



## HOT WORK PERMIT

Required for any operation involving open flames, or the production of heat or sparks (e.g. cutting, grinding, soldering and welding) outside of a correctly designed hot work zone.

<b>Instructions</b>							
This permit is used to safely manage hot work in order to prevent or reduce the severity of fires. The authorised manager/supervisor and the applicant should complete the permit at the job location to confirm all precautions have been taken prior to the start of work. A copy of the permit should be displayed at the work location. The authorised manager and the applicant must confirm a dedicated fire-watch will be required for 60 minutes after work is complete. The additional 60 minute monitoring period is not required if smoke detection is present and confirmed as active after work is completed.							
<b>Permit details</b>							
Date:				Start work time:			
Applicant:				Valid until time:			
Company:				Mobile number:			
Job location:				Office Number:			
Description:							
<b>Fire protection precautions within 10m</b>			<b>Y</b>	<b>N/A</b>	<b>Risk reduction precautions within 10m</b>		
			<b>Y</b>	<b>N/A</b>			
Fire extinguishers charged and ready	<input type="checkbox"/>	<input type="checkbox"/>			Area is clear of combustibles or shielded	<input type="checkbox"/>	
Fire hoses or hydrant hoses ready	<input type="checkbox"/>	<input type="checkbox"/>			Combustible/flammable liquids removed	<input type="checkbox"/>	
Sprinkler system is online (if installed)	<input type="checkbox"/>	<input type="checkbox"/>			Floors have been swept clean of dust	<input type="checkbox"/>	
Spotter ready during work and breaks	<input type="checkbox"/>	<input type="checkbox"/>			Exhausts and conveyors shutdown	<input type="checkbox"/>	
Fire-watch ready for 60 mins after work	<input type="checkbox"/>	<input type="checkbox"/>			Explosive atmospheres eliminated	<input type="checkbox"/>	
60 min monitoring or smoke detection available after fire-watch is complete	<input type="checkbox"/>	<input type="checkbox"/>			Wall and floor openings covered with fire resistive or non-combustible sheets	<input type="checkbox"/>	
<b>Starting hot work</b>							
Authorised manager or supervisor name:				Applicant name:			
Authorised manager or supervisor signature:				Applicant signature:			
With all of the precautions above, hot work may be conducted. The applicant and person(s) working with the applicant will maintain all of the above precautions while the permit remains open.							
<b>Completing hot work</b>						<b>Y</b>	<b>N/A</b>
Smoke detection is installed, confirmed active and with all isolations removed in the zone						<input type="checkbox"/>	<input type="checkbox"/>
Hot work finish time:				Authorised manager or supervisor final check time:			
Fire-watch finish time:				Applicant signature:			
Monitoring finish time: (If 'N' to smoke detection above)				Authorised manager or supervisor signature:			



Display this part of the hot work permit at the job location in a visible area to warn others of hot work operations within this zone.

**Notice**

# CAUTION HOT WORK IN PROGRESS

IGNITION SOURCES PRESENT  
FIRE-WATCH/SPOTTER MUST BE ACTIVE  
WITH AN EXTINGUISHER

**Additional guidance**

Fire-watch/spotter	A dedicated fire-watch must patrol the 10m hot work zone for smouldering or fire. They are required during work, during breaks maybe required for 60 minutes after work is complete. The fire-watch must have an extinguisher ready at all times.
Valid permit times	Permits are valid for a single day of hot work only. If work is conducted over multiple days, new permits must be used, and reconfirmation of the precautions must be completed.  It is highly recommended to finish hot work operations at least 2 hours prior to end of daily operations to allow sufficient time for fire-watch and monitoring.
Fire protection impairments	Impairments to fire protection systems are not permitted during hot work. If an impairment or isolation of a fire protection system exists, hot work is not permitted.
Smoke detection isolation	Deactivation of smoke detection system zones is not permitted, however isolation of a single detector to prevent an incorrect alarm is permitted.