



# Hot Work Permit

<b>Permit No.</b>	This permit must be completed for all cutting, welding and other hot work performed outside a dedicated workshop area.
	The permit must be displayed at the work site and returned to the authorised site representative on completion of work for sign off and filing.

## Application for hot work

**Company/Dept Performing Work** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Tel:** ( ) \_\_\_\_\_

**Location of Work:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

## Equipment to be used:

Permit begins		Permit expires	
<b>Date:</b> / /	<b>Time:</b> am/pm	<b>Date:</b> / /	<b>Time:</b> am/pm

## Emergency information

If a fire occurs, call \_\_\_\_\_ **Tel:** ( ) \_\_\_\_\_

Nearest fire alarm: \_\_\_\_\_

## Authorisation by site representative

The above work is authorised to proceed subject to the following action being taken prior to work starting and procedures being maintained for the duration of the work. Each item is to be checked by the Authorised Site Representative prior to work starting for each period (delete and initial if and where Not Applicable).

Authorised by:		Signed:		Date: / /	
1	Fire Sprinklers and/or Thermal Detectors must be confirmed as operational (where installed).	<input type="checkbox"/>	6	Combustible materials located within 10 m must be removed or protected with non-combustible curtains, metal guards or flameproof covers (not ordinary tarpaulins). In a retail/office environment if 10m clearance is not practical then the largest distance possible (minimum of 3m) is acceptable.	<input type="checkbox"/>
2	Smoke Detectors must be isolated in the work area and Impairment Procedures followed.	<input type="checkbox"/>	7	All floor & wall openings within 10m must be covered to prevent transmission of sparks.	<input type="checkbox"/>
3	Fire equipment to be provided as follows: <ul style="list-style-type: none"> <li>• Fire Hose Reel</li> <li>• Fire Extinguisher</li> </ul> Mandatory fire watcher present	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8	The hot work area and any adjoining areas must be patrolled from the start of work until 30 minutes after the work is completed (including break periods).	<input type="checkbox"/>
4	Barricades, warning signs & spark/flash screens must be provided.	<input type="checkbox"/>	9	Special Conditions. <b>(Please detail)</b>	
5	Work area, trenches, pits, etc. must be clear of flammable liquids, gases, or vapours.	<input type="checkbox"/>			

## Work Completed and Area Safe

The work area has been inspected by the Authorised Site Representative 30 minutes after completion of work:

**Signed:** \_\_\_\_\_ **Date:** / / **Time:** \_\_\_\_\_ **am/pm**