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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 buildings.

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 for the work area.
- Hot Work Permits should not be issued for work that extends from one building 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, further measures may be requested and a final check should be made. The earliest time at which a final check should be made is at least one hour after the time of commencement of work. To make this check (for example in a confined space) work must not commence until alternative arrangements have been made.
- The Hot Work Permit should be copied to:
 - The worksite, and
 - The contractor carrying out the work.
- The issuer may wish to inspect the worksite to ensure that conditions have been met and that work is carried out safely.

HOT WORK PERMIT CHECKLIST

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

PERMITS

When a permit is issued, or requested from, the person/company carrying out the work on the occasion that hot work of any type is undertaken on or within structures or plant in the open.

This procedure applies to all buildings that are being refurbished and to all buildings that are being constructed.

The permit must be issued in the presence of the significance of any other permits to work in the vicinity, or adjacent manufacturing process, or the use of flammable liquids or gases.

Hot work must be undertaken in a clearly identified area.

Separate Hot Work Permits should be issued for each area of work.

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

When the work is completed, the person should be notified with the arrangements, further work should be entered in the space provided. The permit should also be specified (this will normally be the case for work issued late in the day) work must not be undertaken until the permit has expired.

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

The person carrying out the work. Spot checks to ensure that conditions are met should be made before the permit expires.

PERMIT CHECKLIST

Boxes

Permit Number:	
Permit Issued by:	
Position:	

Applicable to all operations involving flame, heat, or hot work, including welding, brazing, soldering, cutting, grinding, and other equipment, blowlamps, boilers and other equipment.

NOTE – all welding works carried out inside buildings must be carried out in a well-ventilated area.

1. DETAILS OF WORK

Period of work:	
Exact location:	

Downloaded:	

Welding equipment, brazing and soldering equipment, and other equipment having 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	to conduct heat. (Where partitions, precautions must be
metal beams/pipes are being worked on, and 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 equipment and in sounding the alarm. The employee has had the nearest fire alarm/telephone pointed out to them and have had the nearest fire	and trained in the use of such
Warning notices have been displayed	s have had the nearest fire
	the event of fire

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

3. AUTHORISATION

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I have personally checked the aforementioned work area and I consider 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 consequences of not following the rules. These have also been fully explained to the operatives carrying out this work and I consider it safe to carry out this work safely. I will return my copy of this permit to the Company Representative when the work is completed.

Contractor's Supervisor:	
Signature:	
Date:	

5. **INSPECTION**

Work area and all adjacent areas to which sparks or molten metal could spread were thoroughly inspected on completion of the operation, and one hour later. No defects were discovered.

Contractors' Supervisor:		Company Representative:	
Signature:			