



COLD WORK PERMIT

INSULATED SANDWICH PANELS/ COMPOSITE BUILDING PANELS

Permit to work

NO WORK is permitted on Insulated Sandwich Panels (ISP), or any other composite building panels that have a combustible core material, without a Permit. A copy of this permit must be displayed prominently at the work site and returned when work is completed.

NO HOT WORK IS TO BE UNDERTAKEN DIRECTLY ON THE PANELS.

Who, when where

Date:

Employee Contractor Induction completed

Location/building and floor

Work Description

Name of person doing work

Does the work require penetration of the non-combustible outer layers of the panels?

Yes No

If Yes what tools will be used to cut the panels (refer to procedure section)

Is any Hot Work (cutting, welding, grinding, etc) being carried out, or due to be carried out, within ten (10) metres of the nominated work site during the validity period of the Permit: Yes No

If Yes, has a Hot Work Permit been completed Yes No

Permit Expiration

A cold works permit is only valid for 8 hours, or no more than one shift. If the work will take more than 8 hours or one shift, a separate permit is required for each period.

This cold works permit must also be prominently displayed on the jobsite.			
Start date		Start time	
Expiration date		Expiration time	

Required Precautions Checklist

Available sprinklers, fire hoses and fire extinguishers are in service and there are no active/current fire protection impairment	<input type="checkbox"/>
Production staff in the area concerned have been advised	<input type="checkbox"/>
Manufacturers product specification/technical manuals have been reviewed	<input type="checkbox"/>
Work area has been checked and is clear of flammable or combustible materials	<input type="checkbox"/>
No heat producing cutting/drilling equipment to be used directly on the panels	<input type="checkbox"/>
Fire extinguisher or hose reel available within the work area (with appropriately trained personnel)	<input type="checkbox"/>
Equipment will not be mounted directly on the panels unless through-bolted and properly supported	<input type="checkbox"/>
Electrical switches and fittings will not be recessed into the panel	<input type="checkbox"/>
Fire resistant sheeting or metal sheeting suspended beneath hot work, including mezzanine.	<input type="checkbox"/>

Operator

I understand that I am authorised to undertake works on Insulated Sandwich Panels in strict accordance with the required precautions.

Operator Name

Signature

Date

Signature of Authorised Nominee (if required)

Date:

Time

Final checks

I have checked the location between thirty (30) and ninety (90) minutes after completion of the work and I am satisfied that the work has been carried out in a safe manner and there is no residual fire risk.

All joint cover strips (vertical & horizontal) removed on the panel have been replaced	<input type="checkbox"/>
All holes in the non-combustible outer layers have been fitted with a permanent cover and sealed (with non-combustible or fire-retardant materials)	<input type="checkbox"/>
All penetrations through the panel have been fitted with a metal bush or collar and sealed	<input type="checkbox"/>

There is no evidence of smoke or hot panel surfaces in the work area	<input type="checkbox"/>
All rubbish and combustible waste materials have been removed (including excess ISP's)	<input type="checkbox"/>
Final check completed by	
Date	Time

Purpose

To define the methods for safely working on Insulated Sandwich Panels (ISP's) or Exterior Finishing Systems (EIFS), and any other combustible composite panels, within the site.

ISP is a term used to describe a range of prefabricated, insulated building material with two metal skins bonded to an inner insulated core.

It is commonly referred to as composite panels or cool room panels. EIFS are also prefabricated building materials which may contain combustible materials, or form part of a combustible exterior finishing system. EIFS are also considered composite building panels.

There are many different types of ISP's manufactured which are differentiated by the core material used for insulation. Some are classified as combustible whereas others can be classified as non-combustible.

Fire tests based on Australian and ISO standards are currently accepted under Australian Building Codes. However, property insurers generally only accept the Factory Mutual Research Centre test. There are a number of Factory Mutual approved PIR panels suppliers in Australia.

Any work that could generate heat or sparks may result in the ignition of the ISP core material or EIFS. This includes work such as cutting, grinding, punching, welding, installation of electrical fittings, etc. Ignition of the core materials could result in a significant fire within the facility as ISP's are difficult to extinguish and readily propagate the fire. Furthermore, they can release toxic gases when ignited which poses human health risks.

Scope

The Cold Work permit aims to verify that safety and fire prevention requirements are in place before any work is commenced and that all parties (maintenance, engineering, production, and contractors) are aware of the work that is being undertaken.

Responsibility

Permit Issuer

Ensure that a Cold Work permit is relevant for application, with a separate risk assessment being undertaken where additional hazards or exposures are identified. The permit issuer should ensure all permit holders have a clear understanding of the permit intent and procedure, in addition to ensuring all necessary controls are adhered to by internal and external personnel undertaking work.

Authorised Nominee

The Authorised Nominees who can sign the Cold Work Permit are staff who are trained

in risk assessment and process hazards which may include the production manager, area managers, process controllers and team leaders.

Employees and Contractors

Ensure adherence to the Cold Work permit when carrying out work on ISP's or Composite Building Panels.

Procedure

1. The Work Permit should give a detailed description of the work involved, the equipment/area that is being worked on and who is to perform the work.

2. The Work Permit is to be issued by the Permit Issuer which should be a Senior Manager such as the Safety Manager / Operations Manager. A Work Permit is to be issued for any work involving EPS Sandwich Panels (EPS, or any other composite building panel with a combustible core material, including External Insulated Finishing Systems.

N.B. Where Hot Work (cutting, welding, grinding, or any other heat / spark producing activity) takes place within 10 metres of Insulated Sandwich Panels (ISP) or other combustible composite panels, the Work Procedures shall be observed in addition to the site's Hot Work permit procedures.

3. Any specialist contractors undertaking the works should have the relevant qualifications, licences, and insurances to carry out such work. Contractors should be made familiar with any site emergency procedures as well as any site-specific fire protection requirements. Contractors should be engaged directly by the Permit Issuer; the use of subcontractors should be avoided or be more stringently supervised.

4. The required precautions of the permit are prompts to ensure that all fire safety exposures are adequately controlled. If the Permit Issuer believes that any precaution is not required, they are to indicate an N/A next to the relevant item on the Work Permit.

5. The Work Permit will only remain valid for the duration of the shift that it was authorised for (or no more than 8 hours).

6. It is the responsibility of the Permit Issuer to ensure that the Cold Work Permit has been completed. Any special precautions must be listed on the Cold Work Permit.

7. The Work Permit must be displayed at the work site once it has been authorised by the Permit Issuer (i.e. A copy of the Permit is to stay with the person who is carrying out the work).

8. Once the work has been completed, the Permit Issuer or his/her authorised nominee and the person who carried out the work shall meet in the work area and review the job. Two copies of Work Permit must be signed off by the permit issuer or authorised nominee. One copy retained by the issuer and one copy for the person doing the work.

9. Before the permit is finally signed off, an inspection of the work area must be carried out not less than 30 minutes and not more than 90 minutes after work has finished by either the Permit Issuer or the Authorised Nominee.

10. Once works are completed, copies of the Work Permit are to be returned to the Permit Issuer. These Permits are to be held on file in line with the company's data retention policies and procedures

Users of this document are responsible for making their own assessment of whether this document is appropriate for their needs, circumstances and risk exposures. We (Risk Mitigators) do not warrant or accept any liability in relation to the reliance or use of this document or any part thereof, including accuracy or correctness. It is made available on the understanding that our employees and agents will have no liability (including but not limited to liability by reason of negligence) to the users of the document for any loss, damage, cost or expense whether direct, indirect consequential or special, incurred by, or arising by reason of, any person or company using or relying on the document and whether caused by reason of any error, omission or misrepresentation or otherwise. Material used in this Permit in part sourced from <https://www.qbe.com/au/news/hot-work-permit>