



Hot Work Permit

Ref : _____

Date of Issue: _____

Period Covered:	Date (Max 1 day only)					
	Time From:		Time To:			
Company Name:						
Supervisor for work		On Campus Emergency Contact No:				
Description of Work:						
Equipment to be used (ie consaw, welder, grinder etc)						
Exact Location of Hot Work:						
Number of Persons Covered:						
Area preparation checklist: (Tick if completed – If not applicable insert N/A)						
Fire watch Assigned (remain for 1 Hour after works complete).	<input type="checkbox"/>	Safe Plan of Action completed	<input type="checkbox"/>	Vents isolated	<input type="checkbox"/>	
Area Cordoned Off	<input type="checkbox"/>	Electrical Isolation	<input type="checkbox"/>	Signs in Place	<input type="checkbox"/>	
Area free of combustibles	<input type="checkbox"/>	Process Isolation	<input type="checkbox"/>	Area protected with blankets where required	<input type="checkbox"/>	
Drains sealed off	<input type="checkbox"/>	Fire Protection System Isolation	<input type="checkbox"/>	Other (List below)	<input type="checkbox"/>	
Continuous running water required	<input type="checkbox"/>	Area free of gas	<input type="checkbox"/>			
		Gas Monitor	<input type="checkbox"/>			
		Screens	<input type="checkbox"/>			
Firefighting Equipment Required: (Tick if completed – If not applicable insert N/A)						
Type (Please tick)	Carbon Dioxide	<input type="checkbox"/>	Foam	<input type="checkbox"/>	Dry Powder	<input type="checkbox"/>
Fire Blanket (Industrial Quality)	<input type="checkbox"/>	Running Hose	<input type="checkbox"/>	Water	<input type="checkbox"/>	
Has the area been sealed off?	Yes	No	N/A			
If working at a height, has the area below been assessed?	Yes	No	N/A			
Has the area been tested free of flammable vapour / dust? (where relevant to work)	Yes	No	N/A			
Welding Plant / Bottles / Torches to be secured and at the same level / location of Hot Work and flash back arrestors fitted	Yes	No	N/A			
List any additional equipment required below:						



Personal Protective Equipment Required:

Helmet <input type="checkbox"/>	Eye/Face Protection <input type="checkbox"/>	Hi-viz Clothing / Flame <input type="checkbox"/>
Boots <input type="checkbox"/>	Respiratory Protection <input type="checkbox"/>	retardant vest / overalls
Gloves/Gauntlets /Flame retardant gloves <input type="checkbox"/>	Ear Protection <input type="checkbox"/>	Welding mask <input type="checkbox"/>
		Other <input type="checkbox"/>

Authorisation:

I have personally checked the above precautions and consider it safe to carry out the work under the conditions outlined above.

This is to certify that I authorise the hot work to proceed:

Print and Sign: _____

Authorised Hot Work Permit signatory

Acceptance:

I have read this permit and understand the nature of the work and the safety precautions to be taken:

Print _____

Sign: _____

Print _____

Sign: _____

Person carrying out Fire Watch

Cancellation

This work session is/is not (delete as appropriate) completed. I have tidied and safely stored tools and materials. The work area has been cleaned and waste has been correctly disposed of, the fire officer (or similar person) has been informed to reactivate isolated detectors. Fire Watch will remain in position for 1 Hour.

The above work is completed and all flame and spark producing equipment has been removed from the Permit area.

The area has been checked for smouldering or burning smells at 30 Minutes and again at 1 hour by fire watch.

Date _____

Time: _____

Signed: _____

Person Performing the Work



GENERAL GUIDELINES

The Hot Work Area

Service Providers should ensure that the area in the immediate vicinity of the hot work is fully secure.

In particular, you should ensure that:-

- Before starting hot work, an area within at least 10m of the hot work process is cleared of all loose combustible material and if work is to take place on one side of a wall or partition, the opposite side is examined to ensure no combustible material will be ignited by conducted heat.
- Where combustible materials cannot be removed from the area, they are completely protected by non-combustible screens or blankets. Flammable liquids must always be removed from the area.
- Combustible floors are covered with overlapping sheets of non-combustible material
- That the floor is swept clean of combustible materials
- That all wall and floor openings, and all gaps in walls and floors through which sparks could pass, are covered with sheets of non-combustible material.
- Good ventilation is provided in all areas where hot work is being carried out
- Where work is above floor level, that non-combustible material is suspended beneath the work to collect sparks.

Work on Walls or Ceilings

- Where work is being carried out on walls or ceilings, the service provider should ensure that combustible constructions are protected by non-combustible curtains or sheets. Combustibles should also be moved away from the opposite side of the wall or ceiling and cleared of any metal likely to conduct heat. Remember, where metal beams or pipes are being worked on, and they extend through walls or partitions, precautions must be taken on the far side of the walls or partitions.

Work on Enclosed Equipment

- Where hot work is being carried out on enclosed equipment such as tanks, containers, ducts or dust collectors, the equipment must be cleaned out of all combustibles and containers checked to ensure they are free of flammable vapours.

Setting Up Fire Point and Fire Watch

- Service Providers must provide an adequate number of fire extinguishers and fire blankets/covers at the location of the works. UL fire extinguishers should not be removed or used
- When hot work is being carried out, a trained employee of the service provider should be in attendance during and for one hour after the completion of the work. This employee should be provided with fire extinguishers or a small bore hose and should be trained to use this equipment and sound the alarm.
- Both the fire watch employee and the operatives carrying out the hot work should know where the nearest fire alarm and telephone are located and must know what actions to take in the event of a fire.

They should be aware of:

- Escape Routes – Fire Points – Location of additional Fire Extinguishers (in case of emergency) – Alarm Call Points
- Telephones from which the Fire Brigade(s) may be summoned
- Means of raising alarm
- First Aid Facilities
- Service Providers should ensure that warning notices have been displayed throughout the work place

Following Completion of Hot Work:

- When hot work is complete, items such as paint stripping, hot stub ends of welding rods and other waster materials must be removed and disposed of safely. All equipment, including gas cylinders, should be removed to a secure area at the end of the working period or when the task is completed, if this is sooner. Where bitumen / tar boilers are concerned, only the gas cylinders need to be removed. The fire watch should continue for at least one hour after work is completed.