

### HOT WORK PERMIT

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

Before issuing this permit: can the work be done any other way or in the workshop?  
**IMPORTANT: Precautions Checklist on rear of this form must be followed**

**Person doing the work:** Fill in start time and hang permit in a highly visible position near hot work operation. When work completed, enter finish time.

**Fire Watch:** When the operation is complete, stay at location for one hour. After one hour, notify person responsible for authorising hot work of satisfactory completion of operation.

**Authorising Person:** Initially inspect work area and complete precaution checklist on reverse. Keep copy and issue original to person doing the work. Make final inspection after hot work and fire watch completed.

#### Section One – Details of Operation

Exact location of work.....

Specific Details of Work.....  
.....

Is Fire Watch required? (refer Precautions Checklist on reverse)                       Yes                       No

I hereby declare that the above has been made known to the competent person in charge of the work and that all Precautions as detailed on the reverse of this document have been implemented where appropriate. I consider the above mentioned area is safe for the competent person(s) to commence hot work operations.

**Signed**.....                      **Print Name**.....  
(person responsible for authorising hot work)

**Date**.....                      **Time**.....

**Permit expiry time**..... (no more than one shift)

#### 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 person(s) under my control will work on any other activity or location other than those specified in Section One.

**Signed**.....                      **Print Name**.....  
(competent person)

**Date**.....                      **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 The area has been inspected and is free of fire risk and all tools / gear have been withdrawn.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**.....                      **Print Name**.....  
(competent person)

**Date**.....                      **Time**.....

#### Section Four – Cancellation

I hereby declare this permit cancelled. I have received copies of the permit back from the competent person(s) and declare that the area has been inspected and is free of fire risk.

**Signed**.....                      **Print Name**.....  
(person responsible for authorising hot work)

**Date**.....                      **Time**.....

## HOT WORK PERMITS

### PRECAUTIONS

The person carrying out this check should tick as appropriate

- Where sprinklers are installed, these are operative
- Cutting and welding equipment are in good repair and adequately secured

#### Precautions within 15 metres of work

- Floors swept clean of combustible materials
- Combustible floors protected by wetting down and covering with damp sand or sheets of non-combustible material
- Combustible materials and flammable liquids or gases protected using non-combustible curtains or sheets
- All wall and floor openings and all gaps in walls and floors through which sparks could pass covered with sheets of non-combustible material
- Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks

#### Work on walls or ceilings

- Combustible construction protected by non-combustible curtains or sheets
- Combustibles moved away from opposite side and clear of any metal likely to conduct heat (Where metal beams or columns are being worked on, and extend through walls, partitions or floors, precautions must be taken on the far side of the wall, partition or floor)

#### Work on enclosed equipment (tanks, containers, ducts, dust collectors, etc)

- Equipment cleaned / cleared of all combustible materials
- Containers free from flammable vapours

#### Fire watch

- Provision for the attendance of an employee during and for one hour after completion of Hot Work. Such employee supplied with extinguishers or small bore hose and trained in the use of such equipment and in sounding the alarm

#### Final check

- The work area and adjacent areas to which sparks and heat may have spread (including floors above and below and on opposite sides of walls) have been inspected for one hour after the work was completed and were found to be safe.

Signature of person responsible for authorising the hot work.....