

## Hot Work Permit Pro forma.

1. The **Contractor** must use this form, to ensure that he has obtained the written permission of the **Building Custodian** or the **Project Manager**, prior to commencing any works which involves the use of any equipment which uses a flame, produces heat or creates sparks and is capable of causing a fire.
2. Prior to approving any hot work the **Fire Safety Supervisor, Building Custodian** or the **Project Manager** or their appointee shall inspect the area and confirm the precautions as listed below have been taken **TO PREVENT FIRE**.
3. A **Hot Work Permit** must be obtained on each and every occasion that Hot Work occurs.
4. **The Authorising Officer** must check each item carefully and tick each relevant box **prior to Authorising the work**.

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### PRECAUTIONS.

Sprinklers and other Fire Fighting Systems and Equipment in service where possible.  
Hot Work Equipment is in good serviceable condition.  
Gas containers/flammable liquid containers to be changed/filled in the open.  
Suitable Fire Extinguishers located adjacent to the works.

### WITHIN 15 METRES OF THE WORKS

Floors swept clean of combustibles and wetted down or covered with non combustible material were necessary.  
Combustible materials, hazardous or flammable liquids have been removed or are protected with non combustible curtains, sheets or shields.  
All walls and floor openings and gaps through which sparks can fall have been covered with non combustible curtains or sheets.  
Non Combustible covers suspended beneath the works to collect sparks.

### WORK ON WALLS OR CEILINGS

Any combustible material has been protected against sparks or Heat  
Combustibles moved away from other side of walls and away from metal through which heat can be transferred.

### WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors etc.)  
Equipment cleaned of all combustibles and dust.  
Containers purged of flammable liquids and vapours.

### FIRE WATCH.

To be provided during and 30 minutes after operation.  
Supplied with extinguishers and/or hose reel  
Trained in the use of fire fighting equipment and in sounding the fire alarm

### FINAL CHECK UP.

To be made 60 minutes after completion of any operation

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**This section to be completed by the Authorising officer with the assistance of the contractor.**

Clients Order	Date of work.....
No.....	Start time of Permit.....
Building.....	Finishing time of permit.....
Detailed location of work.....	The proposed work location has been examined, the necessary precautions as indicated above have been taken and permission has been granted for the above hot works
.....	
Work involved and heat source.....	
.....	
Signed Authorising Officer	Name
	Date.

**This section to be completed by the site operative.**

Date.....	I have inspected the work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on the other side of walls) at 30 minutes and 60 minutes after the Hot Work was completed and found it fire safe.
Time work commenced.....	
Time work completed.....	
Time of 30 minute inspection.....	
Time of 60 minute inspection.....	Signed site operative.
	Name.
	Date.

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