

Hot work permit



Company name:		Permit Number:
Location:		

Authoriser name (print): _____	Date: _____
Authoriser signature: _____	Position: _____

Part 1 – Risk assessment and authorisation

Work method assessment: Have less hazardous methods been considered? Yes No
 Why are less hazardous methods not being applied? _____

Project specific work method statement:
 Will a project specific work method statement be used and copy attached? Yes No

Work by: In-house staff Contractor - name: _____
 Supervisor and Worker qualifications verified? Yes No

Work area risk assessment
 Completed by: _____ Position: _____

- a. Work area is not a “hot work prohibited” area? Yes No
- b. Automatic sprinkler fully operational (see note 1 on back)? N/A Yes No
- c. Hot work equipment is functional, secure and in good repair? Yes No
- d. Within 10 m (35 ft) of the work area:
 - 1. Flammable liquids removed? Yes No
 - 2. Combustible materials removed or covered with fire resisting materials? Yes No
 - 3. Floors swept and overhead structure clean from dust, lint, and debris? Yes No
 - 4. Floor and wall openings protected against spread of sparks or embers? Yes No
- e. Does work involve enclosed equipment? (If yes, complete items 1 to 4) Yes No
 - 1. Adequate ventilation provided? Yes No
 - 2. Thoroughly cleaned to remove all flammables and combustibles? Yes No
 - 3. Flammable vapors purged? Yes No
 - 4. Purging and ventilation verified with gas detector? Yes No
- f. Fire watch (provided during and after hot work)
 - 1. Number of personnel required? _____
 - 2. Location of fire watch personnel: _____
 - 3. First aid firefighting equipment to be provided: _____
 - 4. Fire watch duration (minutes) after work complete: 30 60 >60 minutes _____

Note: 60 minute minimum for torch applied roofing
- g. Additional precaution required for this job: _____

Authorisation: Work method assessment approved Work area risk assessment approved

- 1) Work location: _____
- 2) Work description: _____

Permit valid for work on: Date: _____ Times - From: _____ To: _____

Specify frequency of inspections made by the Supervisor during the hot work and the fire watch:
 Frequency: Continuous 15 minutes 30 minutes 60 minutes Other _____

Part 2 – Worker acknowledgement (completed by worker before work begins)

Worker and Fire Watch been briefed on precautions and emergency procedures? Yes No

Worker name (print): _____ Date: _____
 Worker signature: _____ Position: _____

Part 3 – Periodic work area inspections (completed by supervisor during hot work and post-work fire watch period)

- Inspection time: ___ : ___ am / pm Work in compliance Yes No Initials: _____
- Inspection time: ___ : ___ am / pm Work in compliance Yes No Initials: _____
- Inspection time: ___ : ___ am / pm Work in compliance Yes No Initials: _____
- Inspection time: ___ : ___ am / pm Work in compliance Yes No Initials: _____
- Inspection time: ___ : ___ am / pm Work in compliance Yes No Initials: _____

Description of any non-compliance and actions taken: _____

Part 4 – Final work area inspection (completed by supervisor at end of fire watch)

Time hot work ended: ___ : ___ am / pm

- All areas where sparks or heat might have spread have been inspected with no sign of fire.
- All fire alarm detectors isolated during the work have been reinstated.
- Work completed in accordance with this permit.

Supervisor name (print): _____ Date: _____ Time: _____
 Supervisor signature: _____ Position: _____

Part 5 – Permit close out (completed by authoriser at end of fire watch)

Permit closed based upon (check one):
 Permit and work completed in satisfactory manner
 Permit withdrawn due to: _____

Authoriser name (print): _____ Date: _____ Time: _____
 Authoriser signature: _____ Position: _____

WARNING
HOT WORK IN PROGRESS
WATCH FOR FIRE!

In case of emergency, take these actions:

Note 1: Fire protection impairments

- Only fire alarm system smoke detectors in the immediate vicinity should be isolated to avoid unwanted alarms.
- Hot work should not be permitted in any area equipped with automatic sprinklers while sprinklers are impaired.
- Where hot work cannot be avoided during a sprinkler impairment, consult with Zurich before any hot work proceeds.

Note 2: Fire watch

- Maintain an uninterrupted fire watch throughout the work area and adjacent areas.
- This includes during lunch, breaks, and shift changes.
- After work is completed, maintain the fire watch for the timeframe indicated in Part 1 of this permit.