

Hot work permit



This form must be filled out prior to hot work being undertaken in a non-designated area.

Produce three copies: one to be kept and filed by the issuer – one to be kept at the work place

– one for the security/gatehouse

Company, address:

Hot work site location building
number, department, floor:

Name of the person (and the external
company) carrying out the hot work

Description of the hot work:

Period of validity
(normally one shift only):

From

Day:

Month:

Year:

Time:

To

Day:

Month:

Year:

Time:

Checklist:		YES
1.	The person carrying out the hot work is qualified and is appropriately trained (e.g. has a valid hot work certificate).	<input type="radio"/>
2.	A fire watch will be present during the work, breaks, and after the work is completed for at least hours (min. 1 h).	<input type="radio"/>
3.	Name of the fire watch:	<input type="radio"/>
4.	The workplace is cleared, cleaned and wetted down or otherwise made safe for hot work.	<input type="radio"/>
5.	Openings in floors, walls and ceilings have been sealed.	<input type="radio"/>
6.	Approved extinguisher equipment is in place and easily accessible at the work place.	<input type="radio"/>
7.	The hot work equipment is in good working condition and approved.	<input type="radio"/>
8.	Name of the person responsible for disconnecting/reconnecting the fire alarm:	<input type="radio"/>
9.	The sprinkler system is fully operational.	<input type="radio"/>
10.	Other precautions or restrictions required:	<input type="radio"/>

Telephone number to the site contact:

Telephone number to the fire brigade:

All applicable precautions have been taken and hot work is permitted in the defined area.

(Signature of the person carrying out the hot work)

(Signature of the plant authorised person)

Date signed:

Date signed:

THIS PART MUST BE FILLED OUT AFTER THE COMPLETION OF THE WORK SPECIFIED ABOVE.

The hot work authorised above has been completed ☐

Final check has been completed ☐

The fire alarm has been reconnected ☐

Hot work completed (date, signature of the person carrying out the hot work):

(Signature of the plant authorised person)

Disclaimer: This form is in line with the criteria for hot work permit control according to If P&C Insurance's insurance terms and conditions. However, it does not alter the terms and conditions including the safety regulations of any insurance policy in any way. Using this form and the procedures described here do not necessary fulfil all regulations set by the authorities or other involved parties. It is the responsibility of the parties involved in conducting hot work to ensure that all local, national etc. regulations are followed.

WHAT IS HOT WORK?

“Hot work” means construction, installation, fitting, dismantling, repair, maintenance and similar work involving the use of an open fire, heating, welding, cutting, brazing, soldering and/or grinding equipment; in general working methods that use an open fire that can generate excessive heat or sparks and thus start a fire. Roofing work should be given special attention.

GENERAL PROCEDURES

1. Management must appoint the person(s) that can authorise hot work. These are normally the fire officer, the maintenance manager or comparable. They must have experience and training in the risks associated with hot work and be of a suitable status to ensure the compliance with the procedures. The issuer of the permit may not be the same person that will carry out the actual work.
2. The plant responsible personnel and the person/company carrying out hot work must ensure that the work can be carried out safely in accordance with applicable laws and regulations.
3. Hot Work Permits should not be issued for prolonged periods. The permit should principally be valid for one work shift only.
4. A Hot Work Permit should be issued after considering the circumstances carefully, including all hazardous work in the vicinity of or adjacent to manufacturing processes.
5. Before signing the Hot Work Permit, the person responsible for issuing the permit must check that all required protection measures have been taken. If the issuer is not satisfied with the arrangements, further measures may be requested, and any additional actions should be entered in the permit (checklist point 10).
6. The Hot Work Permit should be completed in three copies. One copy should be retained by the issuer who may wish to inspect the site of the work or perform spot-checks to ensure that the conditions have been met, or check that the work is completed before the Hot Work Permit expires. The second copy is handed to the person responsible for carrying out the work. The third copy should be delivered to the security department or the gatehouse, if applicable. A fourth copy could be issued and handed over to e.g. the control room.
7. Following the completion of the hot work, the expiry of the fire watch period and the reinstatement of all fire protection installations, the permit issuer should be informed. S/He might inspect the site. S/He will confirm the completion of the hot work by adding a new signature to his/her copy of the permit. If a permit is issued late in the day, arrangements should be made to ensure that the authorised personnel are available to sign the copy at the time of the completion of all the above mentioned measures.
8. One signed copy of each permit must be filed by the permit issuer for future reference.

SAFETY PRECAUTIONS FOR HOT WORK

Before the work is started:

- Check if the job can be avoided. Is there a safer method, for instance machining or joining? Is it possible to move the object in question to a workshop or outside at a safe distance?
- If not, get a hot work permit from the plant authorised person.
- Hot work should never be carried out in direct contact or in close proximity to constructions, i.e. roofs, sandwich panels etc., containing combustible insulation.
- Remove combustible materials and flammable liquids, dust and waste.
- Protect combustible materials which cannot be removed, combustible building parts and any openings through which a spark / fire etc. could spread to other areas (use fireresistive tarpaulins or metal shields). Attention should also be given to the presence of combustible materials on the other side of a wall.
- Check the hidden spaces (wooden constructions, ventilation and extraction ducts and pipes etc.) and protect if necessary. Check if there could be sandwich panels with combustible insulation involved.
- Check that the gas welding bottles are equipped with check valves, spark arrestors, gloves and shut off keys.
- Ensure that approved extinguisher equipment is ready to use: at least two 6 kg powder appliances and if available at least one fire hose charged with water up to the jet nozzle.

When the work is completed:

- Monitor the affected area for at least 1 hour or as long as specified in the hot work permit, to ensure that a fire does not start.
- Reconnect automatic fire detection installations and all other fire protection installations, if applicable.
- Ensure that the work equipment, including gas cylinders, are removed and the work place left in good order.
- After the hot work is completed, the stated period for fire watch is completed and the fire protection installations have been reinstated, return the permit to the permit issuer for final signature.

High risk areas:

Special attention is needed in areas where there is a danger of explosion due to explosive or other hazardous materials which cannot be removed or explosive gas, vapour or dust concentrations. Work in confined spaces such as tanks or silos may be conducted only if appropriate safety precautions have been taken. In these cases, a specific hazard analysis needs to be carried out before permitting hot work and, based on the analysis, special precautions may have to be followed.

