

# Hot Work Permit

Issuing Company

Permit No

## A. PROPOSAL

To be completed by the person responsible for carrying out the work

Building

Exact location of proposed work

Nature of hot work to be undertaken

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated

Signed  Name (BLOCK CAPITALS)

Date  Position

Contractor (where applicable)

## B. AGREEMENT

To be completed by the company fire officer or other nominated person.

Time of issue of permit  Time of expiry of permit\*

A final fire check of the work area shall be made, not before

Additional conditions required

Signed  Name (BLOCK CAPITALS)

Date  Position

## C. FIRE WATCH

To be completed by member of staff or contractor responsible for the work before returning this permit to the issuer.

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of work.

Time inspection completed (This must be at least 1 hour after work completed)

Signed  Name (BLOCK CAPITALS)

Date  Position

\*It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example where work extends from morning to afternoon.

Where work is being carried out by a contractor, this issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

## PROCEDURE FOR HOT WORK PERMITS

The person nominated to authorize hot work, normally the fire of safety officer, must have experience or training in the problems associated with hot work and be of suitable status to ensure compliance with the procedures.

Prior to the commencement of work, a hot work permit should be obtained from the authorized person. This should be done of every occasion that hot work of any type is undertaken within of upon the fabric of established buildings or any structures or plant in the open. This procedure should also apply to construction sites once fitting-out has commenced and to all buildings which are being refurbished.

A hot work permit should not be issued without considering the significance of any other permits to work in the vicinity or adjacent manufacturing processes which may involve the use of flammable liquids or gases.

A hot work permit should also be issued for a specific task that is undertaken in a clearly identified area. Hot work permits should not be issued for protracted periods. Separate hot work permits should be issued for work which extends from morning to afternoon periods.

Before completing the first part of the hot work permit, the person responsible for carrying out the work should complete the checklist

shown below to indicate that fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.

If the person authorized to issue the hot work permit is not satisfied with the arrangements, further measures may be requested and any additional conditions should be entered in the space provided. The earliest time at which a final fire check should be made will also be specified. This will normally be at least one hour after the time of expiry of the hot work permit, when work must be complete. If trained personnel will not be available to make this check (for example in the case of a permit issued late in the day) work must not be commenced.

This hot work permit should be completed in duplicate, with the top copy being handed to the person responsible for carrying out the work. The second copy should be retained by the issuer who may wish to inspect the site of the work or instigate spot check to ensure that conditions have been met and that work is complete before that hot work permit expires.

The completed form should be returned to the issuer and retained for future reference.

## HOT WORK PERMIT CHECK LIST

Can this job be avoided? Is there a safer way? (The person carrying out this check should tick the appropriate boxes)

### FIRE PROTECTION

1. A trained person not directly involved with the work will provide a continuous fire watch during the periods of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
2. At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the line watch are trained in their use.
3. Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm / calling the fire brigade.

### PRECAUTIONS WITH 10 METRES (MINIMUM) OF THE WORK

4. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
5. Flammable liquids have been removed from the area.
6. Floors have been swept clean.
7. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
8. Protection (non-combustible or purpose made blankets, drapes or screen) have been provided for
  - Walls, partitions and ceilings of combustible construction or surface finish
  - At holes and other openings in walls, partitions and ceilings through which sparks could pass
9. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted especially where these incorporate metal.
10. Enclosed equipment (tanks, containers, dust collectors etc) have been emptied and tested or known to be free of flammable concentrations of vapour or dust.

### EQUIPMENT

11. Equipment for hot work has been checked and found to be in good repair.
12. Gas cylinders have been properly secured.