
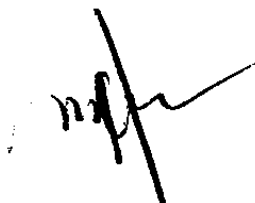


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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	19/07/18	Establishment	00	Manager, MFS
2	08/08/22	Revised	01	Manager, MFS
3	01/06/24	Review the whole contents -change abbreviation for 'Sistem Pengawasan Kebakaran Automatik' to Italic font -change table descriptions from step 2 until step 5 for: i. SPKA System ii. Fire Extinguisher -change form	02	Manager, MFS

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1.0 OBJECTIVE

The purpose of this SOP is to set a guideline for Fire Prevention Facilities Maintenance & Monitoring to ensure that the system is reliable (operate efficiently), available and safe to use (able to use in emergency situation).

2.0 SCOPE

This SOP applies to maintenance technician in charge in UTS.

3.0 REFERENCES

3.1.1 Fire safety Statutory Requirement.

- *Fire Service Act 1984* - Provisions for administrative control & elimination of fire hazards.
- *OSHA 1994* - provisions on duty of employers.
- *Uniform Building By-Law 1984* - detailed provisions on construction of buildings, roads and drains.
- *Sarawak Building Ordinance 1994* - together reference with Uniform Building By-law 1984.

3.1.2 Fire-Fighting System

- Refer to UTS block drawing plan total & location of Fire Control Centre (Fire Panel), modules and devices
- Refer to overall UTS drawing plan for connection loop of all panels, modules and devices

3.1.3 SPKA System

Have been installed at control room.

3.1.4 Fire Extinguisher

Refer to UTS block Drawing Plan for fire extinguisher total and location.
(Total-**563**, Total Dry Powder-**346**, Total CO2-**217**)

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4.0 DEFINITIONS / ABBREVIATIONS

SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
MFSD	:	Maintenance, Facilities & Security Department
PM	:	Preventive Maintenance
CM	:	Corrective Maintenance
HOD	:	Head of Department
Tech.	:	Technician
SPKA	:	<i>Sistem Pengawasan Kebakaran Automatik</i>

5.0 RESPONSIBILITY

- 5.1 Head of Department will implement and monitor this SOP.
- 5.2 Technician in charge is responsible to ensure all system in working order. There is two types of maintenance implemented:

a) Preventive Maintenance

- The care and servicing by person in charge to maintain equipment in satisfactory operating condition by providing schedule inspection, monitoring, detection, and correction of incipient failures either before they occur or before they develop into major defects.
- In order to avoid breakdown or malfunction, regular and routine action need to be conducted on all equipment.
- Maintenance, including tests, measurements, adjustments, parts replacement, and cleaning, are performed specifically to prevent faults from occurring.
- Ensure that all general servicing is according to interval schedule.

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b) Corrective Maintenance

- Activities performed after breakdown or malfunction occurred and must be repaired based on an emergency or priority basis.
- Includes repairs, replacement of parts to ensure the system is back in operating condition (in working order).

5.3 There are 3 things under Fire Prevention Facilities Maintenance & monitoring that technician in charge should ensure:

- a) Fire-Fighting System
- b) SPKA System
- c) Fire Extinguisher

5.4 All maintenance data must be recorded (checklist/defect/log/data sheet) for reference.

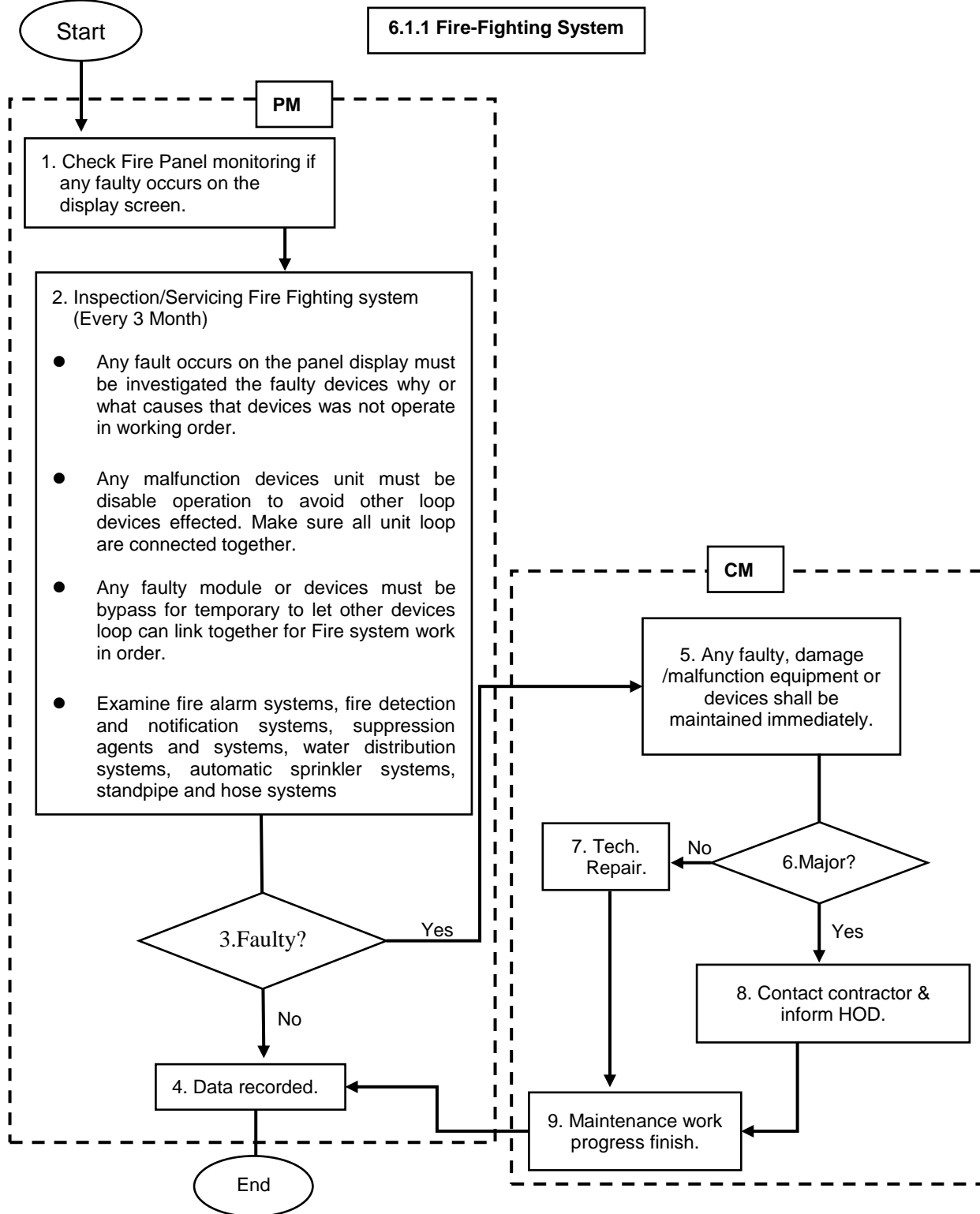


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6.0 PROCEDURE

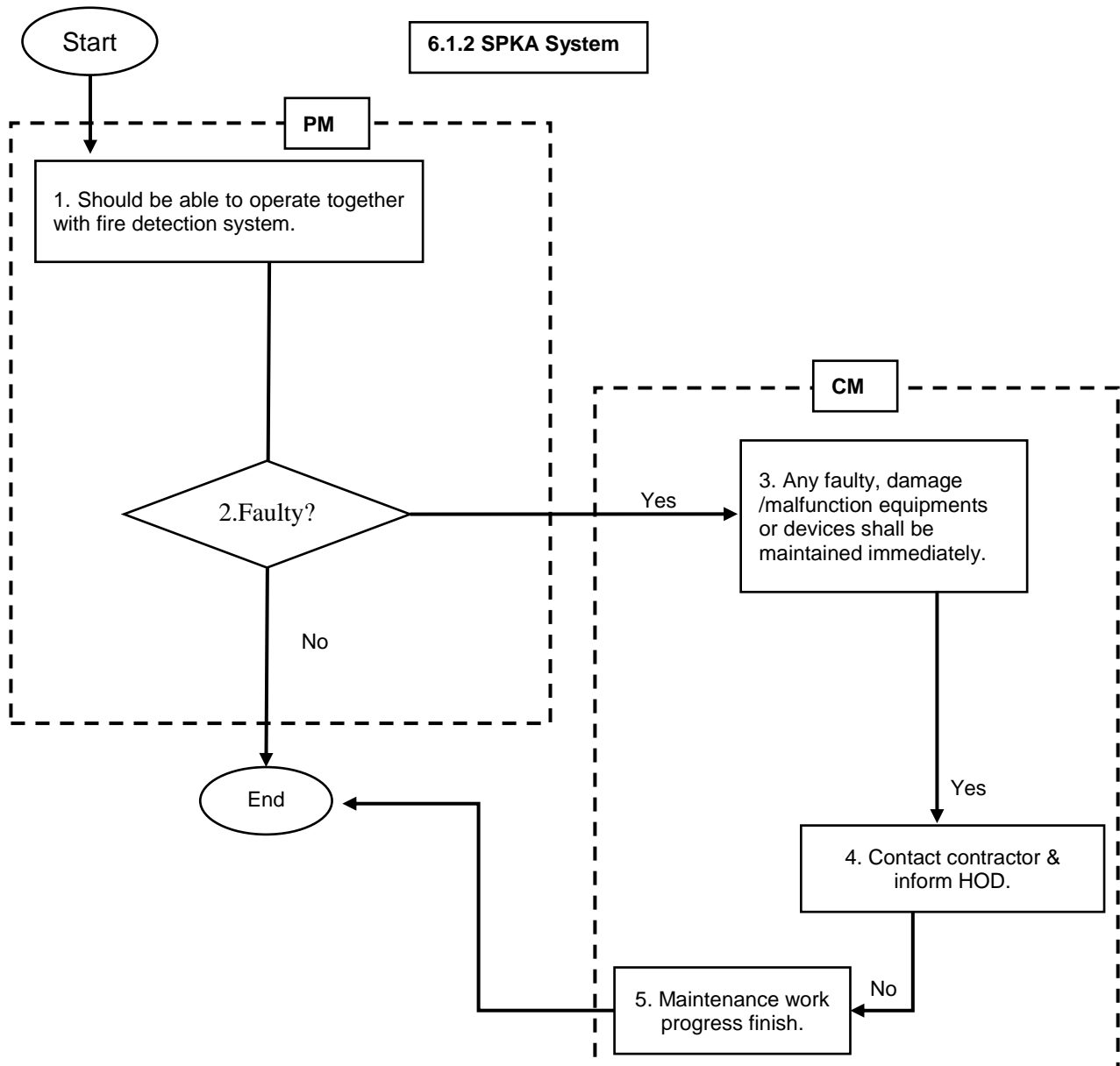




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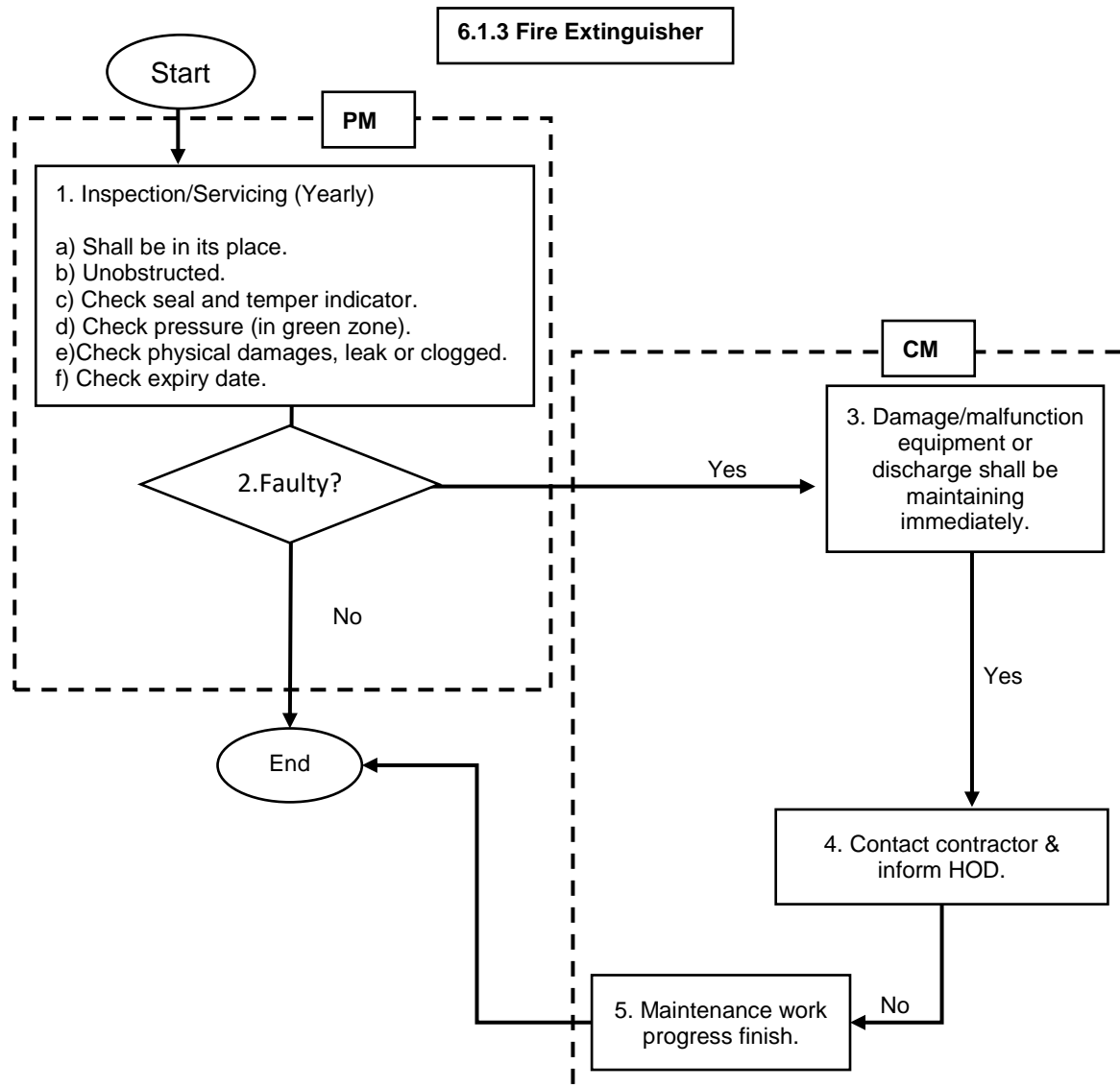




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7.0 DESCRIPTION

7.1.1 Fire-Fighting System

No	Description	Person in Charge	Document
1	<p>Inside this PM, schedule maintenance and monitoring need to be implemented to identify the initial faulty or damages to the equipment before CM is taken.</p> <p>Check the fire alarm panel monitoring if any fault are displayed on the system.</p> <p>If the fault occurs immediate check the causes of the faulty and CM will be taken.</p> <p>For any faulty devices, the affected loop unit must be disabled first for further action.</p>	Technician	Nil
2	<p>Inspection/Servicing Fire Fighting system (Every 3 Month)</p> <ul style="list-style-type: none"> • Scan/SV test loop unit devices for all loop unit devices. • Refer to result test, compare and measure. • Any faulty occurs on the panel display must be investigated the causes of faulty. • Any malfunction devices must be disabled to avoid other loop devices effected. Make sure all unit loops are connected together in the system. • Any faulty module or devices must be bypassed temporarily to let other devices loop linking together for Fire System to work in order. It is compulsory to this system to for 24 hours. • Examine fire alarm systems, fire detection and notification systems, suppression agents and systems, water distribution systems, automatic sprinkler systems, standpipe and hose systems 	Technician	Nil

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3	If any faults found, take further action.	Technician	Nil
4	All maintenance work activity must be recorded for reference.	Technician	Fire Prevention Facilities Maintenance & Monitoring Log (UTS-MFS-P22-FPFMM)
5	Any faulty, damages/malfunction equipment or devices must be maintained immediately.	Technician	Nil
6	Conduct further action if major problems occur.	Technician	Nil
7	Minor faulty can be maintained by technician in charge.	Technician	Nil
8	Major faulty on the system need to contact authorized contractor to conduct further maintenance. Inform HOD about the faulty system and wait for approval from HOD to continue the process.	Technician, Contractor & HOD	Nil
9	Technician must ensure that all progress of maintenance work is completed.	Technician	Nil

7.1.2 SPKA System

No	Description	Person in Charge	Document
1	<p>Inspection maintenance schedule for this system is yearly.</p> <ul style="list-style-type: none"> This system must be operated with Fire alarm system. If this system malfunction correctly, inform the authorized company that maintain this system. Compulsory to have this system working efficiency. 	Technician	Nil

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2	Determine if the system is faulty.	Technician	Nil
3	If faulty, ensure any faulty, damaged, or malfunctioning equipment or devices are maintained immediately.	Technician	Nil
4	Contact contractor and inform HOD if equipment needs maintenance.	Technician, Contractor & HOD	Nil
5	Technician must ensure that all progress of maintenance work is completed.	Technician	Fire Prevention Facilities Maintenance & Monitoring Log (UTS-MFS-P22-FPFMM)

7.1.3 Fire Extinguisher

No	Description	Person in Charge	Document
1	<p>For this PM, schedule maintenance and monitoring need to be implemented to identify initial faulty or damages to the equipment before CM is taken place.</p> <p>Yearly maintenance.</p> <ul style="list-style-type: none"> a) The fire extinguisher at its place and must be unobstructed (access to or visible). b) Check seal and temper indicator that are broken or missing if so will be replace. c) Check pressure gauge of the fire extinguisher is in green zone and shall be recharged after use. d) Any obvious physical damage, corrosion, leakage or clogged nozzle shall be noted (subjected to applicable maintenance). e) Keep update on the expiry date of the fire extinguisher. 	Technician	Nil
2	Determine if the system is faulty.	Technician	Nil

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3	If faulty, ensure any faulty, damaged, or malfunctioning equipment or devices are maintained immediately.	Technician	Nil
4	Inform HOD about faulty equipment. Contact contractor for them to conduct further maintenance. Only an authorized contractor can maintain the fire extinguisher. Wait for the approval from HOD to continue the process.	Technician, Contractor & HOD	Nil
5	Technician must ensures that all progress of maintenance work is completed.	Technician	Fire Prevention Facilities Maintenance & Monitoring Log (UTS-MFS-P22-FPFMM)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Fire Prevention Facilities Maintenance & Monitoring Log (UTS-MFS-P22-FPFMM)	MFSD/Technician	3 years