

S

A

M

P

L

E

PROCEDURE

Before the commencement of any hot work the person/company carrying out the work. This work is undertaken within or upon the fabric of established

This procedure also applies to construction work being refurbished.

A Hot Work Permit must not be issued within the vicinity, or adjacent manufacturing process

- A Hot Work Permit should be issued in a clearly identified area.
- Hot Work Permits should not be issued for work that extends from one area to another.
- Before completing the first part of the work the person/company should complete the checklist shown below to ensure that suitable precautions have been taken.
- If the person/company issuing the permit is not satisfied with the measures requested and agreed, the permit should not be issued. The earliest time at which a final fire check should be made is at least one hour after the time of completion of the work. To make this check (for example in a confined space) the work must not commence until alternative arrangements have been made.
- The Hot Work Permit should be carried by the person/company:
 - The worksite, and
 - The contractor carrying out the work.
- The issuer may wish to inspect the worksite to ensure that the conditions have been met and that work is completed.

HOT WORK PERMIT CHECKLIST

Note: The person carrying out this check should be a competent person.

PERMITS

When requested by, or requested from, the person/company, on the occasion that hot work of any type is undertaken on structures or plant in the open.

This permit applies to all buildings that are being refurbished and to all buildings that are

The significance of any other permits to work in the vicinity of the use of flammable liquids or gases.

Hot work should be undertaken in a clearly identified area.

Separate Hot Work Permits should be issued for each area.

The person who is carrying out the work should ensure that the protection measures are adequate, and that the work used is safe.

The permit should be issued with the arrangements, further details should be entered in the space provided. The permit will also be specified (this will normally be the case for work issued late in the day) work must not be undertaken until the permit expires.

A copy of the permit should be given to and retained by:

The person carrying out the work should ensure that conditions are checked to ensure that conditions are met when the permit expires.

PERMIT CHECKLIST

The permit should be carried by the person/company:

Permit Number:	
Permit Issued by:	
Position:	

Applicable to all operations involving flame, heat, or welding equipment, blowlamps, boilers and other equipment.

NOTE – all welding works carried out inside buildings must have ventilation local to the works.

1. DETAILS OF WORK

Period of work:	
Exact location:	

Downloaded:	

Welding equipment, brazing and soldering equipment should not have naked flames.

ventilation local to the works.

Equipment for the operation:	
Fire Hazard:	
Other hazards:	
Comments:	

2. FIRE PRECAUTIONS

General conditions	
The above location has been examined	
Where sprinklers are installed that these are	
Cutting and welding equipment in good repair	
Precautions within 15m of work	
Floor clean of combustible materials	
Combustible floors protected by wetting down material	and or sheet of non-combustible
Combustible materials and flammable liquids	combustible curtains or sheets
All wall and floor openings covered with sheet material	
All gaps in walls and floors through which sparks	with sheets of non-combustible
Where work is above floor level, non-combustible	suspended beneath the work to
collect sparks	
Work on walls or ceilings	
Combustible constructions protected by non-combustible	sheets
Combustibles moved away from opposite side of wall	likely to conduct heat. (Where
metal beams/pipes are being worked on, and precautions	partitions, precautions must be
taken on the far side of such a wall or partition	
Work on enclosed equipment (tanks, containers, etc)	
Equipment cleaned of all combustibles	
Containers free of flammable vapours	
Fire Watch	
Provision for the attendance of a contractor's employee	one hour after completion of work.
Such employee being supplied with extinguishing	and trained in the use of such
equipment and in sounding the alarm. The employee	s have had the nearest fire
alarm/telephone pointed out to them and having	the event of fire
Warning notices have been displayed	

If any of the answers above are “No” work shall not proceed until the necessary controls have been provided and/or agreed.

3. AUTHORISATION

I have personally checked the aforementioned

it safe to carry out this work.

Permission is granted to <<Name of Contractor>>
to use <<Describe the Equipment Required for Work>>
in <<Location of any such Hot Work>>

Company Representative:	
Signature:	
Date:	

4. ACKNOWLEDGEMENT

I understand the hazards of this work and the
operatives carrying out this work and I consider
the Company Representative when the work

These have also been fully explained to the
safely. I will return my copy of this permit to

Contractor's Supervisor:	
Signature:	
Date:	

5. INSPECTION

Work area and all adjacent areas to which spread
completion of the operation, and one hour later

spread were thoroughly inspected on
e discovered.

Contractors' Supervisor:	
Signature:	

representative:	