1. Brief Job Description:		
Rectification of Fire Alarm System, Monitoring Type Emergency Lights and Fire Fighting System		
2. Precise Location of the Work:		
3. Start Date (DD/MM/YY):	**4. Duration of the Work:**	**5. End Date (DD/MM/YY):**
00/00/2024	0.00 am to 0.00 pm	00/00/2024
6. Main Contractor (if applicable):		
7. Subcontractors (if applicable): N/A		
8. Supervisors (Name and Contact number):	**9. No of Employees Supervised:**	
10. Contractor Safety representatives (Name & Contact number):	**11. Nearest Assembly Points:**	

12. Quality Control (QC) and Quality Assurance (QA) Requirements:

- Verify rectification work complies with approved design specifications and standards.
- Conduct pre- and post-rectification inspections to ensure quality.
- Use certified materials and equipment for all corrective actions.
- Ensure all work is carried out by trained and certified personnel.
- Perform functionality tests on fire alarms, emergency lights, and firefighting systems.
- Adhere to relevant standards (e.g., NFPA, BS, or local codes) throughout the process.
- Document all rectification activities, including inspection and testing records.
- Update as-built drawings to reflect changes made during rectification.
- Provide operational manuals and certifications upon completion.
- Conduct final handover inspections and obtain client approval.

13. Involved Personnel and Their Responsibilities:

- Project Manager: Oversee the rectification process, ensure adherence to project timelines, and allocate resources effectively.
- Safety Officer: Conduct risk assessments, enforce safety measures, and monitor compliance with health and safety regulations.
- Fire Alarm Technician: Diagnose and rectify faults in the fire alarm system, ensuring proper functionality.
- Emergency Light Technician: Inspect, test, and repair emergency lighting systems to meet safety standards.
- Fire Fighting System Specialist: Troubleshoot and maintain fire suppression systems, including sprinklers and pumps.
- Electrician: Handle electrical connections and ensure safe isolation of power during rectification activities.
- Supervisor: Coordinate tasks among the team, monitor progress, and report updates to management.
- Procurement Officer: Ensure timely availability of required tools, parts, and equipment.
- Facility Manager: Provide access to systems and oversee work integration with other facility operations.
- Client Representative: Verify compliance with project requirements and sign off on completed work.

14. Emergency Plan for Rectification of Fire Alarm, Fire Fighting, and Emergency Lights System:

- Risk Assessment: Conduct a detailed risk assessment before commencing work to identify potential hazards.
- Emergency Communication: Ensure all workers are aware of emergency contacts and reporting procedures.

- Evacuation Plan: Establish and communicate evacuation routes and assembly points.
- System Isolation: Deactivate the affected systems and use lockout/tagout procedures to prevent accidental activation.
- Temporary Fire Safety Measures: Deploy fire extinguishers and ensure alternative emergency lighting is available during system downtime.
- First Aid Readiness: Ensure a first aid kit and trained personnel are on-site.
- Team Briefing: Conduct a toolbox talk to review safety measures and emergency protocols.
- Monitoring: Assign a safety officer to oversee the work and respond to emergencies.
- Incident Reporting: Establish a clear procedure for reporting and investigating any incidents.
- Restoration Verification: Test and verify the systems post-rectification to ensure full functionality before leaving the site.

15. Permit to Work Requirements:

☐	Cold Work	☐	Excavations
☐	Hot Work	☐	Working on live or energized equipment
☐	Confined Space	☐	Others

16. PPE Requirements: (List all the PPE required for the specific job)

Safety Shoes, Helmet, Safety Jacket, Hand gloves

17. Technical Requirements: (Step by step process of the job - detail how exactly the job is to be carried out):

A. Rectification of Fire Alarm system and Monitoring type Emergency Lights:

a) Obtain the client's permission / site access for work.
b) Coordinate with the plant manager / HSE Person and identify the location, confirm the area and equipment's to perform the work.
c) Prior to starting the installation, check the area of installation and ensure the required material is available at site.
d) Ensure that the work area is ready and safe to do the replacement of Fire alarm devices and Emergency / Exit Lights.
e) Isolate the requited fire alarm devices and lights - If required.
f) Firstly, remove the existing faulty fire alarm devices & lights, once removed keep them safe. After that install new fire alarm devices and emergency / Exit Lights in place of faulty devices /lights
g) Ensure all the newly installed devices and lights are installed properly.
h) Perform the required testing & commissioning of newly installed devices by activating fire alarm system.
i) Perform the required testing & commissioning of new emergencies / Exit Lights using test mode.
j) Once the work is completed inform the plant manager and concern person at site.

B. Rectification of Fire Fighting System:

- Obtain the client's permission / site access for work.
- Coordinate with the plant manager and identify the location, confirm the area and equipment's to perform the work.
- Prior to starting the installation, check the area of installation and ensure the required material is available at site.
- Ensure that the work area is ready and isolate the required firefighting line gate valves and drain the water if required.
- Remove/Cut the old damaged HDPE pipe properly using Pipe Cutter. After that install a new HDPE pipe and fitting using HDPE pipe joining machine.
- Remove the existing damaged fire hose reel cabinet, prior to performing this activity make sure that all the firefighting components (like fire hose reel, Landing valve, Lock shield valve etc.) which are inside the cabinets are removed and keep them safe.
- Install new fire hose reel cabinet, after that refit the existing all the firefighting components inside the cabinet.
- After completion of the above works, open the gate valves and pressurize the firefighting system.

18. Tools and Equipment Required:	**19. Authorized Users (if applicable):**			
Hand Tools, Toolbox, HDPE Pipe Joining Machine				
20. Hazards, Risks and Controls: *Mandatory to attach JSA				
(Is approved JSA attached):	YES	☐	NO	☐
21. Official Use Only:				
Prepared by (print name):	**Signed:**	**Date: 00/00/2024**		