

Purpose:

The purpose of this permit is to prevent any fires that may result from 'hot-work' processes.

Hot-Work:

Hot-work is defined as any temporary operation involving open flames or producing heat and/or sparks. This includes but is not limited to, grinding, welding, cutting, soldering, brazing.

Responsibility:

- The person responsible for the 'hot-work' is the person in charge of the work.
- This person will consult with service manager prior to 'hot-work'.
- This person will issue the permit, and sign-off the permit when work and post work inspections have been completed.

- If any changes are to be made to the original permit e.g. type of work, time scale then the original permit will be signed off and a new permit issued.

Person/s carrying out 'HOT-WORK'.

The person/s carrying out the 'hot-work' has responsibility for;

- Obtaining written permission ('Hot-Work' permit) for the hot-work.
- Ensuring that conditions are safe before commencing the work.
- Inspect 'hot-work' area for any fire hazards prior to work.
- Remove any flammable materials or cover with appropriate protection.
- Seal all cracks or openings through which sparks etc. may enter.
- Sweep floor of loose combustible debris.
- Cover any smoke detectors etc. nearby, clearly mark these with fluorescent ribbon, record number and location of these and notify person in control of premises about this.
- Be prepared to contact the 'issuing person' should conditions change or warrant reassessment during the hot-work project.
- Ensuring that all appropriate equipment is at hand e.g. fire extinguisher, fire blanket.
- Using appropriate PPE while performing the work.
- Completing the appropriate sections of the 'hot-work' permit.
- Ensuring that a 'fire watch' is carried out for the required period after the 'Hot-Works' have been completed.
- Returning the completed 'Hot-Work' permit to the supervisor. (**see page 3**)
- Ensure that all equipment that is made inoperable prior to works is returned to 'normal working' condition following 'Hot-Works'.

HOT-WORK PERMIT

Site:	Permit No: <input type="text"/>	Date: <input type="text"/>
Fire precautions required:	Write brief note in relevant box:	
	Prior to work:	Following completion of work:
Area cleared of all combustible materials.		
Remove/protect gas cylinders and/or flammable liquids.		
Check other sides of doors, walls or partitions to ensure that combustible materials will not be ignited by conducted heat.		
Wooden floors and/other immovable combustible materials are covered with sand or other non-combustible materials.		
Hot-work activity screened using non-combustible material.		
No smoking allowed.		
Ensure smoke detectors, heat detectors, sprinkler heads are rendered inoperable, are tagged and relevant persons are notified. Ensure that all equipment is made operable following 'Hot-Works'.		
If working close to gas supply ensure that it is turned off.		
Appropriate fire extinguishers etc in place.		
Fire-check, check area for one hour following completion of works.		
First aid facilities are in place.		
All relevant persons are notified.		

Nature of work: _____

Equipment to be used: _____

Location: _____

Additional Precautions:

Permit issued to: Permit issued by:

Valid from: Valid to:

Signed/time: by person issuing permit:

Signed by person in charge of work:

Permit clearance return

The work area and surrounding area has been checked 1 hour after completion of work:

Signed: Date: Time:

All equipment made inoperable or removed prior to work has been returned to 'normal working' condition:

Signed: Date: Time:

Confirmation of return of permit:

Signed: Date: Time: