



HOT WORK PERMIT

Site: _____

Permit No.

1

Permission is granted to: _____

To use: _____ (type of equipment)

Between: : and :

DATE: _____ Valid for day of issue only

Job:

Detail Location, equipment, _____

Process or activity upon _____

which hot work is required _____

2

To be completed with the operative/contractor in attendance

- | | | |
|----|---|-------------------------------|
| A. | The above location has been examined. | ✓
☐ |
| B. | There are no combustible liquids, vapours, gases or dusts. | ☐ |
| C. | All combustible materials have either been removed or suitably protected against heat and sparks, including lower levels. | ☐ |
| D. | Suitable extinguishers are locally available. [20lb]. | ☐ |
| E. | The operative/contractor has had training and told what to do in the event of a fire. i.e. nearest fire alarm, telephone. | ☐ |
| F. | Additional supervision is required if there is a risk to areas below. | Yes/No |
| G. | A metal bucket of water is required and is available. | Yes/No |

Signature of person issuing the Permit: _____ Epping Manager/Supervisor.

3

The following inspections of the work area have taken place during the course of the operation and the proper procedures are being followed.

TIME: _____	SIGNATURE: _____
TIME: _____	SIGNATURE: _____
TIME: _____	SIGNATURE: _____
TIME: _____	SIGNATURE: _____

4

The operative/contractor responsible for the hot work will confirm that the work is completed and that the work area and adjacent areas to which heat and sparks might have spread have been thoroughly inspected by the Epping manager/supervisor. The area has been inspected again, **60** minutes after the work being completed to ensure no smouldering has taken place and that there is no risk of fire starting.

Signed: _____ Print Name: _____ Time ____:____ Date ____/____/____
(Operative/Contractor)

After signing, the operative/contractor is to immediately return this permit to issuing Epping Limited Management.

Permit Cancellation by Epping Management/Supervisor.

Signed: _____ Print Name: _____ Time ____:____ Date ____/____/____

Note:

This permit is required for all operations involving flame, hot air or arc welding and cutting equipment, brazing and soldering equipment, blowlamps, bitumen, boilers and other equipment producing heat or having naked flames. Plus all disc cutting and grinding works in which sparks are emitted.

CONDITIONS OF USE.

1. Hot work should only be considered if cold methods are not practical.
2. “Issuer” Must be the senior Epping staff member on duty.
3. “Person in Charge” (P.I.C.) will be the person who is in direct control of the hot work in operation. i.e. operative/contractor.
4. The issuer of a Hot permit to Work and its sequence number must be recorded in the site diary and permit log.
5. Sections 1 and 2 must be completely filled in before issue to P.I.C.
6. The duration of the permit must not be extended. If an operation is incomplete a new Permit should be issued to ensure precautions remain in operation.
7. Precautions must remain in operation and operatives must not resume routine work until the Permit is cancelled by signatory in Section 4.

Copies (3)

1. Retained by issuer. On completion of operation Section 4 must be signed by issuer and P.I.C. and this copy in site records.
2. Retained by P.I.C. This must be available at the work location at all times.
3. Issued to Client and signed off on completion of work.