

## GC07 Hot-work permit

Hot-work permits are required for any operation involving open flames or producing heat and/or sparks and must be prepared by a competent person. Hot works include brazing, torch cutting, grinding, soldering and welding.

<b>Company name</b>				<b>Project title</b>			
<b>Location</b>				<b>Contract no.</b>			
<b>Supervisor</b>				<b>Permit no.</b>			
<b>Contractor</b>							
<b>Equipment used</b>							
<b>Date of works</b>		<b>between</b>		<b>hrs</b>	<b>and</b>		<b>hrs</b>
<b>Precautions to be taken</b>					<b>Yes</b>	<b>No</b>	<b>N/A</b>
Hot work must <b>cease at least one hour</b> before end of shift. Areas where hot works have been carried out should be checked before leaving site.							
Services affected must be <b>isolated</b> before work commences.							
<b>Isolate</b> smoke detectors in the vicinity of hot works.							
A suitable fire extinguisher must be available and be kept close at hand, at all times.							
Supervisors must ensure suitable personal protective equipment (PPE) is provided and <b>worn</b> by operatives.							
All cylinders must be transported and secured <b>upright</b> .							
Valves and hoses <b>must</b> be in good condition.							
All cylinders must have <b>flashback</b> arrestors fitted.							
When not in use, cylinders must be <b>shut off</b> and returned to store.							
LPG cylinders must <b>not</b> be <b>left in the building</b> overnight without formal approval.							
<b>Arc welding</b> equipment will comply with current standards.							
Spent welding rods <b>must be</b> immersed in a bucket of water.							
<b>Minimum radius</b> of hot work to be <b>2 m</b> from other persons working. Screens should be erected if needed.							
Where hot works are required adjacent to combustible material, a fireproof protective mat should be placed between the material and the heat source during the hot works. (Check both sides of partition walls to ensure that heat has not been transferred by conduction to combustible materials.)							
Work areas to be kept <b>tidy</b> and free from combustible materials.							
When operatives are working in <b>riser shafts</b> or on staging with cylinders, work will be secured and openings to other levels covered with a fire blanket or other non-combustible materials.							
Operatives must remain in the area for 15 minutes <b>after completing</b> work to ensure there is no hot spot residue.							
<b>Operatives carrying out hot work must:</b>					<b>Yes</b>	<b>No</b>	<b>N/A</b>
understand the permit conditions and the fire and safety precautions							
be in possession of a permit at all times							
stop work if required to do so by an authorised person							
immediately report any hazard likely to affect the fire and safety precautions							
ensure satisfactory access to and egress from the work area.							

## GC07 Hot-work permit *continued*

<b>Confirmation by contractor's supervisor:</b> I confirm that the precautions specified above will be complied with and I will ensure that the persons carrying out the work described above are fully briefed on the safe method of work.							
<b>Name</b>		<b>Position</b>		<b>Signature</b>		<b>Date</b>	
<b>Confirmation by operator:</b> I understand the precautions to be taken in carrying out the hot works.							
<b>Name</b>		<b>Position</b>		<b>Signature</b>		<b>Date</b>	
<b>Site management authorisation:</b> I certify that the above work can commence with the precautions listed above.							
<b>Name</b>		<b>Position</b>		<b>Signature</b>		<b>Date</b>	
<b>Cancellation of permit by operator:</b> <i>(Note: hot works must cease at least one hour before end of shift.)</i> I confirm that the work has been completed and the area has been checked and is safe.							
<b>Name</b>		<b>Position</b>		<b>Signature</b>		<b>Date</b>	
<b>Cancellation of permit by site management</b>							
<b>Name</b>		<b>Position</b>		<b>Signature</b>		<b>Date</b>	
<b>Inspection of area covered by hot-work permit by fire warden/site management after cancellation of permit</b>				<b>Inspection completed after</b>			<b>hr(s)</b>
<b>Name</b>		<b>Position</b>		<b>Signature</b>		<b>Date</b>	