



HOT WORK PERMIT

Date		Job Location	
Work/Task/Project Description			

Permit Number		Hot Work Permit Number	
Company		Notifiable Work? (If yes, provide Evidence)	
Permit Receiver Name		Signed	
Permit Issuer Name		Signed	

PERMITS OVER 1 DAY (MAX 5 DAYS)
(Review with Supervisor at start of each day)

Date: / / / / / / / / / /

Receiver: [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE]

Issuer: [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE]

Ensure all newly identified hazards and/or changes are communicated to the entire team

Within 10 meters of work area		Work on walls, floors, ceilings, equipment & enclosed plant (e.g., tanks, containers, ducts, dust collectors)	
Ensure there are no combustible liquids, gases, dusts	Y / N	Concealed or enclosed spaces are inspected for combustible materials or linings and material is removed or protected accordingly	Y / N
Combustibles that cannot be moved are covered with flame proof covers or guards	Y / N	Combustibles materials are moved at least 10m away from walls where heat could be conducted	Y / N
Floors are swept clean to remove combustibles	Y / N	Construction materials are non-combustible	Y / N
Combustible floors are wet down or covered with damp sand	Y / N	Machinery and equipment is cleaned of combustible residue	Y / N
All floor, wall and ceiling openings are covered	Y / N	Enclosed plant/tanks is purged of flammable vapors	Y / N
Covers are suspended beneath elevated work to catch sparks if there are combustible materials below	Y / N	Work area is adequately ventilated	Y / N
Fire watch person required to monitor adjacent area during work	Y / N	Confined space permit is required	Y / N



General Precautions

Smoke detectors or thermal detectors have been isolated. Insurance company has been notified	Y / N	Barricading and/or signage is required	Y / N
Fire extinguishers and/or hose reels are immediately available	Y / N	Other personnel in vicinity have been notified of hot work	Y / N
Location of fire alarm call point and fire exits is known	Y / N	Correct PPE, welding jacket, full length gloves, safety goggles etc.	Y / N
Post work fire check to be carried out in accordance with PTW procedures	Y / N	Is there an emergency plan developed and discussed	Y / N
Other requirements:			

Hot work within 10m of insulated sandwich panel buildings i.e. Coldstores & Portacombs (additional requirements)

Rated fire blankets used if hot work in close proximity to panels	Y / N	Secure fixings using adhesives (water based where possible) or mechanical fasteners	Y / N
Where panels need to be cut only cold cutting methods such as shearing (hand operated tools), low speed drills or hand tools are used	Y / N	Smoking and other ignition sources are not permitted during work on panels	Y / N
Dispose of any panel off-cuts immediately. Waste panel material must be disposed of outside of building in a suitable waste bin located at least 10m from the building	Y / N	Pipe penetrations or exposed core should be sealed with a metal facing clamped or riveted onto the metal face of the panel	Y / N
Other requirements:			

The work area has been monitored by contractor for 30mins following completion of work and inspected at completion by permit issuer – smoke/thermal detectors re-activated

Date: / / / / / / / / / /

Time:

Receiver close out: [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE]

Issuer close out: [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE] [SIGN HERE]

Ensure all newly identified hazards and/or changes are communicated to the entire team