# Hot Work Permit

| Permit No. | This permit must be completed for all cutting, welding and other hot work performed outside a dedicated workshop area.<br>The permit must be displayed at the work site and returned to the authorised company 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 |
|---|---|
| **Date:** / / **Time:** **am/pm** | **Date:** / / **Time:** **am/pm** |

## Emergency information

If a fire occurs, call _____ **Tel:** ( )

Nearest fire alarm:

## Authorisation by company 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 Company 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). | ☐ | 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. | ☐ |
| 2 | Smoke Detectors must be isolated in the work area and Impairment Procedures followed. | ☐ | 7 | All floor & wall openings within 10m must be covered to prevent transmission of sparks. | ☐ |
| 3 | Fire equipment to be provided as follows:<br>• Fire Hose Reel<br>• Fire Extinguisher<br>Mandatory fire watcher present | ☐<br>☐<br>☐ | 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). | ☐ |
| 4 | Barricades, warning signs & spark/flash screens must be provided. | ☐ | 9 | Special Conditions. **(Please detail)** | |
| 5 | Work area, trenches, pits, etc. must be clear of flammable liquids, gases, or vapours. | ☐ | | | |

## Work Completed and Area Safe

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

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