



# SAMPLE PERMIT

## Hot Work

Hot work is any temporary or permanent operation that involves open flames or produces heat and/or sparks. This includes, but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing and welding. The definition of hot work can be applied to activities including new construction work and emergency repairs.

Avoid hot work whenever possible. Consider all alternative methods to hot work. Alternative "cold work" methods include the following:

- a. Mechanically removing and relocating frozen piping to a heated area rather than thawing piping in place with any form of hot work.
- b. Using manual hydraulic shears rather than cutting with a saw or torch.
- c. Using mechanical bolting rather than welding.
- d. Using screwed or flanged pipe rather than sweat soldering.
- e. Using a reciprocating saw rather than a radial saw.
- f. Using a standard mechanically attached/fully adhered FM Approved roof system rather than a torch-applied roof system.
- g. Using a mechanical pipe cutter rather than a torch or radial saw.
- h. Using FM Approved self-drilling or compressed air-actuated steel roof deck fasteners rather than puddle welding.

Also, where possible, relocate hot work to a suitably arranged and isolated fixed hot work station.

**Should hot work be necessary, a hot work permit will be required.**

*To be completed by the Nominated Work Supervisor.*

Organisation:		Date:	/	/
Person/organisation carrying out hot work:				
Building:				
Area affected:				
Description of work:				
I _____, give permission for this hot work to be performed.	Signature:			

### Impairment permit valid

Is a fire impairment permit required - if yes, a fire impairment permit must be completed prior to undertaking hot work

From date:	/ /	To date:	/ /
Time of impairment:		Time restored:	

### Type of hot work

Brazing  Grinding  Torch-applied roofing  Soldering   
Welding  Cutting  Other: \_\_\_\_\_

### Potential hazards

Yes No

Flammable/combustible liquids	<input type="checkbox"/>	<input type="checkbox"/>
Flammable materials	<input type="checkbox"/>	<input type="checkbox"/>
Flammable/combustible gas and vapours	<input type="checkbox"/>	<input type="checkbox"/>
Toxic vapours/gases	<input type="checkbox"/>	<input type="checkbox"/>
Confined space environment	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed space environment	<input type="checkbox"/>	<input type="checkbox"/>
Dust/particle generating activities	<input type="checkbox"/>	<input type="checkbox"/>
Combustible construction (e.g. expanded polystyrene sandwich (EPS) panels)*	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

*\*Important: Consider all cold work methods prior to undertaking hot work in or near EPS constructions.*

### Type of equipment to be used

Yes No

Gas (propane torch/oxyacetylene torch/oxy propane) welding equipment	<input type="checkbox"/>	<input type="checkbox"/>
Electric (AC & DC/Metal Inert Gas/Tungsten Inert Gas) welding equipment	<input type="checkbox"/>	<input type="checkbox"/>
Dust/particle generating equipment (e.g. sanders, grinders, concrete cutters)	<input type="checkbox"/>	<input type="checkbox"/>
Electric spark generating equipment (e.g. batteries, light fittings)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

## Hot work controls

Yes No

- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
| 1.  | Maintain automatic sprinkler protection and other fixed fire protection systems in service and fully operational. If no, there should be a reason why.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.  | Separate hot work operations from combustibles by a minimum of 11m   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.  | Combustible/flammable materials removed  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.  | Wet down of non-removable combustible items  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.  | Remove any flammable liquids (paints, oils and lacquers, etc) from the hot work area or cover flammable liquids with fire blankets   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Cover drains with fire blankets  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Sweep floors clean, removing any spilled grease or oil. Cover floors made of combustible material (eg. boards on joist, plank on steel, wood block) with fire-resistant tarpaulins or other non-combustible material | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | Ceiling/floor cracks, holes, ducts are covered   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Provide manual firefighting equipment (such as fire extinguishers, hose reels, hydrants etc.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Compressed gas cylinders, fuel removed or moved at least 15 metres away  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Welders earthed to work at weld point  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Exhaust spark guards fitted to fixed or portable plant and equipment   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Personal protective equipment  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Hot work equipment is operational and in good condition  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Fire watch required and trained in use of fire equipment and in sounding an alarm  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Sparks from working at heights contained   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Atmosphere tested for combustible/toxic vapours/gases  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Warning/mandatory signs in place   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Barricade/fencing erected  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Air-conditioning units isolated  | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Safe access and egress provided  | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Adjacent areas inspected   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Ventilation dust extraction units to be used   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Fire and smoke detectors isolated  | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Electric leads isolated and positioned correctly away from sparks  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Building occupants have been isolated from hot work area   | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Contractors or volunteers have been inducted and trained incl. emergency procedures  | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Fire watch required for adjoining areas and will monitor for a minimum of 1 hour after the completion of work  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Other: _____   | <input type="checkbox"/> | <input type="checkbox"/> |

### Completion of work declaration for the person carrying out hot work

Yes No

All work has been satisfactorily completed and no further action is required	<input type="checkbox"/>	<input type="checkbox"/>
All work equipment/materials and waste have been removed from the work area and workplace	<input type="checkbox"/>	<input type="checkbox"/>
Barricades/fencing and warning signage have been removed	<input type="checkbox"/>	<input type="checkbox"/>
All fire detection systems (smoke or thermal) have been reactivated and returned to normal service	<input type="checkbox"/>	<input type="checkbox"/>
There is no sign of damage or fault to fire detection equipment	<input type="checkbox"/>	<input type="checkbox"/>
The work area and surrounding areas have been inspected for fire, the potential for fire or fire damage and is safe from fire risk	<input type="checkbox"/>	<input type="checkbox"/>
All plant or equipment affected have been tested and are fit for use	<input type="checkbox"/>	<input type="checkbox"/>
The fire services system and fire watch log book are returned at the completion of works	<input type="checkbox"/>	<input type="checkbox"/>

### Organisation authorisation

*To be completed by organisation official overseeing the work.*

Name of nominated work supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

#### Approval for completed work

Name of person carrying out hot work: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

### Fire watch

*To be completed by worker or contractor responsible for the work before returning this permit to issuer.*

The work area and all adjacent areas to which sparks and heat might have spread have been inspected and found to be free of fire following completion of work.

Name of worker or contractor responsible for the work: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

The work area has been inspected and is in a safe condition for work to proceed on the provision that all controls and work procedures are followed in accordance with this permit.

## Area safe

*To be completed by the nominated work supervisor.*

1. The work area and all adjacent areas to which sparks and heat may have spread were inspected were inspected personally between 30 minutes and 2 hours after the work was completed and found safe.
2. Fire protection/detection systems have been reinstated.

Name of nominated work supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:    /    /

If you would like further information about Hot Work, please contact the *risksupport* Helpdesk on:

**1300 660 827**  
[helpdesk@risksupport.org.au](mailto:helpdesk@risksupport.org.au)

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