



# HOT WORK PERMIT

(WELDING, CUTTING, BURNING OR HEATING)

## DAILY PERMIT ONLY

Hot works permit is a self-managed document. It is only valid for a 24 hour period. Any work extending past a 24 hour period will need further permits filled out for every 24 hour period. At the completion of works this form must be forwarded to maintenance supervisor.

### SECTION 1 Maintenance Supervisor

Particulars of Works (Give brief details)

Location:	Date of Works:	To Commence at:	Duration:
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### SECTION 2 Sub-Contractor Names:

Site inspected by:	Date:
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CRITERIA	Yes (Tick Box)	No (Tick Box)
Are all combustibile materials cleared away?		
Are electrical cables clear of work area?		
Has a fire extinguisher or other fire suppression been supplied?		
Are any flammable materials present in pipes, ventilation ducts and work area?		
Is there adequate ventilation in area?		
Is there an assistant fire lookout?		
Are personal trained in the use of fire fighting equipment and raising of fire alarms?		
Do fire retardant drapes need to be slung beneath work to catch sparks and other floor areas covered?		
Is appropriate PPE and equipment being used?		

Other precautions and comments:

Permission to proceed is granted (Based on the above criteria being met)

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Maintenance Supervisor

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Sub-Contractor

ADDITIONAL CRITERIA Before / after work has commenced	Completed	Not Completed
1. Maintenance Supervisor & Sub Contractor are to inspect the site prior to hot work commencement ensuring that the site fully complies with Section (2) above.		
2. Ensure that the fire extinguishers and properly charged and serviceable		
3. This form is to be handed to the fire marshal who is to return it to the Maintenance Supervisor on completion of the hot works and the 60 minute Fire vigil.		
4. Fire detection equipment is to be reactivated after the completion of the Fire Marshal 60 minute vigil and completion of work.		
5. The Fire Marshal or alternative designated officer has monitored the site for 60 minutes after the completion of the works?		

**I hereby certify that the worksite has been inspected by me at the expiry / cancellation of this hot works permit and declared safe for normal operations to resume.**

**Fire Marshal or alternative designated maintenance officer.**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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Additional Comments:

