Isolation Permit Checklist

Checklist Completed By (Site Supervisor):

Date of Isolation:

S/no	Remarks	Tick Box
1	All affected zones have been clearly identified?	
2	Familiarize yourself with the Emergency Evacuation Plan, exit route and alarm locations in the building where isolation activities are being performed	
3	Ensure that an appropriate fire extinguisher is readily available in the isolation area.	
4	Verify with the Building M&E contractor which Fire Alarm Panel they will be isolating and to inform Fault Management Centre (FMC) and Fire Station1 and Fire Station 2.	
5	Verbally communicate to all employees that isolation activities are being conducted in the area.	
6	Ensure that there are no flammable liquids at the work area if the water sprinkler is being drained.	
7	Ensure all Fire Protection System is appropriately isolated inside and outside of the hoarding area. Ensure that all fire alarm devices around the area which possible resulted in false alarm activation are also being isolated prior to conducting work.	
8	DO NOT leave the isolation areas until the Fire Alarm Panel is normalized and remain in the work area for least 30 minutes after isolation is completed	
9	Ensure FMC, Fire Station 1 and Fire Station 2 are informed when the isolation activities are completed	
10	Understanding the Method for Operating an Fire Extinguisher - PASS	