**Permit to Work – Hot Works**

Definition of hot work – work with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, any other equipment producing flame, intense heat or sparks, working with bitumen boilers.

**Work Authorisation**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of work to be carried out:** |  | | | | | | | |  | **Permit Number:** |  |
| **Equipment effected:** |  | | | | | | | |  |
| **Risk Assessment for activity attached:** | Yes  No | **Method Statement/SSW attached:** | | | | Yes  No | | |  |
| **Name of person to whom permit is issued:** |  | | | | | | | |  | **Issue Date:** |  |
| **Company Name:** |  | | | | | | | |  | **Issue Time:** |  |
| **Smoke detector cover heads put on by:** |  | | **Time on:** |  | | | **Numbers:** |  |  | **Time of Expiry:** |  |
| **IMPORTANT:**   * **Any permit issued should not exceed the duration of one day, where work is likely to take more than one day, a permit should be issued each day.** * **The above location has been examined and the precautions listed overleaf have been taken into consideration.** | | | | | | | | | | | |
| **Signature of person issuing permit (Manager/Competent person:** |  | | | | **Signature of contractor/employee carrying out fire watch (must not be involved with the works** | | | |  | | |
| **Signature of person to whom permit is issued:** |  | | | | **Time Started:** | | | |  | | |

**Work Completed – Sign Off**

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| **The work for which this Permit to Work was issued is now completed and all persons under my charge have been withdrawn and the site has been left safe.** | | | |
| **Work Completed:** | **Yes  No** | **Signature of person to whom permit is issued:** |  |
| **Smoke detector cover heads removed by:** |  |
| **Time Off:** |  |
| **Numbers:** |  |

**Final check – One hour after completion**

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| **Work area and all adjacent areas to which sparks and heat might have spread (such as floors above and below and on opposite side of walls) were inspected continuously for at least one hour after the work was completed and were found fire safe.**  **\*After signing, return permit to person who issued it.** | |
| **Signature of contractor/employee carrying out final check:** |  |

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| **Conditions of the permit**   * The permit is issued on the day of works |
| * The work activity covered by the permit is task and time specific |
| * Work may be stopped by any member of the operation or by anyone who has reason to believe that circumstances make the operation unsafe to continue. * All relevant checks and tests should be carried out before work re commences by the relevant manager |
| * The supervisor is responsible for notifying the authorising person when the work is completed and for signing the completion certificate |
| * All permits must be completed in ink and a copy of the permit must be kept / displayed within the work area until completion of the work |
| * *Any permit issued should not exceed the duration of one day, where work is likely to take more than one day, a permit should be issued each day*. |

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| **Precautions**  (The person carrying out this check should tick as appropriate) | | |
| Are there sprinklers installed and are these operative? | |  |
| Automatic fire detector in work area isolated and control advised? | |  |
| Cutting and welding equipment in good repair and adequately secured? | |  |
| **Precautions within 15m 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 either removed or protected with non-combustible curtains or sheets? |  |
| All walls and floor openings covered with sheet of non-combustible material. 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 constructions protected by non-combustible curtains and sheets? If not, protect from sparks. |  |
| Combustibles moved away from opposite side of the wall being worked on and clear of any metal likely to conduct heat, (where metal beams are being worked on and extend through walls and partitions, precautions must be taken on the far side of such a wall). |  |
| **Fire Watch** | |
| Provision for the attendance of a contractor/employee during and for one hour after completion of work including sufficient cover during lunch / break times. Such person being supplied with extinguishers or hoses and trained in the use of such equipment and in sounding the alarm. |  |
| Fire Watch know how to raise the alarm and know the location of the nearest fire break glass and telephone. |  |