

HOT WORK PERMIT

Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat or having naked flames. Please use **BLOCK LETTERS** and tick box where appropriate

Contract Title or Description of Work

Permit Number

SECTION ONE – DETAILS OF OPERATION

Exact location of work

Specific details of work

Date work to commence

Time

Date work to be completed

Time

***Permits are to be issued separately for each work location and be signed off at the end of each work period. Blanket permits covering an extended period (beyond the day of issue for example) must not be allowed.**

Special precautions/comments

1 General precautions

- Hot works must only be undertaken where a safer method of working is not available. If any of the following points cannot be complied with do not proceed with the hot work.
- Wherever possible, items to be subjected to hot work must be removed to a safe area designated for that purpose.
- A trained person, not directly involved with the work, must provide a continuous fire watch during and for at least one hour after completion of the hot work to ensure that the working area and all adjacent areas, including (but not restricted to) the floors below and above, and areas on the other sides of walls, screens, partitions and above false ceilings are free of smouldering materials or flames. Fire watch periods should be extended where determined necessary by a suitable and sufficient fire risk assessment.

2 Checklist before Hot Work commences

✓ (Tick once check is complete)

- (i) At least two suitable portable fire extinguishers (see definitions over) must be available for immediate use within the area of hot work operations and all persons involved and undertaking fire watch duties be trained in their use.
 - (ii) Any sprinkler protection must remain fully operational.
 - (iii) Any automatic fire detection systems must be isolated only in the area where hot works is undertaken and only for the period of the work.
- b Inspections must be made and combustible materials and flammable liquids must be removed from:
- an area within ten metres of the hot work
 - floors above and below, and areas on the other sides of walls, screens or partitions which may be in danger of ignition either directly or from conducted heat.
- c Floors must be kept clear of combustible materials and waste
- d If there are any:
- combustible materials that cannot be removed, and / or
 - holes, gaps in walls, floors or ceilings where sparks could pass through they must be covered by non-combustible material.
- e Floors of combustible material in the designated area must be covered with sheets of non-combustible protective material or wetted and covered with sand.
- f Where work is carried out on building panels, an assessment of combustibility must be made of insulating or other materials behind or forming the core of the panels. Combustible materials must be cut back to at least 50cm (20") and all exposed combustible materials shielded by non-combustible protective material.
- g Allow adequate ventilation and ensure enclosed equipment such as tanks, vessels, etc, are emptied and tested to ensure that they are free of flammable or other dangerous materials.
- h Identify any gas pipes or other services adjacent to the area of hot work and isolate and protect them.
- i All persons carrying out the hot work and undertaking the fire watch must know how to raise the fire alarm and be aware of any emergency procedures.
- j Confirm all other contractors/operators on site are aware that hot work is being undertaken, and that there is no application of paints or flammable solvent based chemicals.
- k Blow lamps and gas cylinders must only be fitted/changed in the open.

I hereby declare the above has been made known to the Competent Person in charge of the work. I consider the above mentioned area is safe for the Competent Person to commence operations.

Signed

Date

Authorised Person

Time



INSTRUCTIONS FOR USE OF HOT WORK PERMITS

Applicable to third party contractors and/or own employees undertaking any maintenance, repair, installation or removal of any plant, equipment or structural items.

DEFINITIONS

Authorised Person: Employee of the Company who is appointed in writing as being responsible for the issuing of Hot Work Permits to contractors and fellow employees.

Competent Person: Contractor or Company employee charged with supervising of and/or carrying out the specified work.

Suitable Portable

Fire Extinguishers: Fire extinguishers to European Standard BS EN3 serviced in accordance with British Standard BS 5306-3, comprising

a multi-purpose dry powder extinguishers with a minimum capacity of 4 kilograms

or

b other extinguishers suitable for the processes being undertaken, materials worked upon and environment being worked in.

1 Procedures for use when issuing Hot Work Permits

- a** Hot Work Permits must be incorporated into safe systems of work to minimise the risk of fire.
- b** Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat, sparks or having naked flames.
- c** Sections One and Four will be completed by an Authorised Person.
- d** Sections Two and Three will be completed by the Competent Person.
- e** A Hot Work Permit must not extend beyond the times stated in Section One.

2 Distribution of Hot Work Permits

- a** Copy to be held:
 - i by Competent Person
 - ii at the site of work
 - iii by Authorised Person
- b** On completion of Section Four the Competent Person will return their copy to the Authorised Person.

SECTION TWO – ACCEPTANCE OF RECEIPT OF COPY BY COMPETENT PERSON

I acknowledge receipt of this permit and understand the precautions/comments described in Section One. Neither I or the persons under my control will work on any other activity or location other than those specified in Section One.

Signed

Date

Competent Person

Time

SECTION THREE – CLEARANCE

1 Following completion of Hot Work

✓ (Tick once check is complete)

- a All hot waste materials must be removed and disposed of safely.
- b All equipment, including gas cylinders, must be removed

2 Final check

✓ (Tick once check is complete)

A Fire Watch has been maintained for a period of 1 hour (or longer where identified as necessary) after completion of the Hot Work as specified under "General Precautions" in Section One.

I hereby declare that the work described in Section One is complete and the precautions noted above have been complied with. The area has been inspected and is free of fire risk and all tools and equipment have been removed.

Signed

Date

Competent Person

Time

SECTION FOUR – CANCELLATION

I hereby declare this permit cancelled. I have received the copies of the permit back from the Competent Person and the area has been inspected and is free of risk.

Signed

Date

Competent Person

Time

The risk management information and guidance provided herein is not intended to be advice for any specific requirements. Readers should seek further advice when dealing with their individual and particular situations. Allianz Insurance plc shall have no liability for any action taken as a result of and in reliance on the information contained in this document. The information contained in this document is correct at date of going to print and may be subject to change at any time. All rights reserved

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