

PROCEDURES FOR HOT WORK PERMITS

1. Procedures for use when issuing Hot Work Permits

- a. Hot Work Permits will be incorporated into safe systems of work to minimise the risk of fire.
- b. Work activities which may require the introduction and use of a Hot Work Permit would be:
 - i. work in hazardous environments;
 - ii. work in confined spaces or on / within buildings;
 - iii. work near combustible materials, liquids and gases;
 - iv. work on drums and tanks.
- c. The issue of hot Work Permits will not be limited to the above examples, individual work activities which involve a fire risk will need to be assessed.
- d. Sections One and four will be completed by an Authorised person appointed in writing by the Company.
- e. Sections Two and Three will be completed by the Competent Person who will be supervising or carrying out the Hot Work Activity.
- f. A Hot Work Permit should not extend beyond the time stated in Section One.
- g. On completion of the stated times an inspection must be carried out in the work area and areas of close proximity to ensure all sources of heat or ignition are removed or made safe. Such inspection is to include a continuous fire safety check in the vicinity of the work (including the other side of walls or partitions) for a period of 60 minutes after completion of each period of work.

2. Distribution of Hot Work Permits

- a. Copy to Competent Person and to be available at the work place.
- b. Copy retained in booklet by Authorised Person.
- c. On completion of Section Four the Competent Person will return the copy to the Authorised Person for destruction.

SPECIMEN HOT WORK PERMIT

Contract Title:

Permit Number:

Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lams, bitumen boilers and other equipment producing heat or having naked flames.

Section One – Details of Operation

Exact location of work:

Specific details for work:

Date work to commence: Time:

Date work to be complete: Time:

Special precautions/comments:

All areas liable to be affected by Hot Work activities have been inspected and all combustible materials, gases, vapours etc. have been removed or suitably protected against heat or sparks.

Appropriate fire extinguishers/appliances are available at the work place.

Where necessary a responsible person will/has been nominated as fire watch.

A continuous Fire Safety Check shall be made in the vicinity of the work (including the other side of walls or partitions) for a period of 60 minutes after completion of each period of work.

The details of any specific emergency procedures applicable have been brought to the attention of all concerned.

I hereby declare the above has been made known to the Competent person in charge of the work. I consider the above mentioned area is safe for the Competent Person to commence operations.

Signed: **Date:**

Authorised Person: **Time:**

Section Two – Acceptance of receipt of copy by Competent Person

I acknowledge receipt of this permit and understand the special precautions/comments described above. Neither I, nor the persons under my control will work on any other activity or location other than those specified in Section One.

Signed: **Date:**

Competent Person: **Time:**

Section three – Clearance

I hereby declare that the work described in Section One is complete. The area has been inspected and is free of fire risk and all tools/gear have been withdrawn.

Signed: **Date:**

Competent Person: **Time:**

Section Four – Cancellation

I hereby declare this permit cancelled. I have received the copies of the permit back from the Competent Person and that the area has been inspected and is free of risk.

Signed: **Date:**

Authorised Person: **Time:**