

Hot Work Permit

Hot Works Permit no.

PROPOSAL

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

Building

Address of the venue

Exact location of proposed work

The above location has been examined and a Hot Works Checklist has been complied with as indicated.

Name (BLOCK CAPITALS)

Signed

Date

Position

Contractor (where applicable)

AGREEMENT

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

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

Time of issue permit

Time of expiry of permit

A final fire check of the work area shall be periodically undertaken for one hour immediately after the hot works have been completed and before the permit is signed off.

Additional conditions required.

Name (BLOCK CAPITALS)

Signed

Date

Position

TYPE OF HOT WORK

Brazing

Grinding

Torch-applied roofing

Soldering

Welding

Cutting

Other:

TYPE OF EQUIPMENT TO BE USED

Gas (propane torch/oxyacetylene torch/oxy propane) welding equipment

Electric (AC & DC/Metal Inert Gas/Tungsten Inert Gas) welding equipment

Dust/particle generating equipment (e.g. sanders, grinders, concrete cutters)

Electric spark generating equipment (e.g. batteries, light fittings)

Other:

FIRE WATCH

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

I confirm the location has been examined, the safeguards checked and any the required safeguards have been implemented and permission is authorised for work.

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.

This permit is issued by a person authorised to do so (the Hot Works Permit authoriser cannot act as the fire watch).

If a contractor is undertaking the work - the contractor's insurances and acknowledge have been sited that they are current

Time inspection completed

This must be filled in one hour after hot works have been completed.

Note: You must notify your insurer prior to when fire suppression and/or detection systems are disabled (including periods of greater than 8 hours, overnight or while the building is vacant i.e. weekends)?

Name (BLOCK CAPITALS)

Signed

Position

Date

Contractor

ISSUER GUIDANCE NOTES

A Hot Work Permit should be used during use of equipment such as:

- Cutting, welding equipment and soldering equipment
- Temporary open flame heaters
- Any other equipment producing heat, flames or sparks.

The Hot Work Permit must be issued to internal staff and/or to contractors for all hot works activities and is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon

The Hot Work permit is required for the duration of any hot work undertaken within or on any part of the premises, except “dedicated hot works areas” such as welding bays within maintenance work shops.

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.

The copy of the original permit is to be kept on file by the relevant department with a copy sent to the your insurer.

RISK DETAILS

1. The person nominated to authorise hot work, normally the fire or safety officer, must have experience or training with risks associated with hot work and ensure compliance with hot works procedures.
2. Prior to the commencement of work, a Hot Work Permit should be obtained from the authorised department. This should be done on every occasion that hot work is undertaken in any building, equipment of other purpose, including construction sites once fitting out has commenced, and buildings refurbishments.
3. 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.
4. A Hot Work Permit should also be issued for any task that is undertaken in a clearly identified area.
5. Before completing the Hot Work Permit, the person responsible for carrying out the work should complete a check to indicate that fire protection measures and suitable precautions are in place and the equipment to be used is safe/tested and tagged.
6. If the person authorised to issue the Hot Work Permit is not satisfied, further measures may be requested, and any additional conditions should be entered and noted on the HotWork Permit. Trained staff must review all conditions before the permit is to be issued.

RISK DETAILS (continued)

7. The Hot Work Permit is to be provided to
 - The department issuing the permit.
 - The person/organisation carrying out the work.
 - The issuer - who may wish to inspect the site of the work or instigate spot checks.
8. The completed form should be sent to the issuer and retained for future reference.
9. In the event of a fire contact the fire brigade on 000,
 - If safe and possible, try and contain the fire, otherwise evacuate the area and
 - contact the permit issuer to notify them of the fire.
 - Work must cease and the incident reported raised.
 - Only after full investigation is work be permitted to recommence.

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