



HOT WORK PERMIT

Top Copy (to be retained by person issuing permit)

Proposal

Date of Work: _____

Specific Work Area: _____

Nature of Work: _____

The above location has been examined and the precautions listed below have been complied with as indicated:

Name (Block Caps): _____

Signature: _____
(person carrying out work)

Contractor (if applicable): _____

Date: _____

Precautions Taken

- Sprinkler protection in service
(If installed but inoperative - **Postpone Hot Work**)
- No combustible material within 10 metres
- Fire retardent sheeting used to shield combustibles
- Flammable liquids removed from area
- Openings in walls and floors obstructed within 10 m.
- Hazardous operations ceased
- Suitable extinguishers or hose-reel immediately available

- Equipment for hot work inspected and in good condition
- Trained person (not involved in work) to provide fire watch
- Personnel familiar with means of escape
- Personnel familiar with means of raising alarm
- Watchman rounds planned
- In case of fire dial this number _____

Acceptance of Proposal

Hot work permit issued subject to following conditions:

Permit issued for the period From: _____

To: _____ (times)

Final check of the work area to be made, not before _____

_____ am/pm (at least 1 hour after work finished)

Name (Block Caps): _____

Signature: _____
(person issuing permit)

Position: _____

Date: _____

How to use this permit

Fire/Safety Officer (Person issuing permit)

The top copy should be completed by a competent person who will ensure that the required safety precautions have been taken.

Operator (Person carrying out work)

The operator should retain the middle and bottom copies whilst carrying out the work. On completion the Fire Watch section should be completed having verified that all fire risks have been dealt with. Leave the bottom copy on the site in a prominent position and return the middle copy to the Fire/Safety Officer.

Watchman (Person inspecting area at later stages)

The watchman inspects the area at intervals of say 2 and 4 hours after completion of the work. The bottom copy should then be returned by him to the Fire/Safety Officer.



HOT WORK PERMIT

Middle Copy (to be retained by operator)

Proposal

Date of Work: _____

Specific Work Area: _____

Nature of Work: _____

The above location has been examined and the precautions listed below have been complied with as indicated:

Name (Block Caps): _____

Signature: _____
(person carrying out work)

Contractor (if applicable): _____

Date: _____

Precautions Taken

- Sprinkler protection in service
(If installed but inoperative - **Postpone Hot Work**)
- No combustible material within 10 metres
- Fire retardent sheeting used to shield combustibles
- Flammable liquids removed from area
- Openings in walls and floors obstructed within 10 m.
- Hazardous operations ceased
- Suitable extinguishers or hose-reel immediately available

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_____ am/pm (at least 1 hour after work finished)

Name (Block Caps): _____

Signature: _____
(person issuing permit)

Position: _____

Date: _____

Fire Watch

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 (at least 1 hour after completion):

Name (Block Caps): _____

Signature: _____
(person carrying out work)

Contractor (if applicable): _____

Date: _____

Operator's Instructions

Operator (Person carrying out work)

Retain the middle and bottom copies whilst carrying out the work. On completion, the Fire Watch section above should be completed after having verified that all fire risks have been dealt with. Leave the bottom copy on the site in a prominent position and return the middle copy to the Fire/Safety Officer.

Watchman (Person inspecting area at later stages)

The watchman inspects the area at intervals of say 2 and 4 hours after completion of the work. The bottom copy should then be returned by him to the Fire/Safety Officer.



HOT WORK PERMIT

Bottom Copy (to be left on site by operator)

Proposal

Date of Work: _____

Specific Work Area: _____

Nature of Work: _____

The above location has been examined and the precautions listed below have been complied with as indicated:

Name (Block Caps): _____

Signature: _____
(person carrying out work)

Contractor (if applicable): _____

Date: _____

Precautions Taken

- Sprinkler protection in service
(If installed but inoperative - **Postpone Hot Work**)
- No combustible material within 10 metres
- Fire retardent sheeting used to shield combustibles
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Name (Block Caps): _____

Signature: _____
(person issuing permit)

Position: _____

Date: _____

Fire Watch

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 (at least 1 hour after completion):

Name (Block Caps): _____

Signature: _____
(person carrying out work)

Contractor (if applicable): _____

Date: _____

Watchman Rounds

Hot work has recently been carried out in this area. This could lead to a fire even though the area was inspected on completion of the work.

1st Round: _____ am/pm Date: _____ Watchman's Name: _____
(approx. 2 hours later)

2nd Round: _____ am/pm Date: _____ Signature: _____
(approx. 4 hours later)

FIRE HAZARD