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<b>Revision:</b> 1.0	<b>Subject:</b> Fire Alarm System 24-Hour Trouble Bypass	

## 1.0 Introduction

This Standard Operating Procedure outlines the requirements for implementing the 24-hour Trouble Bypass feature on a fire alarm system. The purpose of the Trouble Bypass is to allow the fire alarm system trouble signal to be cleared for a limited period of time so subsequent trouble signals can be transmitted to the Emergency Reporting Centre and/or monitoring agency. The Trouble Bypass is only to be used in cases where immediate troubleshooting and/or repair are not feasible, and there is negligible impact to life safety or building protection.

Assistance in using these procedures and meeting the requirements of provincial codes is available from the Department of Environmental Health & Safety

## 2.0 Scope

This SOP applies to all fire alarm systems equipped with the 24-hour Trouble Bypass feature.

## 3.0 Applicable Legislation:

The Ontario Building Code Act 1992 (O. Reg. 332/12)

The Ontario Fire Code (O. Reg. 213/07) as amended by (O. Reg. 194/14)



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#### 4.0 Responsibilities

##### 4.1 Facilities Assistant Directors and Area Managers

The Facilities Assistant Director and Area Managers shall ensure that that electricians tasked with troubleshooting fire alarm system issues are aware of the Trouble Bypass feature and when it can and cannot be implemented.

##### 4.2 Facilities CFAA certified Electricians and Environmental Health and Safety Fire Alarm Technician

When troubleshooting a fire alarm system trouble condition, ensure that the limited conditions for the use of the 24-hour Trouble Bypass are met prior to implementation. (section 5.0)

In cases where there is ambiguity or it is felt the 24-hour Trouble Bypass must be used outside the listed conditions, the Fire Safety Coordinator shall be consulted prior to implementation.

The Emergency Reporting Centre shall be notified if the 24-hour Trouble Bypass is initiated.

##### 4.3 Department of Environmental Health and Safety

Shall ensure that Queen's Facilities is made aware of responsibilities under this procedure.

Shall serve as a resource to individuals which require assistance in complying with this SOP.

##### 4.4 Fire Safety Coordinator

In cases where there is ambiguity about when the 24-hour Trouble Bypass can be used or there is a need to use it outside the listed conditions, the Fire Safety Coordinator shall be contacted to provide guidance and determine if the 24-hour Trouble Bypass can be implemented.

##### 4.5 Emergency Reporting Centre

Document when a 24-hour Trouble Bypass is implemented in the associated security report.

Contact the Fire Safety Coordinator (or provide contact information) as requested by the electrician troubleshooting a fire alarm trouble condition.



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## 5.0 Conditions where the 24-Hour Fire Alarm Trouble Bypass can be used.

### 5.1 Ground Faults

Where a ground fault exists that cannot be repaired in a timely manner.

### 5.2 Fire Detection Device Failure

Where a fire detection device has failed and cannot be readily replaced, and there is a secondary fire detection device in the same space.

- A room with 2 or more smoke and/or heat detectors
- A room with a smoke detector and a heat detector – not combination units.
- A hallway with multiple smoke detectors
- A location with a heat detector and (a) sprinkler head(s)
- A location with a smoke detector and (a) sprinkler head(s)

The 24-hour bypass cannot be used for trouble conditions associated with a residence bedroom unless a temporary battery-operated smoke alarm has been installed.

### 5.3 Manual Pull Station Failure

Where a manual pull station has been damaged or is not functional and cannot be readily repaired.

The 24-hour Trouble Bypass shall not be used for a non-functioning manual pull station that is adjacent to the main entrance.

### 5.4 Fire Detection Devices or Ancillary Equipment Bypassed

Where devices or ancillary equipment are bypassed for the purpose of testing, repair, the 24-Hour Trouble Bypass may be used to ignore the resulting trouble condition. A fire watch is required where detection devices are bypassed as per the Fire Watch SOP (Fire-SOP-04)



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## 6.0 Implementing the 24-Hour Fire Alarm Trouble Bypass outside of the conditions listed in Section 5.0

Where a condition exists that is outside the scope of section 5.0 above, the Fire Safety Coordinator shall be consulted to review the existing condition. A determination will be made if the 24-hour bypass can be implemented 'as is' or if alternative measures must be put in place to satisfy the requirements of the Ontario Fire Code.

The Fire Safety Coordinator can be contacted through the Emergency Reporting Centre after hours or through the Department of Environmental Health and Safety during normal business hours.

## 7.0 Reoccurring 24-Hour Fire Alarm Trouble Bypass

The fire alarm Trouble Bypass will time out after 24 hours after which time the fire alarm panel will reinitiate the trouble signal and notify the Emergency Reporting Centre and/or monitoring agency.

Repeated use of the 24-hour Trouble Bypass shall only be used where it is not practical to resolve the issue within the first 24 hours.

If the trouble condition cannot be resolved within the first 24 hours and the Trouble Bypass is to be used again, the Fire Safety Coordinator shall be notified.

If at the time of the initial Trouble Bypass, it is determined that additional bypasses will be required, the Fire Safety Coordinator shall be notified. There is no requirement to notify the Fire Safety Coordinator for each subsequent Trouble Bypass.

There is no requirement to notify the Fire Safety Coordinator when there will be repeated use of the 24-hour Trouble Bypass when devices are bypassed or out of service for maintenance or construction.

## 8.0 Revision History

1.0      08 Feb 2024    Initial Release