

Hot Works Permit

Document fire precautions, area checks and approvals before any hot works begin. Keep a signed record that the right controls are in place.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Permit Information

1 Permit number

2 Date of permit

3 Permit valid from

4 Permit valid until

5 Location of hot work

Work Details

6 Type of hot work

Welding

Cutting

Grinding

Brazing

Soldering

Heat gun

Bitumen/tar boiler

Other

7 Description of work to be carried out

8 Equipment to be used

Personnel

9 Name of person carrying out the work

10 Company (if contractor)

11 Name of fire watch

12 Contact number for fire watch

Pre-work Checklist

- 13 Combustible materials removed or protected within 10 metres
 Yes No N/A
-
- 14 Floors swept clean of debris
 Yes No N/A
-
- 15 Gaps, holes and openings sealed or covered
 Yes No N/A
-
- 16 Flammable liquids and gases removed from area
 Yes No N/A
-
- 17 Fire extinguisher available and in date
 Yes No N/A
-
- 18 Fire blanket available
 Yes No N/A
-
- 19 Smoke and heat detectors isolated (if required)
 Yes No N/A
-
- 20 Sprinkler system considerations addressed
 Yes No N/A
-
- 21 Adequate ventilation provided
 Yes No N/A
-
- 22 Hot work equipment inspected and in good condition
 Yes No N/A
-
- 23 Appropriate PPE available
 Yes No N/A
-
- 24 Combustible walls, partitions or ceilings protected
 Yes No N/A
-
- 25 Nearby drains covered
 Yes No N/A

Fire Watch Requirements

26 Fire watch to be maintained during work

Yes

No

N/A

27 Fire watch period after work completion (minutes)

28 Fire watch person briefed on duties

Yes

No

N/A

Additional Precautions

29 Are any additional precautions required?

Yes

No

N/A

30 Details of additional precautions

31 Photos of work area before starting

Attach file here

Authorisation

32 Permit issued by

33 Position/role

34 Issuer signature

Signature

35 Date and time issued

Acceptance

36 I confirm I understand the conditions of this permit

Yes

No

N/A

37 Operative signature

Signature

38 Date signed

Completion and Closeout

39 Work completed

Yes

No

N/A

40 Date and time work completed

41 Final fire watch completed

Yes

No

N/A

42 Area inspected and declared safe

Yes

No

N/A

43 Any incidents or issues during work

Yes

No

N/A

44 Details of incidents or issues

45 Photos of completed work area

Attach file here

46 Permit closed by

47 Closeout signature

Signature

48 Date and time closed
