



Fire Protection Online Impairment Reporting System

Revision 2
February 1, 2023

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Logging into the Fire Protection Impairment System

The preferred browsers for using the AEGIS Fire Protection Online Impairment Reporting System is MS Edge or Chrome.

Use the following link to access the Fire Protection Online Impairment Reporting System.

<https://www.aegislink.com/services/loss-control/fire-protection-impairment-reporting.html>

After clicking the above link, you will be directed to the Fire Protection Impairments Landing page shown below.

The screenshot shows the AEGIS website interface. At the top, there is a navigation bar with links for 'About AEGIS', 'News & Events', 'Services', 'Resources', 'Contact Us', and 'My AEGIS'. Below this is a breadcrumb trail: 'AEGISlink / Services / Loss Control / Fire Protection Impairment Reporting'. The main header area has a green 'Loss Control' tab. On the left, there is a sidebar menu with categories like 'Overview', 'AEGIS Loss Control Fire Protection Training Class', 'Our unmatched expertise', 'Utility Services', 'Property Services', 'Videos & Webinars', 'Loss Control Task Force', 'Loss Control News', 'Active shooter preparedness e-training', 'Loss Control Resources', and 'Fire Protection Impairment Reporting'. The main content area features a large image of fire equipment. Below the image, a red-bordered box highlights the 'Fire Protection Impairment Reporting' section, which contains two buttons: 'Manage Existing Impairments' and 'Report a New Impairment'. To the right of this section is a 'Contact Us' area with contact information for the Fire Impairments Team and Portal Support. At the bottom of the page, there is a footer with copyright information and links for 'Legal Disclaimer', 'Terms of Use', 'Privacy Policy', and 'Contact Us'. A red arrow points from the highlighted section to a zoomed-in view of the same section at the bottom of the page.

To report a new impairment, select “Report a New Impairment.” To update an existing impairment, select “Manage Existing Impairments.”

After clicking either “Manage Fire Protection Impairments” or “Report an Impairment,” you will be directed to the Fire Protection Impairments Login screen shown below.

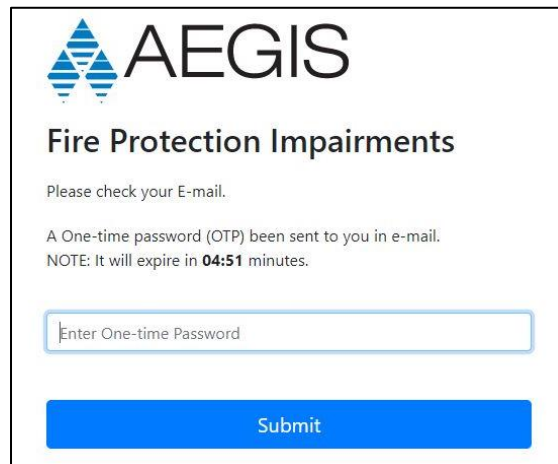


NOTE

If an issue should arise while attempting to log into the system, clear the cache in your web browser, close and restart the web browser and try again. If the issue persists, contact Portal Support: email: portalsupport@aegislimited.com or by calling 1.866.692.3447. Directions for clearing the cache for a browser are located at the back of this manual. The below link will take you to that section in this document.

[Clearing Cache in Browser](#)

Enter your email address as described above; check the “Remember me” box and select “Submit” to receive your One Time Passcode (OTP). The following screen will appear:



For security purposes, the AEGIS Fire Protection Online Impairment Reporting System uses a two-factor authentication process by assigning an OTP for access. The OTP will be emailed directly to your email account. Look for an email from Portal Technical Team that will contain your OTP similar to what is shown below.

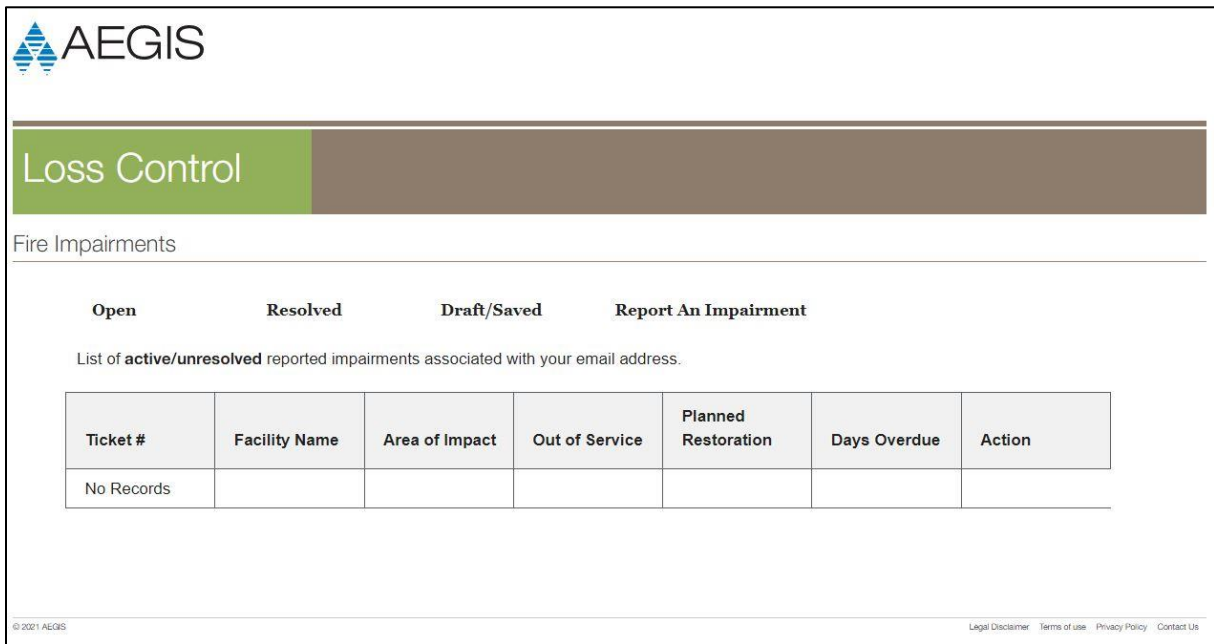


OTP Email

You will need an OTP every time you want to log into the system. It will be a different code each time. Once you enter the code, select Submit and you will be logged into the system and directed to the appropriate page based on your initial selection.

If you selected “Report a New Impairment,” you will be directed to the Impairment Input form as shown on page 10 of this manual.

If you selected “Manage Existing Impairments,” you will be directed to the page shown below.



Manage Existing Impairments Start Page

Note: You can also report a new impairment from this page. Selecting “Report a New Impairment” in the initial screen bypasses this page and takes you directly to the Impairment Input form.

From this point you can do the following:

[Report a New Impairment:](#) Use this option when you are reporting an impairment for the first time. When you select “Report an Impairment,” you will be directed to the “Company Info” page to begin inputting the necessary information.

[View Open impairments:](#) Use this option when you want to view a list of all “Open” impairments. You will only see “Open” impairments that your email address is listed as either the Contact or the Alternate Contact for that impairment.

[View Resolved \(Closed\) impairments:](#) Use this option when you want to view a list of all “Resolved” (Closed) impairments. You will only see “Resolved” impairments that your email address is listed as either the Contact or the Alternate Contact for that impairment.

[View Draft/Saved Impairments:](#) Use this option when you want to see a list of impairments in draft form. Draft/Saved impairments are impairments that have been input into the system but have not been submitted. In order to submit an impairment, there are several required pieces of information that need to be included. The “Draft/Saved” option is for when you start inputting an impairment and you may come to information you don’t have, the system will allow you to save your work and come back to it later when you have the information.

Report a NEW Fire Impairment

Log in to the Online Impairment Reporting System and from the Fire Impairment Start Page, select “Report an Impairment” to be directed to the “Company Info” page (shown below) and start inputting information.

AEGIS

Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info. Contacts System Out of Service Area of Impact Precautions Taken Review & Submit

Insured Name Subsidiary Name

Facility Name*

Street* City*

State* Zip*

Reference Type* Reference Number*

*required

Save **Next** Cancel

Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegislimited.com or call 201-508-2806.

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Company Info Page

Subsequent pages are as follows:

- Contact Page
- System Out of Service Page
- Area of Impact Page
- Precautions Taken Page
- Review and Submit Page (changes to the information can't be made on this page)

If at any point you need/wish to stop inputting information, you can save any information input into the system by selecting “Save.” This will allow you to come back at a later time to complete inputting the data. It is important to note that a “Saved” impairment is not a “Submitted” impairment.

If at any point you decide that it is not necessary to submit or save the impairment, you can select “Cancel” and all data input will be deleted.

Company Info

Company Info Page

Field	Description
AEGIS Tracking Number	This number is generated by the AEGIS Fire Protection Online Impairment Reporting System. No values can be entered into this field.
Insured Name	Input the name of the Member Insured. This is the name of the utility, not the operating company.
Subsidiary Name	Input the name of the Subsidiary.
Facility Name	Input the name of the facility reporting the impairment. Please do not use any abbreviations, spell out the entire name.
Street, City, State, Zip	Input the address of the facility reporting the impairment.
Reference Type	Select the appropriate Reference Type. The Reference Type refers to how the station tracks impairments <ul style="list-style-type: none"> • Impairment Tag Number • Lock Out/Tag Out Number • Site Reference Number

Field	Description
Reference Number	Input the tracking number assigned to the impairment for the selected Reference Type.
Impairment Type	<p>Select the type of impairment from the dropdown list. The options are:</p> <ul style="list-style-type: none"> Planned Impairment: - A condition where a fire protection system or unit or portion thereof is out of service due to work that has been planned in advance, such as modifications to the water supply or sprinkler system piping. Emergency Impairment: - A condition where a fire protection system or unit or portion thereof is out of service due to an unexpected occurrence, such as a ruptured pipe or an operated sprinkler. (Examples of emergency impairments might include a ruptured pipe, an operated sprinkler, or an interruption of the water supply to the system.) Unidentified Impairment: - A condition where a fire protection system or unit or portion thereof is out of service without being tracked, such as a system shut down for repairs and inadvertently left isolated, a system shut down without proper notification, or a system shut down maliciously.

If you click on the Information Symbol to the upper right of the Impairment Type box, a box showing the above definitions will appear.

The screenshot shows a web form with a dropdown menu labeled "Impairment Type*" containing the text "Please Select". To the right of the dropdown is a circular information symbol (an 'i' in a circle). A red arrow points from the text "Information Symbol" to this symbol. Below the dropdown, a light blue tooltip box is displayed, containing the following definitions:

- Planned Impairment:** - A condition where a fire protection system or portion thereof is out of service due to work that has been planned in advance, such as modifications to the water supply or sprinkler system piping.
- Emergency Impairment:** - A condition where a fire protection system or portion thereof is out of service due to an unexpected occurrence, such as a ruptured pipe or an operated sprinkler.
- Unidentified Impairment:** - A condition where a fire protection system or portion thereof is out of service without being tracked, such as a system shut down for repairs and inadvertently left isolated, a system shut down without proper notification, or a system shut down maliciously.

Contacts

AEGIS

Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info. **Contacts** System Out of Service Area of Impact Precautions Taken Review & Submit

Person Reporting

Name* E-mail*

Phone*

Alternate Contact Details

Name* E-mail*

Phone*

*required

Save Back **Next** Cancel

Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegilimited.com or call 201-508-2806.


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Contacts Page

Note: Once an impairment is submitted, the only people that can access it is the person reporting the impairment and the alternate contact.

Field	Description
Person Reporting	Input the following information for the person reporting this impairment: <ul style="list-style-type: none"> • Name: • E-mail: • Phone:
Alternate Contact Details	Input the following information for an Alternate Contact for this impairment. The Alternate Contact must be a different from the person reporting the impairment: <ul style="list-style-type: none"> • Name: • E-mail: • Phone:

System Out of Service



Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info. Contacts System Out of Service Area of Impact Precautions Taken Review & Submit

Fire System is taken out of service

Date* HH: MM:

Expected Return to Service Date*

Date* HH: MM:

Taken out of Service By

Name Email

Phone

Authorized By

Name Email

Phone

Reason for this Impairment

*required

Save Back **Next** Cancel

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System Out of Service Page

Field	Description
Fire System is taken out of service	<p>Input the following information (in the appropriate field) for the fire system being removed from service:</p> <ul style="list-style-type: none"> • Date • HH • MM
Expected Return to Service Date	<p>Input the following information (in the appropriate field) for the date you expect the system to return to service:</p> <ul style="list-style-type: none"> • Date • HH • MM
Taken out of service by	<p>Input the following information (in the appropriate field) for the person removing this system from service:</p> <ul style="list-style-type: none"> • Name • Email • Phone
Authorized By	<p>Input the following information (in the appropriate field) for the person authorizing the system being removed from service:</p> <ul style="list-style-type: none"> • Name • Email • Phone
Reason for this impairment	<p>The reason for the impairment is critical information. If it is unknown at the time of reporting, indicate that the reason is unknown at this time. You will be able to change it when you close the impairment. At that time you will be required to provide more detail regarding the nature of the impairment.</p>

Area of Impact

Only one impairment may be reported at a time. If another system is impacted, please report separately.

AEGIS

Loss Control

Report An Impairment

AEGIS Tracking Number:

Company Info. Contacts System Out of Service **Area of Impact** Precautions Taken Review & Submit

Only one impairment may be reported at a time. If another system is impacted, please report separately.

Sprinkler System

Fire Pump

Gaseous Suppression System

Fire Detection/Fire Alarm System

Explosion System

Foam System

Other

*one system selection required

Save Back **Next** Cancel

Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegisltd.com or call 201-508-2806.

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Area of Impact Page

Select the Type of System that you are removing from service from the categories below.

- Sprinkler System
- Fire Pump
- Gaseous Suppression System
- Fire Detection/fire Alarm System
- Explosion System
- Foam System
- Other

Once you select the system category, that section will expand (as shown below) so you can input additional information.

Area of Impact Page

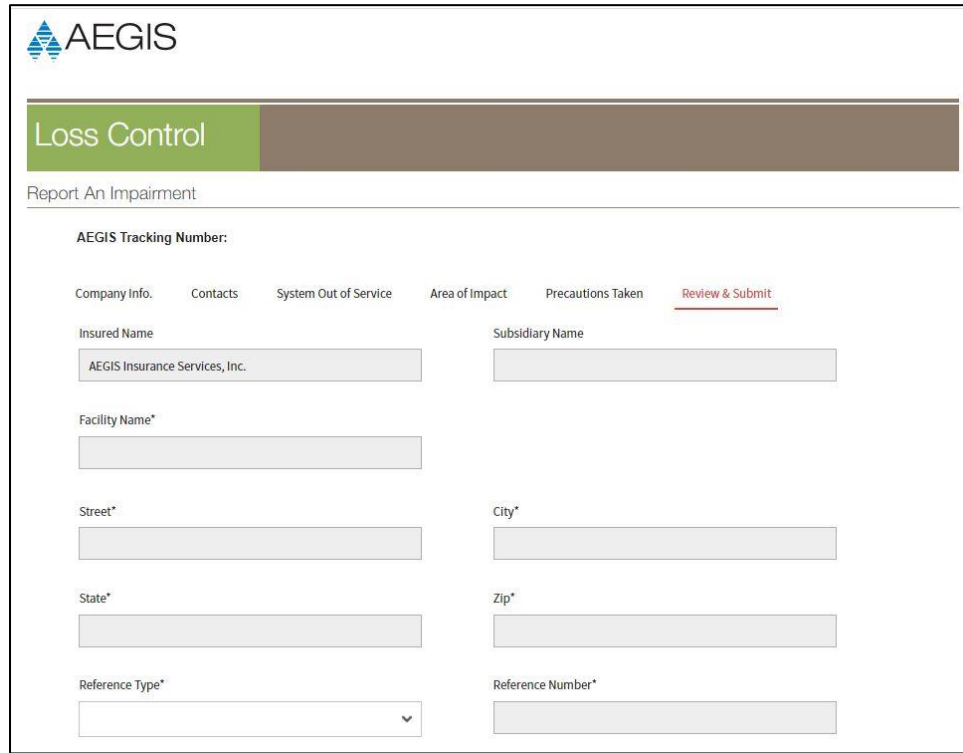
Field	Description
Sprinkler System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Fire Protection Valve(s) Closed? • Valve Location and ID • Turns to Close • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ System Type (e.g. Wet Pipe, Dry Pipe, Preaction, Foam, etc.) ▪ Area(s) protected <p>Example: <i>Wet pipe sprinkler system. Protecting the 1st floor of the Admin Building.*</i></p>
Fire Pump	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Which fire Pump? <ul style="list-style-type: none"> ○ Diesel, Electric, Jockey, or All Fire Pumps ○ Note: When impairing a fire pump, indicate here if the remaining fire pump(s) is(are) operational and in auto mode <p>Example: <i>Diesel Fire Pump 1A. Remaining fire pumps are operational and in auto mode.*</i></p>

Field	Description
Gaseous Suppression System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ System Type (e.g. CO2, Halon, FM-200, Inergen, etc.) ▪ Area(s) protected <p>Example: <i>CO2 System. Protecting CTG 1 Compartment*</i></p>
Fire Detection/Fire Alarm System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ Type of Detection (e.g. Smoke, Heat, Flame, Gas, etc.) ▪ Area(s) protected <p>Example: <i>Flame Detection. Protecting CTG 2 Compartment.*</i></p>
Explosion System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • This can refer to either an active protection system or a passive protection system. • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ Type of System ▪ Area(s) protected <p>Example: <i>Explosion venting. Protecting the enclosure containing the lithium battery system.*</i></p>
Foam System	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Note: This is for a Fixed Foam Proportioning System. A foam sprinkler system should be listed under “Sprinkler System”. • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ Type of System ▪ Area(s) protected <p>Example: <i>Fixed foam system. Protecting the #1 Fuel Oil Tank.*</i></p>
Other	<p>Input the following information in the appropriate field:</p> <ul style="list-style-type: none"> • Area(s) Protected (See example below) <ul style="list-style-type: none"> ○ Please provide: <ul style="list-style-type: none"> ▪ Define Other (e.g., Water Spray, Dry Chemical, Wet Chemical, Condensed Aerosol, Hybrid Fire Extinguishing System, Water Supply, Water Distribution System, etc.) ▪ Area(s) protected <p>Example: <i>Fire main leg supplying the switchyard hydrants.*</i></p>

* The description provided for the “Area(s) Protected” does not have to be lengthy and detailed. You only need to provide enough information to identify what type of system it is and what it protects as shown in the individual examples above.

Review & Submit

The “Review & Submit” page is shown below.



The screenshot shows the AEGIS logo at the top left. Below it is a green header with the text "Loss Control". Underneath the header is the title "Report An Impairment". The main content area is titled "AEGIS Tracking Number:" and contains a navigation bar with tabs: "Company Info.", "Contacts", "System Out of Service", "Area of Impact", "Precautions Taken", and "Review & Submit". The "Review & Submit" tab is highlighted. Below the navigation bar are several input fields: "Insured Name" (with "AEGIS Insurance Services, Inc." entered), "Subsidiary Name", "Facility Name*", "Street*", "City*", "State*", "Zip*", "Reference Type*" (a dropdown menu), and "Reference Number*".

Review & Submit Page
(Only the top portion of the page is shown above)

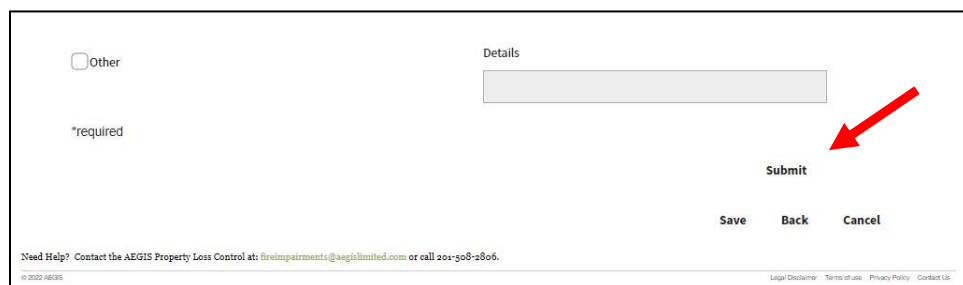
This page contains all the fields for reporting an impairment and allows you to review your submittal. If there are any errors, you will need to return back to the corresponding page and correct the information. Changes can't be made on this page.

If all the information is correct, the impairment can now be submitted.

Reminder: If at any point you need/wish to stop inputting information, you can save any information input into the system by selecting “Save.” This will allow you to come back at a later time to complete inputting the data. It is important to note that a “Saved” impairment is not a “Submitted” impairment.

The process for submitting an impairment is as follows:

- Click on the “Submit” button at the lower right of the page.



This screenshot shows the bottom portion of the form. On the left, there is a checkbox labeled "Other" and a note "*required". On the right, there is a "Details" label above a text input field. At the bottom right, there are three buttons: "Submit", "Save", and "Cancel". A red arrow points to the "Submit" button. At the very bottom, there is a footer with the text: "Need Help? Contact the AEGIS Property Loss Control at: fireimpairments@aegislimited.com or call 201-908-2806." and "© 2022 AEGIS" on the left, and "Legal Disclaimer Terms of Use Privacy Policy Contact Us" on the right.

- When you click on the “Submit” button, it will perform a validation of the information provided. If any of the required fields were left blank, it will take you to the first required field that was left blank. It will be highlighted in red. Once you fill in the information, select “Next” and cycle through the remaining pages and fill in any other missing information that is highlighted in red.
- When you get to the “Review & Submit Page again, click on the “Submit” button again and if you filled in all the required data, the impairment will be submitted.

Note: *Once an impairment is submitted, the only information that can be changed is the “Reason for this Impairment” and that can be done when you resolve (close) the impairment.*

At the time the impairment is submitted, you may not know the actual cause of the impairment. In that case, state that the reason for the impairment is unknown and an investigation is ongoing. This allows for a more accurate reason to be provided once the investigation is complete.

Once you submit a new impairment, the following will occur:

- You will be directed back to the Open Fire Impairments page (see below) listing the Active/Unresolved Fire Protection Impairments associated with your email address.
- You and the alternate contact listed in the impairment will receive an email from the AEGIS Service Portal confirming that you submitted impairment has been logged into the system.

Ticket #	Facility Name	Area of Impact	Out of Service	Planned Restoration	Days Overdue	Action
FIR0001023	AEGIS Cogen Plant	Fire Pump	2022-02-15 06:15:00	2022-02-21 12:00:00		Select ▼

Open Fire Impairments Page

- The email will contain a pdf file of an Impairment Tag with all of the impairment information that was just submitted. This Impairment Tag can be displayed at the system that was removed from service and/or in the Control Room.
- If the member would prefer a different option, AEGIS can also provide pre-printed heavy-duty impairment tags (See below) suitable for use in the field.

AEGIS

FIRE PROTECTION IMPAIRMENT
ATTACH TO VALVE OR DISCONNECTING DEVICE

Shut Off Date: _____ Time: _____
By: _____
Authorized By: _____

For Valve Closure:
Turns To Close: _____ Turns To Open: _____

Drain Test:
_____ PSI Static - _____ PSI Flowing = _____ PSI

After the system has been restored, match this tag with the office reminder and the file until next AEGIS Loss Control Inspection
Notify AEGIS Loss Control of impairment at fireimpairments@aegislimited.com or **201-508-2806**

Rev. 2019-01

IMPACT REMINDER
THIS CARD SHOULD BE DISPLAYED IN A VISIBLE LOCATION UNTIL IMPAIRMENT TAG IS RETURNED

Protection
 Fire Pump City Water
 Sprinkler Alarm System Special Ext. System
 Underground

Shut Off Date: _____ Time: _____
By: _____
Authorized By: _____

For Valve Closure:
Turns To Close: _____ Turns To Open: _____

Drain Test:
_____ PSI Static - _____ PSI Flowing = _____ PSI

After the system has been restored, match this tag with the office reminder and the file until next AEGIS Loss Control Inspection
Notify AEGIS Loss Control of impairment at fireimpairments@aegislimited.com or **201-508-2806**
Rev. 2019-01

Front

IMPACT TAG NO. _____ - 01 275
(YEAR)

When necessary to impair fire protection equipment in excess of 12 hours for planned or emergency reasons, changes or repairs, remember the following:

Notify External Contacts:
 1. AEGIS Loss Control fireimpairments@aegislimited.com or **201-508-2806**
 2. Public Fire Department
 3. Alarm Service Agency

Internal Procedures:
 1. Schedule only one planned impairment at a time
 2. Brief supervisors in areas where fire protection will be impaired
 3. Alert plant fire brigade (if applicable)
 4. Provide emergency access to impaired area
 5. Make sure all other plant fire protection equipment is in service
 6. Have all materials, tools and manpower ready when protection is shut off so the job can be completed as quickly as possible

OFFICE REMINDER NO. _____ - 01 275
(YEAR)

During the impairment:
 1. In areas of impairment:
a. Stop hazardous production or maintenance operations
b. Prohibit the use or processing of flammable or combustible liquids
c. Prohibit cutting, welding, or other hot work
d. Enforce "No Smoking" regulations
e. Maintain continuous fire watch patrols
f. Keep all fire doors closed whenever possible
g. Have trained personnel with extra equipment, such as portable fire extinguishers and charged hose lines, standing by
2. Attach the Impairment Tag to each Shut Valve or other impaired equipment
3. Keep the Office Reminder in a visible place
4. If scope of impairment must be increased, call AEGIS Loss Control immediately
5. Work continuously until protection is restored
6. Verify that full protection has been restored
2. Report restoration to **AEGIS Loss Control** at fireimpairments@aegislimited.com or **201-508-2806** and others as required

Back

To Review an Open (Active/Unresolved) Fire Impairment

- Log into the Fire Protection Online Impairment Reporting System as shown above in [Logging into the Fire Protection Impairment System](#).
- Select “Open” along the top of the page.
- A list similar to the following will appear (same figure as shown above) and will contain all **active/unresolved** impairments associated with your email address:

The screenshot shows the AEGIS web interface. At the top left is the AEGIS logo. Below it is a green header bar with the text "Loss Control". Underneath is a navigation bar with tabs for "Open", "Resolved", "Draft/Saved", and "Report An Impairment". The "Open" tab is selected. Below the navigation bar, there is a heading "Fire Impairments" and a sub-heading "List of active/unresolved reported impairments associated with your email address:". A table with 7 columns is displayed: Ticket #, Facility Name, Area of Impact, Out of Service, Planned Restoration, Days Overdue, and Action. The first row contains the following data: Ticket # FIR0001023, Facility Name AEGIS Cogen Plant, Area of Impact Fire Pump, Out of Service 2022-02-15 06:15:00, Planned Restoration 2022-02-21 12:00:00, Days Overdue (empty), and Action (a dropdown menu with "Select" and a downward arrow). At the bottom of the page, there is a footer with "© 2022 AEGIS" on the left and "Legal Disclaimer | Terms of Use | Privacy Policy | Contact Us" on the right.

Open Fire Impairments Page

- Find the impairment you want to review and click the down arrow on the “Select” box in the “Action” column. You will have two options in the list, View or Resolve.

Resolve the Impairment

- If you select Resolve, you will be redirected to the “Resolve Impairment” page as shown below:

AEGIS

Loss Control

Fire Impairments

AEGIS Tracking Number: FIR0001023

Company Info. Contacts System Out of Service Area of Impact Precautions Taken Resolve Impairment

System Returned to Service and Restoration of Protection Notification

All fire protection systems/equipment must be tested after being returned to service. Fire pumps should start automatically, fire detection systems should send alarms to their control panel and the control room or central station, and automatic sprinkler systems should have a satisfactory drain test. Record drain test pressure readings below.

System Returned to Service

Date HH MM

Drain Test Results for Sprinkler System Impairments:

Static (psi) Flowing (psi)

Reason for this Impairment*

Resolve Impairment Page

- Fill in the Information. The HH field, MM field, Static (psi) and Flowing (psi) fields are not required fields to Resolve an impairment.
- You can change the Reason for this Impairment at this point or you can leave it the same.
- When all information is input, click on “Submit” and you will be directed back to the Open Impairment list page. The impairment you just resolved should no longer be in that list.
- If you choose to not resolve the impairment at this time, select Cancel and it will take you back to the list on the “Open fire Impairments” page.

View the Impairment

- If you select View, you will be redirected to the Review page for that impairment. It will look identical to the Review and Submit page you saw when you input the Impairment. As was the case with the “Review and Submit” page when you input the impairment, you can’t make any changes on this page.
 - You have the option at the bottom of the page to Resolve the impairment. If you choose to resolve the impairment, select “Resolve” and you will be directed to the “Resolve Impairment” page and follow the steps shown above for [resolving an impairment](#).

To Review an Draft/Saved Fire Impairment

- Log into the Fire Protection Online Impairment Reporting System as shown above in [Logging into the Fire Protection Impairment System](#).
- Select “Draft/Saved” along the top of the page and you will be redirected to the Draft/Saved Fire Impairments List page (shown below) showing you a list of all **Draft/Saved** impairments associated with your email address.

The screenshot shows the AEGIS 'Loss Control' interface. At the top, there are navigation tabs: Open, Resolved, **Draft/Saved**, and Report An Impairment. Below the tabs, it says 'List of Saved/Draft impairments associated with your email address.' A table lists the impairments:

Ticket #	Facility Name	Area of Impact	Out of Service	Planned Restoration	Last Saved	Action
FIR0001024	AEGIS Power Plant	Sprinkler System	2022-02-16 10:30:00	2022-02-25 16:00:00	2/16/2022 3:08:04 PM	Select ▼

At the bottom of the page, there is a footer with '© 2022 AEGIS' and links for 'Legal Disclaimer', 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

Saved/Draft Fire Impairments Page

- Find the impairment you want to review/edit/submit and click the down arrow on the “Select” box in the “Action” column. You will have two options in the list, Edit or Discard.

Discard the Impairment

- If you select Discard, you will be asked **“Are you sure you want to Discard this Impairment ticket #FIR0001024 which is in Draft and not submitted?”**
 - If you do **NOT** want to discard the impairment, select Cancel and you will return to the Draft/Saved Impairments List page.
 - If you **DO** want to discard the impairment, select Submit and the impairment will be deleted and you will be redirected back to the Draft/Saved Impairments List page and that impairment will no longer show up in the list.

Edit the Impairment

- If you select Edit, you will be redirected to the first screen of that impairment, “Company Info” page and you can finish inputting information in about this impairment, change any information already input, save the impairment again or submit the impairment. You will following the process found in the [Report a New Fire Impairment](#) section of this document.

To Review a Resolved Fire Impairment

- Log into the Fire Protection Online Impairment Reporting System as shown above in [Logging into the Fire Protection Impairment System](#).
- Select “Resolved” along the top of the page and you will be redirected to the Resolved Fire Impairments List page (shown below) showing you a list of all **resolved** impairments associated with your email address.

AEGIS

Loss Control

Fire Impairments

Open **Resolved** Draft/Saved Report An Impairment

List of **resolved** reported impairments associated with your email address.

Ticket #	Facility Name	Area of Impact	Out of Service	Planned Restoration	Restored On	Action
FIR0001022	AEGIS Limited	Gaseous Suppression	2021-10-22 00:00:00	2021-10-27 00:00:00	2021-10-25 00:00:00	View
FIR0001005	AEGIS Cogen Power Plant	Fire Pump	2021-06-24 08:00:00	2021-06-28 16:00:00	2021-06-25 00:00:00	View

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Resolved Fire Impairments Page

- Find the Resolved impairment you want to review and click “View” in the “Action” column. You will be redirected to the Resolve Impairment page of that impairment. You can review the information on all the other pages (Company Info, Contact, System Out of Service, Area of Impact, and Precautions Taken) by either selecting that page along the top of the screen or hitting the “Back” button to cycle back through those pages.
 - Changes can’t be made to a Resolved Impairment.
- When you are done reviewing the Resolved impairment, select “Cancel” and you will return to the list of resolved impairments associated with your email address.

Fire Protection Impairment Support

If at any time you have any questions regarding the AEGIS Fire Impairment Program, the process for reporting/closing an impairment or if an impairment should/should not be reported to AEGIS, do not hesitate to contact the AEGIS Fire Protection Impairment Team using the contact information below.

Email: FireImpairments@aegislimited.com

Phone: (201) 508-2806

How to Clear Cache in your browser

Google Chrome

1. Open Chrome.
2. Click the Tools menu (three dotted lines in the upper-right corner).
3. Click "More Tools" and select "Clear browsing data."
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes. If all boxes are checked, you can uncheck "Browsing History", "Download History" and "Passwords and other sign-in data."
6. Click Clear data.
7. If on a Windows computer, close and re-open Chrome to save your changes.

Microsoft Edge

1. Open Microsoft Edge,
2. Select Menu (3 dots icon on top right corner of the browser)
3. Click Settings
4. In the left column, select "Privacy, search, and services."
5. Under Clear browsing data, select "Choose what to clear."
6. Select the "Cached data and files" check box and then select "Clear now." (If all boxes are checked, you can uncheck all but "Cached data and files")