



Issuing Company:	Permit No.:	Date:
------------------	-------------	-------

## MAINTENANCE COMMITTEE

The person nominated to authorize hot work, normally the maintenance person or facilities manager, 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 on every occasion that hot work of any type is undertaken inside or outside of 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, gases or dust. 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 beyond a single shift.

## MAINTENANCE COMMITTEE

---

Before completing the first part of the hot work permit, the person responsible for carrying out the work should complete the check-list 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 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. However, additional checks may also be needed. 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.

The hot work permit should be completed in duplicate, with the original being handed to the person responsible for carrying out the work and it should be displayed at the work site in a plastic sleeve to withstand the elements. A copy should be retained by the issuer who may wish to inspect the site of the work or instigate spot checks to ensure that conditions have been met and that work is complete before the hot work permit expires.

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

Issuing Company:

Permit No.:

Date:

# Hot Work Permit Checklist

## Can this job be avoided? Is there a safer way?

The person carrying out this check should tick the appropriate boxes.

## FIRE PROTECTION

- Where sprinklers are installed they are operative.
- A trained person not directly involved with the work will provide a continuous fire watch during the period 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, including areas below. *Following this, fire monitoring should be provided within the hot work area for up to an additional 3 hours.*
- At least two suitable extinguishers or a fire hose are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
- 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 department.

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

- 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.
- Flammable liquids have been removed from the area.
- Floors have been swept clean.
- 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.
- Protection ( non-combustible or purpose made blankets, drapes or screens ) has been provided for:
  - Walls, partitions and ceilings of combustible construction or surface finish
  - All holes and other openings in walls, partitions and ceilings through which sparks could pass.
- Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
- Enclosed equipment ( tanks, containers, dust collectors etc ) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.
- Signage has been posted to keep personnel away from the area.

## EQUIPMENT

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

### 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 first page of this form have been complied with as indicated.

Signed		
Name (BLOCK CAPITALS)		
Position	Date:	
Contractor (if applicable)		

### AGREEMENT

To be completed by the maintenance or facilities manager or other nominated person.

This Hot Work Permit is issued subject to the following conditions:

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)		
Position		

### COMPLETION OF WORK

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 was completed)	
Signed	
Name (BLOCK CAPITALS)	
Position	Date:
Contractor (if applicable)	

It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends beyond one shift.  
 N.B. Where work is being carried out by a contractor, the 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.