is listed as either the Contact or the Alternate Contact.

View Draft/Saved Impairments: Use this option when you want to see a list of impairments in draft form. Draft/Saved impairments are impairments that have been input into the system but have not been submitted. In order to submit an impairment, there are several required pieces of information that need to be included. The “Draft/Saved” option is for when you start inputting an impairment and do not have the necessary information to complete the required fields; the system will allow you to save your work and come back to it later when you have that information.

4.2 Report a New Fire Impairment

Log in to the Online Impairment Reporting System, and from the Fire Impairment start page, select “Report a New Impairment” to be directed to the “Company Info” page (shown below) and start inputting information.

AEGIS

Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info. Contacts System Out of Service Area of Impact Precautions Taken Review & Submit

Insured Name Subsidiary Name

Facility Name*

Street* City*

State* Zip*

Reference Type* Reference Number*

*required

Save **Next** Cancel

Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegisltd.com or call 201-508-2806.

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Company Info Page

Subsequent pages are as follows:

- Contact Page
- System Out of Service Page
- Area of Impact Page
- Precautions Taken Page
- Review and Submit Page (cannot change information on this page)

If at any point you need/wish to stop inputting information, you can save any information input into the system by selecting “Save.” This will allow you to come back at a later time to complete inputting the information. It is important to note that a “Saved” impairment is not a “Submitted” impairment.

If at any point you decide that it is not necessary to submit or save the impairment, you can select “Cancel” and all data input will be deleted.

4.3 Company Info

AEGIS

Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info Contacts System Out of Service Area of Impact Precautions Taken Review & Submit

Insured Name Subsidiary Name

Facility Name*

Street* City*

State* Zip*

Reference Type* Reference Number*

*required

Save **Next** Cancel

Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegisltd.com or call 201-508-2806.

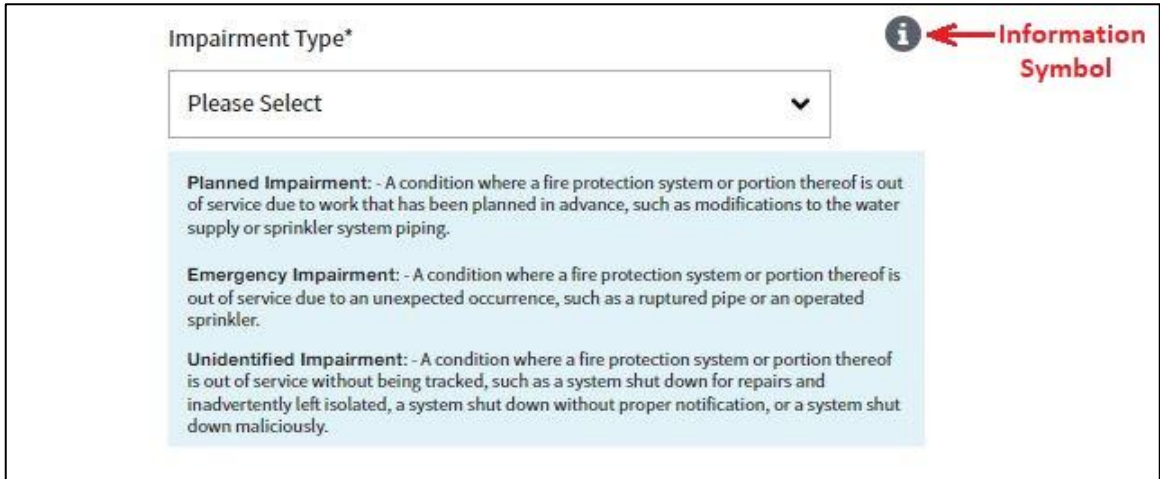
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Company Info Page

Field	Description
AEGIS Tracking Number	This number is generated by the AEGIS Fire Protection Online Impairment Reporting System. No values can be entered into this field.
Insured Name	Input the name of the Insured Member. This is the name of the utility, not the operating company.
Subsidiary Name	Input the name of the Subsidiary.
Facility Name	Input the name of the facility reporting the impairment. Please do not use any abbreviations: spell out the entire name.
Street, City, State, Zip	Input the address of the facility reporting the impairment.
Reference Type	Select the appropriate Reference Type. The Reference Type refers to how the station tracks impairments <ul style="list-style-type: none"> • Impairment Tag Number • Lock Out/Tag Out Number • Site Reference Number

Field	Description
Reference Number	Input the tracking number assigned to the impairment for the selected Reference Type.
Impairment Type	<p>Select the type of impairment from the drop-down list. The options are:</p> <ul style="list-style-type: none"> • Planned Impairment: - A condition where a fire protection system or unit or portion thereof is out of service due to work that has been planned in advance, such as modifications to the water supply or sprinkler system piping. • Emergency Impairment: - A condition where a fire protection system or unit or portion thereof is out of service due to an unexpected occurrence, such as a ruptured pipe or an operated sprinkler. Examples of emergency impairments might include a ruptured pipe, an operated sprinkler, or an interruption of the water supply to the system. • Unidentified Impairment: - A condition where a fire protection system or unit or portion thereof is out of service without being tracked, such as a system shut down for repairs and inadvertently left isolated, a system shut down without proper notification, or a system shut down maliciously.

If you click on the Information Symbol to the upper right of the Impairment Type box, a box showing the above definitions will appear.



AEGIS

Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info. Contacts System Out of Service Area of Impact Precautions Taken Review & Submit

Person Reporting

Name* E-mail*

Phone*

Alternate Contact Details

Name* E-mail*

Phone*

*required

Save Back **Next** Cancel

Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegislimited.com or call 201-508-2806.
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Contacts Page

Note: Once an impairment is submitted, the only people who can access it are the person reporting the impairment and the alternate contact.

Field	Description
Person Reporting	Input the following information for the person reporting this impairment: <ul style="list-style-type: none"> • Name • E-mail • Phone
Alternate Contact Details	Input the following information for an Alternate Contact for this impairment. The Alternate Contact must be different from the person reporting the impairment: <ul style="list-style-type: none"> • Name • E-mail • Phone

4.4 System Out of Service

The screenshot shows the AEGIS Loss Control interface for reporting a system out of service. The page has a header with the AEGIS logo and a green 'Loss Control' banner. Below the banner, the title 'Report An Impairment' is displayed. The main form area is titled 'AEGIS Tracking Number:' and contains a series of tabs: 'Company Info.', 'Contacts', 'System Out of Service' (which is highlighted), 'Area of Impact', 'Precautions Taken', and 'Review & Submit'. The 'System Out of Service' section includes the following fields:

- 'Fire System is taken out of service' with a 'Date*' input field and 'HH' and 'MM' dropdown menus.
- 'Expected Return to Service Date*' with a 'Date*' input field and 'HH' and 'MM' dropdown menus.
- 'Taken out of Service By' section with 'Name' and 'Email' input fields.
- 'Phone' input field with a placeholder '999999999'.
- 'Authorized By' section with 'Name' and 'Email' input fields.
- 'Phone' input field with a placeholder '999999999'.
- 'Reason for this Impairment' with a large text area.

At the bottom of the form, there is a '*required' label and a set of buttons: 'Save', 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted. A footer contains contact information for the AEGIS Property Loss Control team and links for 'Legal Disclaimer', 'Terms of use', 'Privacy Policy', and 'Contact Us'.

System Out of Service Page

Field	Description
Fire System is taken out of service	Input the following information (in the appropriate field) for the fire system being removed from service: <ul style="list-style-type: none"> • Date • HH • MM
Expected return to service date	Input the following information (in the appropriate field) for the date you expect the system to return to service: <ul style="list-style-type: none"> • Date • HH • MM
Taken out of service by	Input the following information (in the appropriate field) for the person removing this system from service: <ul style="list-style-type: none"> • Name • Email • Phone
Authorized by	Input the following information (in the appropriate field) for the person authorizing the system being removed from service: <ul style="list-style-type: none"> • Name • Email • Phone
Reason for this impairment	The reason for the impairment is critical information. If it is unknown at the time of reporting, indicate that the reason is unknown at this time. You will be able to change it when you close the impairment. At that time you will be required to provide more detail regarding the nature of the impairment.

Only one impairment may be reported at a time. If another system is impacted, please report separately.

AEGIS

Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info. Contacts System Out of Service Area of Impact Precautions Taken Review & Submit

Only one impairment may be reported at a time. If another system is impacted, please report separately.

Sprinkler System

Fire Pump

Gaseous Suppression System

Fire Detection/Fire Alarm System

Explosion System

Foam System

Other

*one system selection required

Save Back **Next** Cancel

Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegisltd.com or call 201-508-2806.

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Area of Impact Page

Select the Type of System that you are removing from service from the categories below.

- Sprinkler System
- Fire Pump
- Gaseous Suppression System
- Fire Detection/fire Alarm System
- Explosion System
- Foam System
- Other

Once you select the system category, that section will expand (as shown below) so you can input additional information.

Field	Description
Sprinkler System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Fire Protection Valve(s) Closed? • Valve Location and ID • Turns to Close • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ System Type (e.g., Wet Pipe, Dry Pipe, Preaction, Foam, etc.) ▪ Area(s) Protected <p>Example: <i>Wet pipe sprinkler system. Protecting the 1st floor of the Admin Building.*</i></p>
Fire Pump	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Which Fire Pump? <ul style="list-style-type: none"> ○ Diesel, Electric, Jockey, or All Fire Pumps ○ Note: When impairing a fire pump, indicate here if the remaining fire pump(s) is(are) operational and in auto mode <p>Example: <i>Diesel Fire Pump 1A. Remaining fire pumps are operational and in auto mode.*</i></p>
Gaseous Suppression System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ System Type (e.g., CO₂, Halon, FM-200, Inergen, etc.) ▪ Area(s) Protected <p>Example: <i>CO₂ System. Protecting CTG 1 Compartment.*</i></p>
Fire Detection/Fire Alarm System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ Detection Type (e.g., Smoke, Heat, Flame, Gas, etc.) ▪ Area(s) Protected <p>Example: <i>Flame Detection. Protecting CTG 2 Compartment.*</i></p>
Explosion System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • This can refer to either an active protection system or a passive protection system. • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ System Type ▪ Area(s) Protected <p>Example: <i>Explosion venting. Protecting the enclosure containing the lithium battery system.*</i></p>
Foam System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Note: This is for a Fixed Foam Proportioning System. A foam sprinkler system should be listed under “Sprinkler System.” • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ Type of System ▪ Area(s) Protected <p>Example: <i>Fixed foam system. Protecting the #1 Fuel Oil Tank.*</i></p>

Field	Description
Other	Input the following information in the appropriate field: <ul style="list-style-type: none"> • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ Define “Other” (e.g., Water Spray, Dry Chemical, Wet Chemical, Condensed Aerosol, Hybrid Fire Extinguishing System, Water Supply, Water Distribution System, etc.) ▪ Area(s) Protected <p style="text-align: center;">Example: <i>Fire main leg supplying the switchyard hydrants.*</i></p>

* The description provided for the “Area(s) Protected” does not have to be lengthy and detailed. You only need to provide enough information to identify what type of system it is and what it protects as shown in the individual examples above.

4.5 Precautions Taken

The screenshot shows the AEGIS web interface for reporting an impairment. The page title is 'Loss Control' and the sub-header is 'Report An Impairment'. A progress bar at the top indicates the current step is 'Precautions Taken'. Below this, there is a section for 'AEGIS Tracking Number:' followed by a series of tabs: 'Company Info.', 'Contacts', 'System Out of Service', 'Area of Impact', 'Precautions Taken' (which is underlined and highlighted), and 'Review & Submit'. The 'Precautions Taken' section contains several checkboxes for reporting safety measures:

- Continuous Work Authorized
- Hazardous Operations Stopped
- Public Fire Department Notified
- Smoking Restricted
- Hot Work Prohibited
- Fire Watch Established
- Control Room and/or Facility Personnel Notified
- Other

At the bottom right, there are buttons for 'Save', 'Back', 'Next', and 'Cancel'. At the bottom left, there is a 'Need Help?' link and contact information for AEGIS Property Loss Control. At the bottom right, there are links for 'Legal Disclaimer', 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

Precautions Taken Page

Please indicate which (if any) of the following precautions have been taken:

- Continuous Work Authorized
- Hazardous Operations Stopped
- Public Fire Department Notified
- Smoking Restricted
- Hot Work Prohibited
- Fire Watch Established
- Control Room and/or Facility Personnel Notified
- Other (e.g., increased rounds in area, staged additional manual firefighting equipment, system can be operated manually if needed, etc.

After you choose the precautions taken for this impairment, select “Next” and move on to the “Review & Submit” page.

The “Review & Submit” page is shown below.

The screenshot shows the AEGIS logo at the top left. Below it is a green header bar with the text "Loss Control" and a brown bar. Underneath is the text "Report An Impairment". A section titled "AEGIS Tracking Number:" is followed by a navigation menu with tabs: "Company Info.", "Contacts", "System Out of Service", "Area of Impact", "Precautions Taken", and "Review & Submit" (which is highlighted in red). The form contains several input fields: "Insured Name" (with "AEGIS Insurance Services, Inc." entered), "Subsidiary Name", "Facility Name*", "Street*", "City*", "State*", "Zip*", "Reference Type*" (a dropdown menu), and "Reference Number*".

Review & Submit Page
(Only the top portion of the page is shown above)

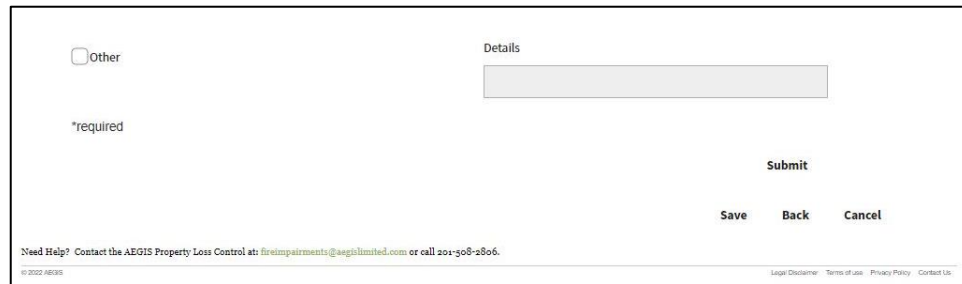
This page contains all the fields for reporting an impairment and allows you to review your submittal. If there are any errors, you will need to return to the corresponding page and correct the information. Changes cannot be made on this page.

If all the information is correct, the impairment can now be submitted.

Note REMINDER. If at any point you need/wish to stop inputting information, you can save any information input into the system by selecting “Save.” This will allow you to come back at a later time to complete inputting the data. It is important to note that a “Saved” impairment is not a “Submitted” impairment.

The process for submitting an impairment is as follows:

- Click on the “Submit” button at the lower right of the page.



The screenshot shows a web form interface. On the left, there is a checkbox labeled "Other" and a text label "*required". In the center, there is a "Details" section with a grey rectangular input field. On the right side, there are three buttons: "Submit", "Save", "Back", and "Cancel". At the bottom of the form, there is a footer with the text: "Need Help? Contact the AEGIS Property Loss Control at fireimpairments@aegilimited.com or call 201-508-2806." and "© 2022 AEGIS". On the far right of the footer, there are links for "Legal Disclaimer", "Terms of Use", "Privacy Policy", and "Contact Us".

- When you click on the “Submit” button, it will perform a validation of the information provided. If any of the required fields were left blank, it will take you to the first required field that was left blank. It will be highlighted in red. Once you fill in the information, select “Next” and cycle through the remaining pages. Fill in any other missing information that is highlighted in red.
- When you get to the “Review & Submit” page again, click on the “Submit” button. If you filled in all the required data, the impairment will be submitted.

Note: Once an impairment is submitted, the only information that can be changed is the “Reason for this Impairment,” and that can be changed when you resolve (close) the impairment.

At the time the impairment is submitted, you may not know the actual cause of the impairment. In that case, state that the reason for the impairment is unknown and an investigation is ongoing. This allows for a more accurate reason to be provided once the investigation is complete.

Once you submit a new impairment, the following will occur:

- You will be directed back to the “Open Fire Impairments” page (see below) listing the Active/Unresolved Fire Protection Impairments associated with your email address.
- You and the alternate contact listed in the impairment will receive an email from the AEGIS Service Portal confirming that your submitted impairment has been logged into the system.

The screenshot shows the AEGIS logo at the top left. Below it is a green header bar with the text "Loss Control". Underneath the header is a section titled "Fire Impairments". There are four tabs: "Open" (which is highlighted with a red border), "Resolved", "Draft/Saved", and "Report An Impairment". Below the tabs is a text label: "List of active/unresolved reported impairments associated with your email address." Below this is a table with the following data:

Ticket #	Facility Name	Area of Impact	Out of Service	Planned Restoration	Days Overdue	Action
FIR0001023	AEGIS Cogen Plant	Fire Pump	2022-02-15 06:15:00	2022-02-21 12:00:00		Select ▼

Open Fire Impairments Page

- The email will contain a pdf file of an Impairment Tag with all of the impairment information that was just submitted. This Impairment Tag can be displayed at the system that was removed from service and/or in the Control Room.
- If the member would prefer a different option, AEGIS can also provide pre-printed heavy-duty impairment tags (see below) suitable for use in the field.

AEGIS
FIRE PROTECTION IMPAIRMENT
 ATTACH TO VALVE OR DISCONNECTING DEVICE
 Shut Off Date: _____ Time: _____
 By: _____
 Authorized By: _____
For Valve Closure:
 Turns To Close: _____ Turns To Open: _____
Drain Test:
 _____ PSI Static – _____ PSI Flowing = _____ PSI
 After the system has been restored, match this tag with the office reminder and the file until next AEGIS Loss Control Inspection
Notify AEGIS Loss Control of impairment at fireimpairments@aegislimited.com or **201-508-2806**
 Rev. 2013-01

.....
 201-508-2806
Notify AEGIS Loss Control of impairment at fireimpairments@aegislimited.com or
 Rev. 2013-01

PSI Static = _____ PSI Flowing = _____ PSI
Drain Test:
 Turns To Close: _____ Turns To Open: _____
For Valve Closure:
 Authorized By: _____
 By: _____
 Shut Off Date: _____ Time: _____
 Sprinkler Fire Pump Alarm System Special Ext. System
 Underground City Water
Protection
 THIS CARD SHOULD BE DISPLAYED IN A VISIBLE LOCATION UNTIL IMPAIRMENT TAG IS RETURNED
IMPAIRMENT REMINDER
AEGIS

Front

IMPAIRMENT TAG NO. _____ -01275
 (YEAR)

When necessary to impair fire protection equipment in excess of 12 hours for planned or emergency reasons, changes or repairs, remember the following:
Notify External Contacts:
 1. AEGIS Loss Control fireimpairments@aegislimited.com or 201-508-2806
 2. Public Fire Department
 3. Alarm Service Agency
Internal Procedures:
 1. Schedule only one planned impairment at a time
 2. Brief supervisors in areas where fire protection will be impaired
 3. Alert plant fire brigade (if applicable)
 4. Provide emergency access to impaired area
 5. Make sure all other plant fire protection equipment is in service
 6. Have all materials, tools and manpower ready when protection is shut off so the job can be completed as quickly as possible

.....
 201-508-2806
Notify AEGIS Loss Control of impairment at fireimpairments@aegislimited.com or
 Rev. 2013-01

1. In areas of impairment:
 a. Stop hazardous production or maintenance operations
 b. Prohibit the use or processing of flammable or combustible liquids
 c. Prohibit cutting, welding, or other hot work
 d. Enforce "No Smoking" regulations
 e. Maintain continuous fire watch patrols
 f. Keep all fire doors closed whenever possible
 g. Have trained personnel with extra equipment, such as portable fire extinguishers and charged hose lines, standing by
 2. Attach the Impairment Tag to each Shut Valve or other impaired equipment
 3. Keep the Office Reminder in a visible place
 4. If scope of impairment must be increased, call AEGIS Loss Control immediately
 5. Work continuously until protection is restored
 6. Report restoration to AEGIS Loss Control at fireimpairments@aegislimited.com or 201-508-2806 and others as required

After the Impairment:
 1. Verify that full protection has been restored
 2. Report restoration to AEGIS Loss Control at fireimpairments@aegislimited.com or 201-508-2806 and others as required

During the Impairment:
OFFICE REMINDER NO. _____ -01275
 (YEAR)

Back

4.6 To Review an Open (Active/Unresolved) Fire Impairment

- Log into the Fire Protection Online Impairment Reporting System as shown above in [Logging into the Fire Protection Impairment System](#).
- Select “Open” along the top of the page.
- A list similar to the following will appear (same figure as shown above) and will contain all **active/unresolved** impairments associated with your email address:

The screenshot shows the AEGIS 'Loss Control' interface. At the top left is the AEGIS logo. Below it is a green header with 'Loss Control' and a brown header with 'Fire Impairments'. There are four tabs: 'Open' (selected), 'Resolved', 'Draft/Saved', and 'Report An Impairment'. Below the tabs is a text line: 'List of active/unresolved reported impairments associated with your email address.' A table follows with the following data:

Ticket #	Facility Name	Area of Impact	Out of Service	Planned Restoration	Days Overdue	Action
FIR0001023	AEGIS Cogen Plant	Fire Pump	2022-02-15 06:15:00	2022-02-21 12:00:00		Select ▼

At the bottom left is '© 2022 AEGIS' and at the bottom right are links for 'Legal Disclaimer', 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

Open Fire Impairments Page

- Find the impairment you want to review and click the down arrow on the “Select” box in the “Action” column. You will have two options in the list, “View” or “Resolve.”

View the Impairment

- If you select “View,” you will be redirected to the “Review” page for that impairment. It will look identical to the “Review and Submit” page you saw when you input the impairment. As was the case with the “Review and Submit” page, when you input the impairment, you cannot make any changes on this page.
 - You have the option at the bottom of the page to resolve the impairment. If you choose to resolve the impairment, select “Resolve” and you will be directed to the “Resolve Impairment” page. Follow the steps shown below for resolving an impairment.

Resolve the Impairment

- If you select “Resolve,” you will be redirected to the “Resolve Impairment” page as shown below:

AEGIS

Loss Control

Fire Impairments

AEGIS Tracking Number: FIR0001023

Company Info. Contacts System Out of Service Area of Impact Precautions Taken Resolve Impairment

System Returned to Service and Restoration of Protection Notification

All fire protection systems/equipment must be tested after being returned to service. Fire pumps should start automatically, fire detection systems should send alarms to their control panel and the control room or central station, and automatic sprinkler systems should have a satisfactory drain test. Record drain test pressure readings below.

System Returned to Service

Date: HH: MM:

Drain Test Results for Sprinkler System Impairments:

Static(psi): Flowing(psi):

Reason for this Impairment*

Submit Back Cancel

Resolve Impairment Page

- Fill in the Information. The HH field, MM field and Static (psi) and Flowing (psi) fields are not required fields to resolve an impairment.
- You can change the reason for this impairment at this point or you can leave it as is.
- When all information is input, click on “Submit” and you will be directed back to the Open Impairment list page. The impairment you just resolved should no longer be in that list.
- If you choose to not resolve the impairment at this time, select “Cancel,” and it will take you back to the list on the “Open Fire Impairments” page.

4.7 To Review a Draft/Saved Fire Impairment

- Log into the Fire Protection Online Impairment Reporting System as shown above in [Logging into the Fire Protection Impairment System](#).
- Select “Draft/Saved” along the top of the page and you will be redirected to the “Draft/Saved Fire Impairments List” page (shown below) showing you a list of all **Draft/Saved** impairments associated with your email address.

AEGIS

Loss Control

Fire Impairments

Open Resolved **Draft/Saved** Report An Impairment

List of **Saved/Draft** impairments associated with your email address.

Ticket #	Facility Name	Area of Impact	Out of Service	Planned Restoration	Last Saved	Action
FIR0001024	AEGIS Power Plant	Sprinkler System	2022-02-16 10:30:00	2022-02-25 16:00:00	2/16/2022, 3:08:04 PM	Select ▼

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Saved/Draft Fire Impairments Page

- Find the impairment you want to review/edit/submit and click the down arrow on the “Select” box in the “Action” column. You will have two options in the list, “Edit” or “Discard.”

Edit the Impairment

- If you select “Edit,” you will be redirected to the first screen of that impairment, the “Company Info” page, and you can finish inputting information in about this impairment, change any information already input, save the impairment again or submit the impairment. You will following the process found in the [Report a New Fire Impairment](#) section of this document.

Discard the Impairment

- If you select “Discard,” you will be asked, **“Are you sure you want to Discard this Impairment ticket #FIR0001024 which is in Draft and not submitted?”**
 - If you do **NOT** want to discard the impairment, select “Cancel,” and you will return to the “Draft/Saved Impairments List” page.
 - If you **DO** want to discard the impairment, select “Submit.” The impairment will be deleted and you will be redirected back to the “Draft/Saved Impairments List” page. That impairment will no longer show up in the list.

4.8 To Review a Resolved Fire Impairment

- Log into the Fire Protection Online Impairment Reporting System as shown above in [Logging into the Fire Protection Impairment System](#).
- Select “Resolved” along the top of the page and you will be redirected to the “Resolved Fire Impairments List” page (shown below) showing you a list of all **resolved** impairments associated with your email address.

The screenshot shows the AEGIS web interface. At the top left is the AEGIS logo. Below it is a green header with the text "Loss Control". Underneath is a navigation bar with "Fire Impairments" and tabs for "Open", "Resolved", "Draft/Saved", and "Report An Impairment". The "Resolved" tab is selected. Below the navigation bar, there is a text prompt: "List of **resolved** reported impairments associated with your email address." Below this is a table with the following data:

Ticket #	Facility Name	Area of Impact	Out of Service	Planned Restoration	Restored On	Action
FIR0001022	AEGIS Limited	Gaseous Suppression	2021-10-22 00:00:00	2021-10-27 00:00:00	2021-10-25 00:00:00	View
FIR0001005	AEGIS Cogen Power Plant	Fire Pump	2021-06-24 08:00:00	2021-06-28 16:00:00	2021-06-25 00:00:00	View

At the bottom of the page, there is a footer with "© 2022 AEGIS" on the left and "Legal Disclaimer Terms of Use Privacy Policy Contact Us" on the right.

Resolved Fire Impairments Page

- Find the resolved impairment you want to review and click “View” in the “Action” column. You will be redirected to the “Resolve Impairment” page of that impairment. You can review the information on all the other pages (Company Info, Contact, System Out of Service, Area of Impact, and Precautions Taken) by either selecting the option corresponding to that page along the top of the screen or hitting the “Back” button to cycle back through those pages.
 - Changes cannot be made to a resolved impairment.
- When you are done reviewing the resolved impairment, select “Cancel” and you will return to the list of resolved impairments associated with your email address.

4.9 Fire Protection Impairment Support

If at any time you have any questions regarding the AEGIS Fire Impairment Program, the process for reporting/closing an impairment or how to determine whether or not an impairment should be reported to AEGIS, do not hesitate to contact the AEGIS Fire Protection Impairment Team using the contact information below:

Email: FireImpairments@aeGISlimited.com

Phone: 201-508-2806

5. ATTACHMENTS

1. ATTACHMENT 1: HOW TO CLEAR CACHE IN YOUR BROWSER

6. REFERENCES

1. 5200 – FIRE PROTECTION IMPAIRMENTS

HOW TO CLEAR CACHE IN YOUR BROWSER

Google Chrome

1. Open Chrome.
2. Click the “Tools” menu (three dotted lines in the upper-right corner).
3. Click “More Tools” and select “Clear browsing data.”
4. At the top, choose a time range. To delete everything, select “All time.”
5. Next to “Cookies and other site data” and “Cached images and files,” check the boxes. If all boxes are checked, you can uncheck “Browsing History,” “Download History,” and “Passwords and other sign-in data.”
6. Click “Clear data.”
7. If on a Windows computer, close and re-open Chrome to save your changes.

Microsoft Edge

1. Open Microsoft Edge.
2. Select Menu (three dots icon on top right corner of the browser).
3. Click “Settings.”
4. In the left column, select “Privacy, search, and services.”
5. Under “Clear browsing data,” select “Choose what to clear.”
6. Select the “Cached data and files” check box and then select “Clear now.” (If all boxes are checked, you can uncheck all but “Cached data and files.”)