The most important function of a fire protection inspection is to make sure sprinkler systems operate.

**Why make inspections?**

Automatic sprinklers are your best defense against fire. The only way to ensure your fire equipment operates is to inspect and test it regularly. Management support is a must.

**Who performs inspections?**

The fire prevention inspector reports findings and takes immediate action to correct deficiencies.
Minimum Valve Supervision Intervals

<table>
<thead>
<tr>
<th></th>
<th>Inspect Visually</th>
<th>Try Physically</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Screw and Yoke and</td>
<td>once a week</td>
<td></td>
</tr>
<tr>
<td>Indicating Butterfly Valves</td>
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<tr>
<td>Locked PIVs, Wall Post</td>
<td>once a week</td>
<td>once a month</td>
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<tr>
<td>Indicators and Curb Boxes</td>
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<tr>
<td>Unlocked PIVs, Wall Post</td>
<td>more frequently</td>
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<tr>
<td>Indicators and Curb Boxes</td>
<td>than weekly; as</td>
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<tr>
<td>Exceptions: valves that are</td>
<td>often as needed</td>
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<tr>
<td>“mysteriously” shut, damaged</td>
<td>to ensure protection</td>
<td></td>
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<tr>
<td>or legitimately impaired</td>
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</table>

The inspector:

- Must be completely familiar with the facility and its hazards, layouts, operations and protection
- Should understand how the fire protection system works, where sprinkler control valves are located, and what conditions could make sprinklers inoperative
- Should eliminate potential ignition sources; check private water supplies, housekeeping and maintenance

What will be inspected?

Sprinkler systems are top priority. Shut valves, plugged lines, inadequate maintenance or other problems can keep sprinkler systems from operating.

Valve supervision

Inspect all valves that control water to automatic fire protection systems. Consult FM Global Property Loss Prevention Data Sheet 2-81, Fire Safety Inspections and Sprinkler System Maintenance. Include:

- division valves that enable maintenance personnel to isolate parts of fire protection system piping without shutting down all protection
- smaller valves on sprinkler piping that control separate systems, such as spray-booth sprinkler systems
- valves on pumps, tanks and reservoirs

Use FM Global’s Red Tag Permit System

FM Global’s Red Tag Permit System should be used for all valve closures, regardless of the reason or duration of the closure. If an improperly closed valve is found, correct the problem as soon as possible. Do not ignore a valve with a Red Tag Permit on it. The tag is a reminder that an impairment exists.

Checklist

Carry the Fire Protection Inspection Form (F264) (at right) and complete it while making an inspection, or use it as a guide to develop your own form. Submit the completed form to a supervisor who is responsible for reviewing conditions with the inspector. Correct any undesirable conditions as soon as possible. Report findings to the supervisor immediately, even during the inspection.

FM Global assistance

An FM Global engineer is available to answer any questions about the inspection. Contact your local FM Global office for assistance.

Important FM Global resources

- Controlling the Shut Valve Hazard (P7133)
- Managing Impairments using FM Global’s Red Tag Permit System (Online course available to clients only. Visit http://training.fmglobal.com for details.)

For additional copies of this publication or other FM Global resources, order online 24 hours a day, seven days a week at www.fmglobalcatalog.com.

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- Fax: (1)401 477 7010
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## Fire Protection Inspection Form

**Sample Only**

No one form can be designed to fit all conditions. Use this sample as a basic guide in developing your own form. Items that do not apply can be omitted; other items can be expanded or added as desired. *For assistance, consult the FM Global engineer who visits your facility, and reference FM Global Data Sheet 2-81, Fire Protection System Inspection, Testing and Maintenance and other Fire Loss Prevention Inspections.*

### Instructions to Inspector:

Complete this form while inspecting fire protection. Send the completed form to your supervisor for necessary action. The report should be held for review by the FM Global engineer who visits your facility.

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Location:</th>
<th>Date:</th>
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<tbody>
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</table>

### Valve Inspections

Visually inspect all locked valves weekly and physically try them monthly as required.* Record both weekly and monthly inspections.

*Physically try gate valves, including non-indicating and indicator-post-gate valves. FM Approved post-indicator-valve assemblies (PIVAs), indicating-butterfly valves (IBVs) and standard outside-screw-and-yoke (OS&Y) valves do not have to be tried, but should be checked visually at close range.

All inside and outside valves controlling sprinklers or fire protection water supplies are listed below. Check the condition of the valve. Do not report a valve open unless you have personally inspected it.

<table>
<thead>
<tr>
<th>Valve Location</th>
<th>Area Controlled</th>
<th>Open</th>
<th>Shut</th>
<th>Locked</th>
<th>Physically Turned</th>
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<tbody>
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The FM Global Red Tag Permit System is used to guard against delayed reopening of valves. The Red Tag Permit should be used every time a sprinkler control valve is closed. When the valve is reopened, the 2-in. (51-mm) drain should be flowed wide-open to ensure there is no obstruction in the piping. The valve then should be relocked.

<table>
<thead>
<tr>
<th>Were any valves closed since the last inspection?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were FM Global Red Tag Permits used?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Was the valve(s) reopened fully and a 2-in. (51-mm) drain test conducted before the valve(s) was relocked?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Comments:
### Inspect These Items At Least Weekly

**Automatic Sprinklers**
- Spare heads available? □ Yes □ No
- Obstructed by high piling (18- to 36-in. [46- to 91-cm] clearance)? □ Yes □ No
- Heat adequate to prevent freezing (40° F [4° C] min.)? (Note broken windows, etc.) min. temp.
- Water Pressure
- Pounds (kilograms) at yard level:
- Any heads disconnected or needed:
  - Comments:

**Sprinklers**
- Any heads disconnected or needed:
  - Comments:

**Valve Room**
- Properly Heated?
  - No. 1 Min.: 42° F/6° C Measured: 42° F/6° C F/C
  - No. 2 Min.: 42° F/6° C Measured: 42° F/6° C F/C
  - No. 3 Min.: 42° F/6° C Measured: 42° F/6° C F/C
  - No. 4 Min.: 42° F/6° C Measured: 42° F/6° C F/C

**Fire Pump**
- Fire pump pressure:
  - Start: □ Yes □ No
  - Stop: □ Yes □ No
- Packsings cool? □ Yes □ No
- Jockey pump pressure:
  - Start: □ Yes □ No
  - Stop: □ Yes □ No
- Fuel tank level (°F/C min.) Temp.
- Temperature:
  - □ Yes □ No
- Time to overflow tank: Mins.
- Heating system in use? □ Yes □ No
- Circulation good? □ Yes □ No

**Tank or Reservoir**
- Temp. at cold water return (should be 42° F [6° C] min.):
  - □ Yes □ No

**Inside Hose**
- In good condition? □ Yes □ No
- Accessible? □ Yes □ No

**Fire Doors**
- Condition: □ Yes □ No
- Close properly? □ Yes □ No
- Obstructed? □ Yes □ No
- Blocked open? □ Yes □ No
- How often?
- Presence of combustible dust, lint or oil deposits on ceilings, beams, machines?
  - □ Yes □ No If yes, arrange for cleaning and investigate the source.
- List areas needing attention, Including yard:

**General Order Neatness**
- Good? □ Yes □ No
- Combustible waste removed on schedule? □ Yes □ No
- How often?
- Presence of combustible waste removed on schedule?
  - □ Yes □ No
- If yes, arrange for cleaning and investigate the source.

**Electrical Equipment**
- Defects noted? □ Yes □ No

**Flammable Liquid**
- Safety cans used?
  - □ Yes □ No
- Low-level vent fans on?
  - □ Yes □ No
- Flammable liquid cabinets used?
  - □ Yes □ No
- Grounding straps, self-closing faucets and safety buns in use?
  - □ Yes □ No

**Smoking Regulations**
- Locations where violations noted:
- Corrective action taken:

**Hot Work**
- Permits issued for all hot work applications?
  - □ Yes □ No
- Listed precautions taken?
  - □ Yes □ No

**Storage**
- Well-arranged?
  - □ Yes □ No
- Aisles clear?
  - □ Yes □ No
- Clear of lamps, heaters (36 in. [91 cm] min.)?
  - □ Yes □ No

**OCCUPANCY**

### Inspect These Items At Least Monthly

**Extinguishers**
- Charged?
  - □ Yes □ No
- Any missing?
  - □ Yes □ No
- Accessible?
  - □ Yes □ No
- Location of extinguishers needing attention:
  - □ Yes □ No

**Yard Hydrants and Hose**
- Hydrants drained?
  - □ Yes □ No
- Remarks:

### Inspect These Items At Least Quarterly

**Sprinkler Alarms**
- Tested?
  - □ Yes □ No
- Time for alarm
  - □ Yes □ No
- Operation satisfactory? (If no, comment below.)
  - □ Yes □ No

**MANUAL PROTECTION**

---

**INSPECTED BY: Date:**

**REVIEWED BY: Date:**