

Hot work permit

Hot work starts fires after the work has stopped. This permit is not closed until somebody has gone back and checked.

One permit per job per location. The fire watch period, clearance distances and precautions required are set by the risk assessment for this work and by whoever is competent to set them — this sheet records what was done and when, not how long it should have been.

PERMIT NUMBER	PREMISES	EXACT LOCATION OF WORK
ISSUED TO	ISSUED BY	DATE

THE WORK

DESCRIPTION OF WORK	EQUIPMENT TO BE USED
OPERATIVE NAME	COMPANY
PERMITTED START TIME	PERMITTED FINISH TIME

BEFORE WORK STARTS

Every line ticked, or marked N/A with a reason, before the permit is issued.

	DONE	N/A
Alternative method that avoids hot work considered and rejected	☐	☐
Combustible material removed from the area	☐	☐
Combustible material that cannot be moved protected	☐	☐
Floor swept and clear; combustible floors protected	☐	☐
Openings, ducts, cavities and gaps covered or sealed	☐	☐
Adjacent and opposite sides of walls and floors checked	☐	☐
Flammable liquids and gases removed from the area	☐	☐
Services isolated where required, and by whom	☐	☐
Equipment inspected and in good order	☐	☐
Gas cylinders secured, with flashback arrestors where required	☐	☐
Area ventilated as required	☐	☐
Nearby staff and occupants informed	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

FIRE DETECTION ISOLATION

Isolating detection opens a window in which the area is unprotected. This permit cannot be closed until it is restored.

Is detection being isolated? Which zone or devices? _____

Isolated by — name and time _____

Restored by — name and time _____

Panel confirmed normal by _____

FIREFIGHTING PROVISION AT THE WORKPLACE

	IN PLACE
Appropriate extinguisher(s) to hand	☐
Person present who is trained and willing to use them	☐
Means of raising the alarm known to the operative	☐

IN PLACE

Route to the nearest exit clear

FIRE WATCH

Times, not durations. How long the watch must continue is set elsewhere.

Fire watch during the work — name

Work finished at

Continued watch after work — name

Area inspected at

Area inspected again at

Anything found

HAND-BACK AND CANCELLATION

A permit with no cancellation entry is an area nobody re-checked.

CONFIRMED

Work complete and equipment removed

Area left clear and free of smouldering material

Protection and coverings removed

Fire detection restored and panel normal

Isolated services restored

Permit cancelled and returned

SIGNATURES

ISSUED BY

TIME

OPERATIVE ACCEPTS

TIME

CANCELLED BY

TIME