

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 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)*

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) _____

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 the work.

TIME INSPECTION COMPLETED _____ *(this must be at least 1 hour after work was completed)*

SIGNED _____ NAME (BLOCK CAPITALS) _____

DATE _____ POSITION _____

CONTRACTOR (WHERE APPLICABLE) _____

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

NB 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.



HOT WORK PERMIT CHECK-LIST

CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?

FIRE PROTECTION

- (1) Where sprinklers are installed they are operative
- (2) 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.
- (3) At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
- (4) 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 WITHIN 10 METRES (MINIMUM) OF THE WORK

- (5) 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.
- (6) Flammable liquids have been removed from the area.
- (7) Floors have been swept clean.
- (8) 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.
- (9) 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.
- (10) Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
- (11) 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.

EQUIPMENT

- (12) Equipment for hot work has been checked and found in good repair.
- (13) Gas cylinders have been properly secured.

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

