

ASE ISOLATION REQUEST

ALARM AND ACCOUNTS RECEIVABLE MANAGEMENT

PUBLIC SAFETY BUSINESS AGENCY

Testing: 1800 289 785

Email: AARM.asesupport@psba.qld.gov.au



Public Safety
Business Agency

Please note this form is only to be filled out by the owner/occupier for Isolations

Alarm maintenance companies should use their ASE Key to perform any isolations that span a time under 12 hours.

SECTION 1 ISOLATION DETAILS

Fire Communication Alarm (FCA) No.

Isolation Start: Date Time Isolation End: Date Time

Total Time Isolated: Days Hours Minutes

Please be aware at the end of the requested isolation time the ASE will automatically be de-isolated, ADT will not ring before doing so. If you require more time please contact Alarm and Accounts Receivable Management (AARM) to extend the isolation, please ensure you call at least 30 minutes before expiry time.

Premises Name

Street Name

Suburb Postcode

Premises contact details during isolation

Name Phone

Position Mobile number preferred

SECTION 2 REASON FOR ISOLATION

Please outline the circumstances necessitating the full isolation of the ASE for more than 12 hours. Full isolation of the ASE should only be requested where a local isolation is not suitable.

QFES will not accept a request to isolate an ASE or any of its inputs for any activity that forms is 'expected use' for building. Examples of 'expected use' include:

- Buildings such as clubs, theaters and town halls may not isolate the ASE for theatrical smoke.
- Manufacturing plant cannot isolate the ASE for production machinery that causes the alarm to activate.
- Buildings cannot isolate the ASE to perform fire evacuation drills. Buildings should use the evacuation facility on the system when performing drills.

As well as any other action that is a foreseeable and 'expected use' of the building. These types of isolates indicate the occupant may need to have a certifier provide an alternate fire detection solution in order to allow the building to operate as intended without fire response being impaired.

Details of Reason for Isolation

Details of steps being taken to reinstate

Reason a Local Isolation is not suitable

If isolating due to panel repair please provide the Alarm Maintenance Company details and defect notice number.

Alarm Maintenance Company

Contact from Company: Name

Phone

Defect notice number

SECTION 3 ACTIONS IMPLEMENTED TO MITIGATE RISK WHILE DISCONNECTED FROM THE FIRE SERVICE

It is the premises owner/occupier's legal responsibility (104D *Qld Fire and Emergency Services Act 1990*) to ensure the fire detection and alarm system is connected to the Fire Alarm Monitoring Centre at all times excepting only such periods when maintenance or repairs are being undertaken.

At these times, suitable procedures must be implemented to provide the building with a level of protection equivalent to or greater than the protection provided when the fire detection and alarm system is fully functional.

*Below are just the **minimum** processes that should be implemented while a premises has isolated the ASE and is not connected to the fire service. Please note this is not an exhaustive list, each site is different and has different requirements. If you require further information please contact your fire maintenance provider or building certifier.*

Risk Mitigation in place during this isolation:

- Building occupants advised they should call '000' in case of fire or smoke.
- Signs have been fixed to the Fire Equipment (Panels and Manual Call Points (MCPs), etc) indicating no automatic response and to dial '000'.
- Notice installed at entrances.
- Extra staff rostered on patrol duties.
- 24 hour security or a responsible person from the building provided to monitor the fire alarm system and area of isolation.
- All occupants, especially chief fire warden and floor wardens advised of isolation.
- All building occupants to be advised when fire system is back online.

Other processes implemented

Further information can be found in the Queensland Development Code Mandatory Part 6.1 Commissioning and maintenance of fire safety installation guideline at: <http://www.hpw.qld.gov.au/SiteCollectionDocuments/qdc-mp-6-1-guideline.pdf>

SECTION 4 APPLICANT'S DECLARATION

I hereby certify that as the owner or occupier I have the correct authority to make this request and all the information supplied in the application is true and correct at the time of writing. I understand that by requesting this isolation I take full responsibility for ensuring that all risks are mitigated appropriately at all times while this alarm is disconnected from the fire service.

Premises Owner/Occupier Name

Position Held

Signature

Date

(signature is not required for forms submitted electronically)

SECTION 5 SUBMIT ASE ISOLATION REQUEST FORM

INSTRUCTIONS Before clicking "Submit Electronically" please ensure all fields highlighted **Red** are completed. If you try to submit the form without these fields filled out an error message will appear. Close the error message and return to the form and enter the required information before re-submitting.

Once you click "Submit Electronically" a dialog box will appear asking you to "**Select Email Client**".

If you are using a desktop email client such as MICROSOFT OUTLOOK, select the first option and click "OK". This will automatically send the form to AARM and ADT.

If you are using an Internet email such as HOTMAIL, GMAIL, YAHOO or similar select the second option. You will then need to select a place to save the form on your computer. Once saved, open your email account and attach the file and send to AARM.asesupport@psba.qld.gov.au and adtfm@tycoint.com as you would a normal email. Please note, the form will be automatically saved as a .pdf file.

Privacy Policy: This information is being collected for the purposes of administering the provision of fire and emergency services in Queensland, including the management of alarm monitoring services. It may be disclosed to partnering agencies of the Public Safety Business Agency for the purpose of providing alarm monitoring services. For more information on our privacy policy, please go to <http://www.qld.gov.au/legal/privacy/>.